



# TENANCY APPLICATION FORM

Attached is the application form together with tenants guide and scale of tenant fees which you are required to complete in all cases to rent a property through Stags. Complete all sections as fully as possible but if you require any assistance then please ask. In addition provide a copy of a **current utility bill and a certified copy of your passport. If you do not have a valid passport you will need to provide a copy of your birth certificate and driving licence.** If you are not in employment, confirmation of available funds will be required to enable us to process the application as quickly as possible. If you are moving to this country from abroad we may require further proof of identification such as a work permit or visa.

All occupiers over the age of 18 will need to complete a tenancy application form and will be named on the tenancy agreement. We are unable to withdraw a property from the market until we are in receipt of the completed form and holding deposit.

## **HOLDING DEPOSIT = ONE WEEKS RENT**

At the point of your application being processed payment of the tenant holding deposit will be required and can be paid by direct bank transfer, cash or debit card.

The Holding Deposit will be repaid by being off set against the first months rent following the completion of satisfactory references. The Holding Deposit will also be repaid in the event of the landlord withdrawing from the proposed let.

The Holding Deposit is non-refundable should you subsequently withdraw from your application or in the event of the following;

- You fail a Right to Rent check regardless of when the holding deposit was accepted.
- You provide false or misleading information which the landlord is reasonably entitled to consider in deciding whether to grant a tenancy because this materially affects the applicants suitability to rent the property.
- You notify the landlord or Stags before the agreed deadline for the agreement (15 days or the alternatively agreed deadline) that you have decided not to enter into a tenancy agreement.
- You fail to take all reasonable steps to enter into a tenancy agreement.

Following receipt of the Holding Deposit and acceptance from the landlord you will be sent an electronic email link, by The Lettings Hub, Stags referencing agent. Via this link you be requested to complete a full tenant application to provide further information in order for the reference process to be completed. References are obtained on a strictly confidential basis and tenants will not be entitled to any disclosure.

**For full details of all tenant fees payable when renting a property through Stags please refer to the tenant scale of fees sheet attached or visit our website [www.stags.co.uk](http://www.stags.co.uk)**

## **TENANCY TERMS:**

Ensure that you are fully aware of the letting terms and conditions that relate to the property you are applying for. You should have read the full letting details and be aware of any restrictions that may apply.

## **FIRST MONTHS RENT AND DEPOSIT:**

These are due in cleared funds prior to the tenancy start date payable either by direct bank transfer, cash or debit card.

*All arrangements and representations made are subject to a formal, written Tenancy Agreement being signed and exchanged by both Landlord and Tenant. A copy of Stags Assured Shorthold Tenancy Agreement is available on request.*

**Please return the completed application form, signed tenant scale of fees and identification to the office marketing the property. Should you require further information regarding your application please speak to a member of staff.**

# TENANTS GUIDE

## TENANCY APPLICATIONS/REFERENCES

All occupiers over the age of 18 will need to complete a tenancy application form and will be named on the formal Tenancy Agreement. Upon agreeing a let we will then take up references on behalf of our clients, the Landlord, which usually will include a credit check, current employment details, previous Landlord/ Letting Agent and if self-employed accounts and income details.

## HOLDING DEPOSIT

In order to secure a property you will be required to pay a holding deposit, the equivalent of one weeks rent. The Holding Deposit will be repaid being off set against the first months rent following the completion of satisfactory referencing and when the tenancy agreement is entered into. The Holding Deposit will also be repaid in the event of the landlord withdrawing from the proposed let.

The Holding Deposit is non-refundable should you subsequently withdraw from your application or in the event of the following;

- You fail a Right to Rent check regardless of when the holding deposit was accepted.
- You provide false or misleading information which the landlord is reasonably entitled to consider in deciding whether to grant a tenancy because this materially affects the applicants suitability to rent the property.
- You notify the landlord or Stags before the deadline that you have decided not to enter into a tenancy agreement.
- You fail to take all reasonable steps to enter into a tenancy agreement.

## TENANCY FEES

Please refer to the Stags scale of tenant fees which outlines the fees you can expect to pay when renting a property through Stags. Further details and information are attached to the Stags tenancy application form and for further clarification before arranging a viewing please contact the letting office dealing with the property.

## TENANCY AGREEMENT / LETTING

Following receipt of satisfactory references and agreement to the letting between landlord and tenant Stags will confirm the tenancy start date, term of agreement, conditions relating to the tenancy and organise payment of rent and deposit. Prior to a tenancy commencing you will normally be required to sign an Assured Shorthold Tenancy Agreement (a copy is available on request). A Tenancy Agreement will fully explain and detail the terms and conditions on which you are taking the tenancy plus any other special conditions that relate to the specific property.

## RENT PAYMENTS

The first months rent along with the deposit are due in cleared funds prior to the tenancy start date payable either by direct bank transfer, cash or debit card. All future rent is payable in advance by standing order either direct to the landlords nominated account or into Stags Lettings Client Account.

## DEPOSIT

Before the tenancy commences you will be required to pay a deposit. This deposit is held by Stags as Stakeholder in the Stags HSBC Exeter High Street Branch Client Trust Account on behalf of the Landlord. No interest is payable to either party. The deposit is held against any damages or expenses arising during your tenancy and will not be released until you have vacated the property, all rent has been paid up to date and an end of tenancy inspection completed.

All deposits taken for Assured Shorthold Tenancies must be protected by a Tenancy Deposit Scheme. Stags operate an insurance based scheme as members of ARLA and RICS, through the Dispute Service (TDS) and hold deposits as stakeholder on behalf of landlords and tenants. For further information visit the website [www.tenancydepositscheme.com](http://www.tenancydepositscheme.com).

The majority of Tenancy Agreements are Assured Shorthold Tenancies within the Housing Act and therefore covered by the Tenancy Deposit Scheme. However, deposits taken for Non Housing Act Tenancies i.e. Winter Let Agreement, High Rent Agreement or a Company Let will not be covered by the Tenancy Deposit Scheme. We as Agents will hold the deposit as Stakeholder and will look to administer it in the normal way.

## SCHEDULE OF CONDITION AND INVENTORY

When the landlord requires a schedule of condition and inventory, this will be provided to you at the commencement of the tenancy requiring you to check, sign and return back to Stags within 7 days. It is important that you take care in checking the Schedule of Condition/Inventory at this stage, as it will form the basis of any claim for damages by your Landlord at the end of the tenancy.

## TENANTS OBLIGATIONS

Your obligations are as detailed within the tenancy agreement. You should be aware that responsibility for the property rests with the tenant during the tenancy. It is particularly important that any gas or electrical problems are reported immediately and the property is fully secured when you leave it unattended at any time. During the winter months, necessary steps must be taken to prevent the freezing of water and heating systems. In addition, you will be liable to maintain the interior décor of the property to include carpets, and any fixtures and fittings that are included plus garden and outside areas.

## STAGS OBLIGATIONS

The obligations of Stags will vary dependent on which of the following services we provide for the Landlord.

- A. Let Only (no management)
- B. Letting the property and receiving rent
- C. Letting and fully managing the property

You will be notified which of the above services applies to your tenancy and provide you with details of who to contact.

## PROPERTY VISITS

All properties will be subject to regular visits. The purpose of these is to check the condition of the property and that you are conducting your tenancy in accordance with the Tenancy Agreement. The visit also provides you with an opportunity to notify of any issues or problems you are experiencing with the property.

## UTILITIES/COUNCIL TAX

Once you have signed a Tenancy Agreement you are usually liable for the service utility charges relating to that property to include gas, electricity, water and drainage plus the council tax. The utility companies and local authority will usually have been notified of your impending occupation along with appropriate meter readings. However, we would recommend that you check with the appropriate utility company to ensure that this has been set up correctly.

## TELEVISION/PHONE & BROADBAND

You are responsible for the television licence regardless of whether or not a television is provided by the Landlord. Landlords cannot guarantee quality of signal or availability of signal at any let property. With regard to telephones and broadband. Tenants will need to make their own investigations as to the availability of a suitable connection at the let property and will be responsible for any associated costs.

## INSURANCE

The Tenant is responsible for insuring their own personal effects and furnishings. It is important that as a tenant you are adequately protected and covered for any damage you may cause to landlords buildings, contents or fixtures and fittings. Liability insurance can help you to protect your deposit at the end of the tenancy.

## TENANCY RENEWALS

Approximately three months prior to the end of the fixed term Stags will write to you asking for confirmation concerning your intentions and whether you would like to remain in the property and extend the tenancy for either a further fixed term or on a rolling Statutory Periodic basis.



## SCALE OF TENANT FEES AND CHARGES

### BEFORE YOU MOVE IN:

#### Holding Deposit (Per Tenancy)

This is to reserve a property. The Holding Deposit will be withheld if any relevant person (including any guarantor(s)) withdraw from the tenancy, fail a Right-to Rent check, provide materially significant false information, or fail to sign their tenancy agreement (and / or Deed of Guarantee) within 15 calendar days (or other Deadline for Agreement as mutually agreed in writing). The Holding Deposit will be repaid being off set against the first months rent following the completion of satisfactory referencing and when the tenancy agreement is entered into.

**Equivalent of 1 Weeks Rent**

#### First Months Rent

Payable on or before the commencement of the tenancy. Future rent will be payable by Standing Order.

**As per the agreed rent**

#### Tenancy Deposit

The deposit covers damages or defaults on the part of the tenancy during the tenant and is payable on or before the commencement of the tenancy. All deposits for a property let by Stags are held on their client account and administered in accordance with the Tenancy Deposit Scheme and Dispute Service.

**5 Weeks Rent**

#### Company Let Application Fee (when a company is applying to rent a property)

Referencing (identity, immigration and visa confirmation, financial credit checks, obtaining references from current or previous landlords, as well as contract negotiation (amending and agreeing terms), drawing the Tenancy Agreement up and Schedule of Condition/Inventory if compiled.

**£396.00 (£330 + VAT)**

#### Additional Land/Grazing Agreement

Where an additional agreement is required that is outside the scope of a standard Residential Tenancy Agreement.

**£90.00 (£75 + VAT)**

### DURING YOUR TENANCY:

#### Addendum/Variation Of The Tenancy Agreement (Tenant's Request)

To cover the cost of contract negotiation, amending terms as well as the preparation and execution of new legal documents.

**£50.00 (£41.67 + VAT) per agreed variation.**

#### Rent Late Payment Fee

Interest at 3% above the Bank of England Base Rate from Rent Due Date until paid in order to pursue non-payment of rent. Please Note: This will not be levied until the rent is more than 14 days in arrears.

**3% above Bank of England base rate.**

#### Replacement of Lost Keys/Electronic Keys Or Other Security Device

Cost incurred in replacing the key or security device.

**Reasonable cost of replacing the key or security device.**

## ENDING YOUR TENANCY:

### Early Termination (Tenant's Request) subject to agreement

Should the tenant wish to leave their contract early, they shall be liable for the landlord's costs in re-letting the property as well as all the rent due under the tenancy until the start date of the replacement tenancy.

**Landlord reletting costs as well as the rent due until the start of the replacement tenancy.**

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**Tenant Insurance:** Accidents can happen. Stags encourage all tenants to have liability cover up to £10,000 to help protect against any accidental damage caused by yourselves. In addition, this may assist in avoiding deductions from your deposit at the end of the tenancy. If you already have a policy in place, we would be grateful if you could provide us with a copy of your certificate prior to moving in. The Lettings Hub our referencing partner, also offer a policy and can contact you directly to arrange a quote.

We also advise you consider taking contents insurance to protect your belongings as the landlords policy will not cover you.

Stags may from time to time receive and retain an introductory fee or commission when instructing or using a third party. There may be times when the tenant is contacted directly by a third party.

### Documentation

It is agreed that all Tenancy Agreements, Prescribed Information relating to the deposit scheme, Pet Agreement, Deed of Guarantees, will be issued by email, for electronic or typed signature. All other information to include the Government How to Rent Guide and property safety certificates, will also be provided in an electronic format (paper copies are available upon request).

I hereby confirm that I have read and understood the above tenant scale of fees and understand I will be charged these where applicable.

SIGNED .....

PRINT NAME .....

DATED .....





## TENANT APPLICATION FORM

Title:

First Name:

Middle Name:

Surname:

Date of birth: ...../...../.....

Address:

Postcode:

Telephone No:  
Home:

Mobile:

Work:

Email address:

Status      Owner: ☐      In rented: ☐      With family/friends: ☐

If in rented please confirm current rent paid £.....

Length of time at current address: .....Years ..... Months

Do you smoke:      Yes: ☐      No: ☐

Do you have any pets:      Yes: ☐      No: ☐

If yes, please provide details (number and type):

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Number of dependants under 18:       Ages:

Have you ever been in rent arrears? Yes: ☐      No: ☐

If yes, please provide details:

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Do you have any adverse credit history/CCJ'S/bankruptcy? Yes: ☐      No: ☐

If yes, please provide details:

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.....

Do you have a criminal record? Yes: ☐ No: ☐

Have you ever been refused a tenancy? Yes: ☐ No: ☐

If yes, please provide details:

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Are you: Employed: ☐ Self employed: ☐ Retired: ☐ Unemployed: ☐

If employed, is this a permanent contract? Yes: ☐ No: ☐

Length of time in current employment: .....Years ..... Months

Nature of employment/job title:

Employer/  
Accountant (if self employed):

Salary:

If self employed, how long have you been self employed: .....Years .....Months

Any other income sources: Savings: ☐ Benefits: ☐ Other: ☐

If other, please provide details:

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Emergency contact:

Name

Address:

Postcode:

Preferred tenancy commencement date ...../...../.....

Preferred initial tenancy term: ..... months

Signed: .....

Print name: .....

Dated: .....

Please return the completed application form, signed tenant scale of fees and identification to the office marketing the property. Should you require further information regarding your application please speak to a member of staff.