

Edward Ellis & Co

Residential Lettings

TENANCY APPLICATION

Terms and conditions

Properties are let on a 6 month assured shorthold tenancy unless agreed otherwise.

Rent is payable monthly in advance and is exclusive of all other outgoings. A dilapidations (damage) deposit usually of one month's rent must be paid at the start of the Tenancy. Note: payment of the first month's rent and dilapidations deposit may be by cash, cheque or direct credit (BACS or CHAPS). Funds must be cleared in our bank before the tenancy begins so we recommend payment at least 10 days in advance.

All persons over the age of 18 living in the property must be named on the tenancy agreement. All properties are let on a 'no pets' policy unless specific agreement has been obtained from the landlord. Applicants must complete the attached application form in full.

Applicants whose income does not meet the following criteria must have a suitable guarantor or arrange for payment of all due rent in advance.

Rent	Applicant Income	Guarantors Income
£500	£15,000	£18,000
£550	£16,500	£19,800
£600	£18,000	£21,600
£650	£19,500	£23,400
£700	£21,000	£25,200

Applicants will be jointly and severally liable for the total rent per month for the property.

Our Fees

An application fee of £149 per property will apply. This fee covers the cost of references, credit checks and the drawing up of all necessary documentation (this fee is non-refundable).

To reserve the property we will also require a deposit of £250 (this will be part of your damage deposit) with your application. This fee will only be refunded if your application is declined for a reason other than adverse references.

There is a £49 fee payable per property for registration of the deposit under the Tenancy Deposit Protection Scheme which was introduced on 6th April 2007. This fee is payable at the start of the tenancy.

Please supply a recent utility bill to prove address – council tax, gas, electricity, etc. – and a photocopy of your passport or driving licence showing your photograph. This can be provided at check-in.

If you require a guarantor we will charge an additional £49 referencing fee.

We will continue to market the property until we have received your completed application form and application and property reservation fees. If your tenancy commences more than 14 days after the date you specify we reserve the right to invoice you pro rata in respect of the anticipated rent.

Edward Ellis & Co
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Registered Office: Sportsman Farm, St Michaels, Tenterden TN30 6SY

Complaints Procedure

We operate our business in an efficient, professional and courteous manner. Should you be dissatisfied with any aspect of our service, please let us know and we will do our utmost to rectify the situation to your satisfaction.

You should be aware that if a complaint to the Property Ombudsman or Court or similar system is not upheld we will seek to recover any costs incurred in dealing with the complaint through the Courts.

Declaration

I understand that I will be directly responsible for Council Tax, and for opening accounts with service providers and paying directly to them for all services to the property.

I will pay one month's rent in advance plus a security deposit. The security deposit will be retained by the landlord or agent in lieu of any damage, breakages, cleaning, unpaid accounts and/or keys and locks needing replacement (other than normal fair wear and tear). I understand that the deposit cannot be used for rent payment during the tenancy.

I believe the information provided here to be true and authorise the landlord or agent to:

- carry out credit searches and reference checks and to contact employers, banks, referees, guarantors and credit reference agencies.
- use the information obtained with third parties to assess credit ratings, make insurance decisions, for fraud prevention and tracing/debt collection.
- handle all information obtained in strictest confidence and in accordance with the principles of the Data Protection Act 1988.

I understand that I can request the details of any credit reference agencies used so that I can verify with them the information provided. I understand that if I default on my tenancy obligations, this information may be released to authorised debt recovery agencies and could affect any future applications I make for tenancies, credit and insurance.

Completing this form does not commit the prospective tenant or landlord to a tenancy. A shared or single tenancy will not be created until all applicants have been qualified and have signed the tenancy agreement.

I can confirm that I have read the above and have raised any concerns with the landlord or agent. Prospective tenants should be aware that any false statement made could result in early termination of the tenancy under ground 17 of the Housing Act 1996.

I ENCLOSE PAYMENT FOR THE APPLICATION AND PROPERTY RESERVATION FEE.

Signature of Applicant: _____ Date: _____

Print full name in block capitals: _____

Please supply your e-mail address: _____

TENANCY APPLICATION

Agency Name: EDWARD ELLIS & CO

Agency No: 100560

THIS FORM MUST BE FULLY COMPLETED IN BLOCK CAPITALS IN INK BY EACH APPLICANT AGED 18 YEARS AND OVER - FAILURE TO COMPLY WITH THE ABOVE MAY CAUSE DELAY

TO BE COMPLETED BY THE LETTING AGENT

Credit Check Only [] Credit Check with Risk Analysis [] Comprehensive Reference [x] Comprehensive Ref with Risk Analysys [] Coversure plus (Rent Guarantee) [] For a Credit Check ONLY complete section 1

Property Address (in full) []

Total Rent per month (Property) £ [] Total Rent per month (Applicant) £ [] Rental Period 6 months

Is this property shared? Yes [] No [] If Yes, number of sharers in the property [] Is this a student property Yes [] No [] If Yes, a Guarantor may be required

Applicants will be jointly and severally liable for the total rent per month for the property.

1) TO BE COMPLETED BY THE PROSPECTIVE TENANT

Proposed Tenancy Commencement Date [] Tenancy Term [] months

Title First Name Initials Surname Other names you have been known by []

Date of Birth [] National Insurance Number []

Married [] Single [] Separated [] Divorced [] Widowed [] Living with partner []

CURRENT ADDRESS OF THE PROSPECTIVE TENANT

Address & Postcode []

Period at address [] Years [] Months [] Tel/Mobile No: []

Owner [] Council Tenant [] Private Tenant [] Living with Parents/Relatives []

Have you any County Court Judgements, Court Decree, Bankruptcy or Administration Orders? Yes [] No [] (If yes, please detail on a separate sheet)

PREVIOUS ADDRESS Where have you been living during the last 3 years?

Please provide previous address and dates of residency, (over 3 months), attaching a separate sheet if necessary Address (2) & Postcode []

Period at address [] Years [] Months []

2) NEXT OF KIN (excluding Spouse)

Name			
Address & Postcode			
Telephone No:		Relationship	

3) ESTATE AGENT/SOLICITOR/MANAGING AGENT/LANDLORD FOR THE PROPERTY YOU CURRENTLY OCCUPY (DELETE AS APPROPRIATE)

Name			
Address & Postcode			
Telephone (Day)		Telephone (Eve)	
Fax No:			

4) EMPLOYMENT STATUS

Employed Self Employed On Contract Retired Unemployed Student

Please give details of current Employer/Pension Administrator/Accountant (Delete as appropriate)

Name			
Address			
Telephone No:		Fax No:	
E:mail Address:		Position Held:	
Starting Date:		Salary	
Reference Contact Name:		Tel No:	
Fax No:		E:mail	

5) BANK/BUILDING SOCIETY DETAILS (Current Account Only)

Bank/Society Name			
Full Address & Postcode			
Name of Accountholder			
Account No:		Sort Code	

DECLARATION

I hereby confirm that the information provided by me is to the best of my knowledge true and I have no objections to the information being verified by whatever means deemed necessary. I understand that the results of the findings will be forwarded to the appointed letting agent and/or landlord and maybe accessed again should I default on my rental payment. I agree that Rentwise UK Ltd may search the files of the credit reference agency that will keep a record of that search. I also understand that no details of the searches will be given to me by the letting agent and/or landlord, but I may request the name and address of the credit reference agency to whom I may apply for a copy of any information provided. This application is bound by Ground 17 of the Housing Act 1996 and I understand that if any information within this application is found to be untrue, it is grounds for termination of the tenancy. I hereby authorise the above named bank or building society to respond to status enquiries made in respect of this application. The details you provide will be held by Rentwise UK Ltd and the letting agent.

Applicant's Signature Date

PROOF OF RESIDENCY OBTAINED YES / NO