



The West Country is Stags Country

Residential Lettings

arla | propertymark

PROTECTED

TENANCY APPLICATION FORM

Find attached the application form together with tenants guide and scale of tenant fees which require you to complete in all cases to rent a property through Stags. Please complete all sections as fully as possible but if you require assistance 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 which will then 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 formal tenancy agreement.

TENANCY APPLICATION FEES:

At the point of your application being processed payment will be required and can be made by direct bank transfer, cash, debit card or by cheque (made payable to Stags). Payment by credit card will be subject to a 2% surcharge. The tenancy application fee covers referencing (identity, immigration and visa confirmation, financial credit checks, obtaining references from current or previous employers/landlords and any other relevant information to assess affordability) as well as contract negotiation (amending and agreeing terms), arranging the tenancy and agreement and schedule of condition/inventory if compiled.

£216.00 (£180 + VAT) first applicant

£180.00 (£150 + VAT) each applicant thereafter

For full details of all tenants fees payable when renting a property through Stags please refer to the tenant scale of fees sheet attached.

We are unable to withdraw a property from the market until we are in receipt of the completed form. However, it may be the landlords wish to keep the property on the market until we have obtained all references. The fee is non-refundable should you subsequently withdraw from your application or, if your references prove to be unsatisfactory for any reason. The application fee will only be refunded in the event of the landlord withdrawing from the proposed let. References are obtained on a strictly confidential basis and tenants will not be entitled to any disclosure.

TENANCY TERMS:

Please ensure that you are fully aware of the letting terms and conditions in relation 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, debit card, bankers draft or cheque (made payable to Stags).

All arrangements and representations made are subject to a formal, written Tenancy Agreement being signed by both Landlord and Tenant.

Please return the completed application form, signed tenant scale of fees sheet and identification to the office marketing the property. Should you require further information or assistance regarding this application form 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.

TENANCY FEES

Please refer to the Stags scale of tenant fees which outlines the charges you can expect to pay when renting a property through Stags. The tenancy application fee covers referencing (identity, immigration and visa confirmation, financial credit checks, obtaining references from current or previous employers/landlords and any other relevant information to assess affordability) as well as contract negotiation (amending and agreeing terms), arranging the tenancy and agreement and schedule of condition/inventory if compiled. 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 property and organise payment of rent and deposit. Prior to a tenancy commencing you will normally be required to sign a standard Assured Shorthold Tenancy Agreement, which is usually for a period of six or twelve months. 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 that specific property. In addition, more detail will be provided within the Stags information for tenants which will accompany your tenancy agreement.

RENTAL 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, debit card, bankers draft or cheque (made payable to Stags). All future rent is payable in advance by standing order either direct to the landlord or into Stags Client Trust 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.tds.gb.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. The deposit 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 it, 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

You should be aware that responsibility for the property rests with the tenant during any 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 gardens 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/TELEPHONE & BROADBAND CONNECTIONS

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 connections, tenants will need to make their own investigations as to the availability of a suitable telephone/broadband connection at the let property and will be responsible for any connection 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 or contents. 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 initial 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. There will be a charge to cover the administration costs each time the Agreement is renewed or extended.

SCALE OF TENANT FEES

BEFORE YOU MOVE IN:

| | |
|---|-----------------------------|
| Tenant Application Fee (first applicant) | £216.00 (£180 + VAT) |
|---|-----------------------------|

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

| | |
|------------------------------|-----------------------------|
| Additional Tenant Fee | £180.00 (£150 + VAT) |
|------------------------------|-----------------------------|

Referencing (identity, immigration and visa confirmation, financial credit checks, obtaining references from current or previous employers/landlords and any other relevant information to assess affordability) for each additional tenant.

| | |
|---|-----------------------------|
| Guarantor Application Fee (where required) | £132.00 (£110 + VAT) |
|---|-----------------------------|

Covering credit referencing and the preparation of a Deed of Guarantee as part of the Tenancy Agreement.

| | |
|--------------------------------|-----------------------------|
| Company Application Fee | £396.00 (£330 + VAT) |
|--------------------------------|-----------------------------|

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.

| | |
|-------------------------------|---------------------------|
| Deposit Administration | £42.00 (£35 + VAT) |
|-------------------------------|---------------------------|

To receive and register the deposit with the Tenancy Deposit Scheme (TDS), issue prescribed information and Protection Certificate for duration of the Tenancy.

| | |
|--|---------------------------|
| Additional Land/Grazing Agreement | £90.00 (£75 + VAT) |
|--|---------------------------|

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

| | |
|----------------------|---------------------------|
| Pet Agreement | £90.00 (£75 + VAT) |
|----------------------|---------------------------|

Where an additional agreement is required to allow the Tenancy to include pet/s.

DURING YOUR TENANCY:

| | |
|--|---------------------------|
| Addendum/Change During Tenancy At Tenants Request | £90.00 (£75 + VAT) |
|--|---------------------------|

Contract negotiation, amending terms and updating the Tenancy Agreement.

| | |
|---|---------------------------|
| Rent Late Payment Fee/Failure To Cancel Standing Order | £36.00 (£30 + VAT) |
|---|---------------------------|

Each and every time the rent is received late or received as a result of the standing order not being cancelled by the Tenant.

| | |
|------------------------------|---------------------------|
| Renewal Agreement Fee | £90.00 (£75 + VAT) |
|------------------------------|---------------------------|

Contract negotiation, agreeing and updating terms, drawing up and exchanging Tenancy Agreements.

| | |
|---------------------------|---------------------------|
| Abortive Visit Fee | £60.00 (£50 + VAT) |
|---------------------------|---------------------------|

When a property or contractor visit is arranged and confirmed, but cannot be carried out due to access being refused or as a result of the Tenant not being present when agreed.

| | |
|---------------------------------|---------------------------|
| Breach of Tenancy Letter | £30.00 (£25 + VAT) |
|---------------------------------|---------------------------|

Each time Stags are required to write to a Tenant as a result of a breach of the Tenancy Agreement



STAGS

Contractor Arrangement Fee**£30.00** (£25 + VAT)

Each and every time Stags are required to instruct a contractor as a result of the Tenant/s negligence, misuse or not fulfilling their obligations under the terms of the Tenancy.

Replacement/Lost Documents**£30.00** (£25 + VAT)

To the provision of a replacement or lost Tenancy Agreement or Schedule of Condition/Inventory.

Lost Keys**£12.00** (£10 plus VAT)
per key

Cutting of replacement keys

ENDING YOUR TENANCY:**Early Termination Fee****£120.00** (£100 + VAT)

Payable when a Tenant wishes to terminate the agreement prior to the end of the Tenancy (In addition to terms agreed with the Landlord plus associated reletting costs).

Fee For Arranging Works Following Check Out Inspection (Handback Fee)**£90.00** (£75 + VAT)

Where Stags are involved in arranging works as a result of the Tenant not fulfilling their obligations under the terms of the Tenancy.

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

SIGNED PRINT NAME

DATED

**STAGS**

Full Reference Credit Check

☐
☐

Please return this form to your letting agent together with required identification, utility bill and signed scale off tenant fees.

1. PROPERTY DETAILS - PROPERTY TO BE RENTED (Agent to complete)

| | | | |
|--------------------|----------------------|------------------------------|----------------------|
| House Number/Name: | <input type="text"/> | Proposed tenancy start date: | <input type="text"/> |
| Address: | <input type="text"/> | Tenancy period in months: | <input type="text"/> |
| | <input type="text"/> | Total rent per month: | <input type="text"/> |
| Town: | <input type="text"/> | Applicant's share of rent: | <input type="text"/> |
| County: | <input type="text"/> | Number of tenants: | <input type="text"/> |
| Postcode: | <input type="text"/> | | |

2. TENANTS'S PERSONAL DETAILS (Applicant to complete)

* Mandatory

| | | | |
|--------------|----------------------|---------------|----------------------|
| Title: * | <input type="text"/> | First Name: * | <input type="text"/> |
| Middle Name: | <input type="text"/> | Surname: * | <input type="text"/> |

If your name has been changed within the last 12 months please enter your previous full name below.

| | | | |
|---|---|-----------------|----------------------|
| First Name: | <input type="text"/> | Surname: | <input type="text"/> |
| Date of Birth : * | <input type="text" value="dd/mm/yyyy"/> | NI Number: | <input type="text"/> |
| Mobile number: * | <input type="text"/> | Day number: * | <input type="text"/> |
| Email address: * | <input type="text"/> | Marital status: | <input type="text"/> |
| Number of dependents under the age of 18: * | <input type="text"/> | Ages: | <input type="text"/> |

Do you smoke?: * Yes ☐ No ☐

Do you have any pets?: * Yes ☐ No ☐

If Yes, Number and Type of Pet:

Have you had any county court judgements or rent arrears within the last 10 years?: * Yes ☐ No ☐

Have you a Criminal Record? Yes ☐ No ☐

If you have answered yes to any of these questions, please give details below:

3. CURRENT ADDRESS (Registered address - For credit history report)

* Mandatory

House number/Building number (eg. 24 or 189):

House name/Building name (eg. Farm Cottage):

Street 1: *

Street 2:

Town: *

County:

Postcode: *

Time at this address:

Years

Months

Status Owner ☐Rented ☐With Parents ☐Council Tenant ☐Other ☐**3a. PREVIOUS ADDRESS (Registered address - For credit history report)**

* Mandatory

House number/Building number (eg. 24 or 189): *

House name/Building name (eg. Farm Cottage):

Street 1: *

Street 2:

Town: *

County:

Postcode: *

Time at this address:

Years

Months

Status Owner ☐Rented ☐With Parents ☐Council Tenant ☐Other ☐

Please provide 3 years of proof of residency (Use the Additional Information/Addresses box or separate sheet if necessary).

4. CURRENT OR PREVIOUS LANDLORD/ LETTING AGENT (Applicant to complete)

Do you pay your rent through an agent ?

Yes ☐No ☐**Name of Agent: ***

Address: *

Town: *

County:

Postcode: *

Contact name: *

Mobile number:

Telephone number:

Email address: *

Name of Landlord: * (Details should be available on your tenancy agreement)

Address: *

Town: *

County:

Postcode: *

Contact name: *

Mobile number:

Telephone number:

Email address: *

5. EMPLOYMENT STATUS (Applicant to complete)

* Mandatory

Employed Details: *Employed ☐ Self-employed ☐ Retired ☐ Unemployed ☐

Applicant's Position/Job Title:

Applicant's Gross salary: *

Basic Salary:

Comm/Overtime:

Time with employer: *

Years

Months

Nature of Your Employment:

Full ☐Part Time ☐Temporary ☐Contract ☐

Name of Employer: *

Address 1: *

Address 2:

Town: *

County:

Postcode: *

Contact name: *

Telephone number: *

Mobile number:

Email address: *

SELF EMPLOYED:

Name Of Business:

Applicants Position / Job Title:

Applicants Drawings / Gross Profit Per Annum:

Number of Years Self-Employed:

Years

Months

Accountants Name:

Address 1: *

Address 2:

Town: *

County:

Postcode: *

Contact name: *

Telephone number: *

Mobile number:

Email address: *

IF RETIRED:

Gross Annual Income from All Pensions:

Gross Annual Income from Other Sources:

How do you propose to pay the Rent ?

Salary:

Savings:

Benefits:

Other:

Please provide details below of any additional information to assist this application.

6. BANK DETAILS

Bank Name:

Name of Account:

Account number:

Sort code:

Time with bank:

Years

Months

7. POINT OF CONTACT IN AN EMERGENCY (Not a spouse)

* Mandatory

Name: *

Relationship: How

Long Known:

Years

Months

Address: *

Town:

County: Postcode: *

Telephone number: *

8. ADDITIONAL INFORMATION/ADDRESSES (Which may assist in the completion of this reference)

9. IDENTIFICATION & AUTHORISATION (Applicant to complete)

* Mandatory

Please provide a valid passport a current Utility / Council Tax Bill.

If you do not have a valid passport you will need to provide a birth certificate and a driving licence.

Passport:

Council Tax / Utility Bill (Provide Account Number and Issuer)

IDENTIFICATION & AUTHORISATION (Applicant To Complete)

I confirm that the information provided in this application form is true, accurate and complete. I understand that the information that I have submitted will be used in order to assess my suitability to be granted a tenancy agreement and I give my consent to the information that I have provided being shared with third parties for this purpose. I understand and agree that current or former employers, landlords and letting agents may be asked to provide additional information about me or to verify information that I have provided. I further agree that the information that I have provided may be submitted to credit reference agencies in order that a credit check may be conducted. I expressly acknowledge that authorising searches to be conducted and references obtained does not entitle me to see such searches or references and agree that I will direct any request for copies of searches or references to the relevant originating party and not to Rent4sure Limited. I understand that I may be refused a tenancy as a result of the searches and references obtained and agree that I shall not seek to hold Rent4sure Limited liable for such refusal nor shall I seek to bring any claim against Rent4sure Limited for any loss or damage suffered by me as a result of such refusal. I understand that information which I provide or which is collected about me may be retained on file or stored electronically in accordance with the provisions of the Data Protection Act 1998.

I do/do not* want Rent4sure Limited, or their partner companies (e.g. Intasure), to contact me about related products and services which may be of interest to me, such as Tenants Contents Insurance.

This insurance could help you to protect your deposit should accidental damage occur to the landlords property, fixtures or fittings.

* Please delete as required. If you do not delete either then it will be taken that you agree to be contacted as stated.

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

Applicant Name: _____

Applicant Signature: _____ Date: _____



STAGS