

Applicant / Guarantor

Property Address:

Rent: £

Proposed Tenancy Start Date:

Deposit: £

Name:

Date of Birth:

Email:

Tel No:



Employment Status:

- Agency/ Temporary Contract
- Permanent Contract
- Retired
- Self Employed

Income (per annum): £

Job Description:

ID Provided:

Rented/Home Owner/Living with Friends or Relatives/Sold

Children & Ages:

Pet/s:

Adverse Credit - IVA/CCJ etc

Post tenancy contact – someone for us to contact following your tenancy, should we be unable to contact you, to arrange the return of your deposit. The post tenancy contacts' details will appear on the tenancy agreement.

Name:

Tel No:

Relative/Friend/Guarantor

Address:

Your consent

By completing and signing this form you agree to our referencing agency (Lettings Hub) contacting you and your references. You also agree to accept the service of any future documents and notices by email, post or hand delivery.

Tenant Shop Limited acts on our behalf to notify the local council, water supplier(s) and energy provider(s) in line with your tenancy start date and secondly to supply notifications to the local council, water supplier(s) and energy providers(s) from the date that you vacate the property.

Tenant Shop limited will only use your information for the purpose of council and utility registration, closing of council and utility accounts and Energy/Media comparisons upon your arrival.

Call Centre comparisons are completely optional for you (the tenant) and you can opt out at any time.

Tenant Shop Limited is fully compliant with the data protection act 1998 and a registered member of the Information Commissioners Office with registration number Z305733X"

Johnson's Property Consultants will receive a commission from Tenant Shop, where you (the tenant) opt to use any of their services. Further details of commissions are available on request.

Privacy notice

For the purposes of *The General Data Protection Regulation (GDPR) 2018*, the data controller is Johnson's Property Consultants of 18 Vine Street, Evesham, WR11 4RL.

We use the personal details that you submit to provide you with our services. You may give us personal details about you by filling in this form or by corresponding with us by phone, email or otherwise. In addition to the information you give us on this form, we may also collect additional information (for example, details of your property, current energy providers) as necessary to provide our services and to deal with your queries.

Marketing information

We would also like to use your personal details:

- (i) to tell you about other goods and services that we offer that are similar to those that you have already asked us to provide or have enquired about; and
- (ii) to provide you, or permit selected third parties to provide you, with information about goods or services we feel may interest you. Those third parties include our utility management partner, Tenant Shop and their partner suppliers. For the purposes of the scheme “utilities” includes gas, Electricity, Water, Council tax and Telecommunications.

Accessing your information

The Act gives you the right to access information held about you. Your right of access can be exercised in accordance with the Act. Any access request may be subject to a fee of £10 to meet our costs in providing you with details of the information we hold about you.

Please send any questions, comments, complaints or requests regarding this privacy notice to: tom.tarver@johnsons-property.co.uk.

Legionnaires Disease

Those at higher risk of **Legionnaires Disease** include over 45s, smokers and heavy drinkers, people suffering from chronic respiratory disease or kidney disease, and anyone with an impaired immune system.

- Please tick this box if you fall into the higher risk category above.**

Deposit Replacement Scheme

Commission is retained by this firm where the applicant uses the Deposit Replacement Insurance Scheme.

Holding Deposit (where marketing ceases, subject to landlords' approval and referencing)

In order to remove a property from marketing, we will charge a refundable Holding Deposit which will be equivalent to one weeks rent and will be used as part of the first month's rent. The Holding Deposit will be returned within 15 days if the landlord or the agent decide not to take the tenancy forward, unless:

- a tenant does not have the right to rent property under the Immigration Act
- the tenant provides false or misleading information (ie failed referencing checks)
- the tenant decides not to enter into the agreement (changes their mind) or fails to take all reasonable steps to enter into a tenancy agreement

Signed:

Date:

Helping tenants by taking the stress out of moving!

Your New Home



In preparation for your move, Johnsons Property Consultants has teamed up with Tenant Shop to streamline the registration process for your new property. On behalf of the landlord, Tenant Shop will be notifying the local council, water and energy suppliers of your move as you will be responsible for these bills from the date your tenancy commences.

Tenant Shop will inform all the necessary organisations that you have arrived and provide your contact information, moving in date and meter readings (where applicable). Please note, it is your responsibility to ensure the providers have actioned the information correctly and we suggest you contact them a couple of weeks after your moving date if you do not hear from them.

When you move out, the reverse will happen, and Tenant Shop will inform these providers that you are no longer responsible for these bills.

Tenant Shop's accredited concierge team will also contact you by phone to clarify details of the current suppliers to your new property and offer you products and services related to the setup of your household. Tenant Shop could help you:

- **Set up your broadband, TV and phone with offers** from a range of leading suppliers to ensure you have arranged the best package for you ahead of moving in. Tenant Shop can potentially offer up to 50% off the standard pricing*
- **Ensure you have the correct cover in place** to protect your liabilities as a tenant against any accidental damage to your home
- **Set up your gas and electricity account** to help you choose the best available tariff and payment option
- **Make savings on other products** such as removal firms

*offers subject to availability

You can opt out of marketing or alter your options at any time by emailing customerservices@mytenantshop.co.uk

Gas & Electricity

Tenant Shop has partnered with ScottishPower to help make managing your energy as straightforward as possible. ScottishPower has been recognised as an award winning large supplier in the latest uSwitch Energy Customer Satisfaction Report.

MOVING IN: If the property you moved into is supplied by ScottishPower, one of their representatives will call you to let you know your change of tenancy has been completed and to help you choose their best available tariff option.

MOVING OUT: Please note, if you chose an alternative supplier, your Landlord may subsequently switch the energy supply to ScottishPower on your intended move-out date. Once a switch is in progress it cannot be stopped. If you subsequently extend your tenancy your property would then be supplied by ScottishPower and one of their representatives will call you to discuss tariffs

I confirm that I have read the above information:

Signed

Print name

Date

Data Protection

Tenant Shop Limited, registered office Inchora House, Building X92, Cody Technology Park, Farnborough, Hampshire, GU14 0LX is fully compliant with the data protection act 2018 and is registered with the Information Commissioners Office registration number Z305733. Tenant Shop limited will only use your information for the purposes set out above.

Tenant Shop is a trading style of Tenant Shop Limited which is an appointed representative of Albany Park Limited, which is authorised and regulated by the Financial Conduct Authority. Financial Services Register number for Albany Park Limited is 304130 and 741081 for Tenant Shop Limited trading as Tenant Shop. This is regarding Insurance products only.

YOUR HOLDING DEPOSIT EXPLAINED

The tenancy application

Thank you for applying to rent a property from one of our Landlords. Before your application can be fully considered, you will need to pay to us a holding deposit equivalent to one weeks' rent for the property you are interested in. This document explains what happens to that holding deposit and the circumstances in which the deposit will / will not be refunded. It is important that you know your legal rights and accordingly you should feel free to seek independent legal advice before signing this or indeed any other document which we might put before you.

Once we have your holding deposit, current legislation stipulates that the necessary paperwork should be completed within 15 days or such longer period as might be agreed.

In the present case, it has been agreed that the relevant period will be extended to the number of days shown below, from when we receive your holding deposit.

If at any time during that extended period you decide not to proceed with the tenancy, then your holding deposit will be retained by our firm. By the same token, if during that period you unreasonably delay in responding to any reasonable request made by our firm, and if it turns out that you have provided us with false or misleading information as part of your tenancy application or if you fail any of the checks which the Landlord is required to undertake under the Immigration Act 2014, then again your holding deposit will not be returned. It will be retained by this firm and your Landlord.

However, if the Landlord decides not to offer you a tenancy for reasons unconnected with the above then your deposit will be refunded within 7 days. Should you be offered, and you accept a tenancy with our Landlord, then your holding deposit will be credited to the first months' rent due under that tenancy.

Where, for whatever reason, your holding deposit is neither refunded nor credited against any rental liability, you will be provided with written reasons for your holding deposit not being repaid within 7 days.

You will not be asked to pay any fees or charges in connection with your application for a tenancy. However, if your application is successful under our standard assured shorthold tenancy agreement, you will be required to pay certain fees for any breach of that tenancy agreement in line with the Tenant Fees Act 2019. In consideration of us processing your tenant application, you agree to pay those fees to us on request.

Completing your application

It is agreed that the deadline for completing your application to rent the property specified below and thereafter entering into a tenancy agreement will be extended for a period of [_____] days from the date hereof.

Your holding deposit (*one weeks' rent*) is £ [_____].

Reposit – Deposit Replacement – please cross out if not applicable

I/we confirm we have received the Reposit Tenants Information brochure and understand Johnsons Property Consultants will be paid commission totalling £ (_____)

Property to which your application relates: _____

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Prospective tenant 1

.....
Prospective tenant 3

.....
Prospective tenant 2

Dated.....