

# Stuart Smith (Derby) Ltd.

## Residential Property Management

49/50 Queen Street

Derby

DE1 3DE

www.stuartsmith.co.uk

e- mail: enquiries@stuartsmith.co.uk



Tel: 01332 340461

Fax: 01332 344154

### FOR AGENTS USE ONLY:

3 x Monthly Bank Statements

3 x Wage Slips / or 3 years Accounts

Application Fee £150 incl.VAT per person (Over 18)

Passport / Birth Certificate / Valid ID

Utility Bill (Current Address)

## TENANCY APPLICATION FORM: TERMS OF CONTRACT

- All properties are let as seen and are available for six months initially: Applications are subject to provision of all information required as detailed below, and employer/Landlord references/full credit check. You are not guaranteed the property until the application process is complete & all parties agree to the terms & conditions of the Tenancy.
- Stuart Smith charge an administration fee on application of £150.00 per person incl. VAT @ 20% subject to contract. Should I fail to disclose relevant information, my references prove unsuitable or the information given prove to be incorrect, or I cancel this application or withdraw my application I confirm that I am aware that this amount will **NOT** be refunded. I understand and agree that should my application be declined, **no explanation will be given by the agent/landlord**. Should the Landlord withdraw the property Stuart Smith will refund this fee. **Please note the property is not fully secured and viewings will continue until the administration fee is paid and the application is confirmed. Copy of EPC is provided at the viewing of the property; a copy of the sample lease will be issued to the prospective tenant on application via email.**
- If Tenant(s) change a commencement date of the tenancy after agreement and preparation/issue of leases, there will be an additional administration charge of £60.00 incl. VAT @ 20% for preparation and subsequent issue of new leases.
- Stuart Smith reserve the right to request a Guarantor for any application, this may form part of the terms of the Tenancy. If the applicant[s] is under 25 years of age, a Guarantor who is a home owner **will** be required. Guarantors are subject to an application fee of £90.00 Incl. VAT @ 20%.
- A deposit is required for every tenancy. Deposits are equivalent to **one month's rent plus £200.00**. The tenant(s) understand & agree that the "Lead" tenant details provided on this form will be used for registration and release of the deposit held. If pets are allowed at the property, an **additional** £100.00 will be required and all carpets must be professionally cleaned at the end of the tenancy with a receipt for professional cleaning shown prior to release of any deposit held. If a receipt cannot be shown, Stuart Smith will arrange professional cleaning of carpets and it is agreed that all costs will be taken from deposit held. Stuart Smith [Derby] Limited / the Landlord reserve the right to request additional deposit.
- **Stuart Smith require the sight/copies of:- Original Passport, Birth certificate, driving licence or national identity card for confirmation of identity - 3 months payslips - 3 months of bank statements - a current utility bill or council tax bill as proof of current address - Evidence of payment of existing mortgage/rent - 3 years audited accounts if self employed [or if owning 20%+ of a business.] All documentation must be provided within 3 days of application or the property will be re-advertised with no refund of fees. If one or more of the documentation requested can not be provided the tenant may need to either pay 6 months in advance and/or supply a guarantor. This will be confirmed by Stuart Smith [Derby] Ltd.**
- The applicant[s] are aware that there is an administration charge in respect of all documents to include the inventory & photographs, information pack to Tenants at handover in the sum of £60.00 incl. VAT @ 20%.
- Rents are to be paid by standing order on the 1<sup>st</sup> of each month and are exclusive of utilities/bills. All rents fall due on the 1st of each month, with an apportionment due from commencement date of the tenancy to the end of the first month; i.e. If a tenancy commences on the 24th of a month, rent will be required from 24 to the end of the month, plus rent for the next month at handover. Rent is then similarly apportioned at the end of the tenancy. **Please note that handover appointments are offered Monday – Friday between the hours of 9.30am – 4.30pm at the offices of Stuart Smith.**
- It is the Tenant[s] responsibility to inform relevant authorities (gas, electricity, water, telephone and local authority) of their occupation to facilitate the transfer of accounts into tenants names; Stuart Smith reserve the right to see evidence that all accounts are settled in full at the end of the tenancy. Further, the Tenant agrees to provide evidence of the water bill being paid up to date to the end of the tenancy; the deposit will not be released without such evidence being provided.
- Once the initial fixed term tenancy has expired, and subject to negotiation with the Landlord/Tenant[s], a further agreement for a period of 6/12 months or a periodic tenancy *may* be issued to the Tenant[s] at a cost of £54.00 incl. VAT; Stuart Smith cannot guarantee a further lease after your fixed term agreement expires. The applicant is fully aware of the fact that this tenancy will not automatically revert to a periodic tenancy.
- Tenants deposits will be registered in line with current regulations and full documentation will be provided at commencement of tenancy in line with current legislation.
- The Landlord is responsible for insuring the property i.e. buildings insurance. The agent reserves the right to insist on the Tenant[s] holding adequate insurance to protect the Tenants personal possessions, personal liabilities and accidental damage caused by the Tenant[s] to furniture, fixtures and fittings. Such insurance certificate of cover must be shown the Agent prior the commencement of tenancy if requested.

**PLEASE COMPLETE EACH SECTION OF THIS FORM IN FULL & IN BLOCK CAPITALS. FAILURE TO FULLY COMPLETE THE FORM WILL RESULT IN YOUR APPLICATION BEING DELAYED**

**The property you wish to rent:** .....

Monthly Rent £.....

Deposit £.....

FULLY MANAGED THROUGH STUART SMITH

LET ONLY BY STUART SMITH

Proposed Tenancy Commencement date: .....

[Please note this date will not be confirmed until full satisfactory references and credit checks are received & any works required are completed. The date will be confirmed by Stuart Smith once the property is ready for handover.]

**Special requests:** please note that the property is let **AS SEEN**. Any requests for pets, alterations/decoration/removal/provision of additional items **MUST** be requested here on application and agreed prior to handover. Inclusion of requests on this form does not guarantee landlords consent. If decoration is requested, please confirm the preferred colour. **If requests are not stated on this form and agreed in writing prior to the Let, they will not form part of the Tenancy.** [FOR OFFICE USE – SPECIAL REQUESTS CHECKED

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**Details of Applicant**

Title: Mr /Mrs /Ms /Miss /Dr /Other

First Names: ..... Surname: .....

Date of Birth: ..... Marital Status: Married / Single / Divorced / Widowed

Nationality..... Passport country of issue.....

Passport start date..... End date .....

Do you require a visa to be in the UK? If so please provide details of issue and expiry.....

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Current Address: .....

..... Postcode: .....

Home Tel NO: ..... Mobile Tel NO: ..... [Please note; a mobile number is required in order for your deposit to be registered in line with current legislation]

Work Tel NO: ..... Fax Number:.....

Email: .....

**LEAD TENANT IN RESPECT OF DEPOSIT REGISTRATION (if joint tenancy):** .....

[Please note the lead tenant only will be in a position to request return of deposit at the end of the tenancy]

Forwarding address for correspondence post tenancy and deposit registration: .....

..... Postcode: .....

Period at current address: ..... Years – If less than 3 years, give details of previous address:

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**Current residential status**

**Homeowner**  (Current mortgage payment £.....)

**Living with Relatives/ Friends**

**Private Tenant**  (Current rent payment £.....)

**Council Tenant**  (Current rent £.....)

Have you given notice on your current property? Yes  No  Date of departure: .....

Reason for departure: .....

[Please provide copy of current AST/Lease and proof of payment of rent i.e. through bank statements or by way of rent card]

Existing Landlord's Name/Address: .....

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Tel NO: ..... Fax/Email details: .....

Age and number of children living at the property [N.B. If over 18, full names for inclusion on lease]:

Number of additional children / dependants: ..... Ages: .....

Full name for children over 18 years of age: .....

**Employment Details**

Name and Address of employer incl. Postcode: .....

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Position/Job Title: ..... Date Commenced: .....

Annual Gross Salary: £..... Bonus information: .....

Tel No: ..... Fax No: .....

Email address of employer for obtaining reference: .....

Contact name or Department / title for reference: .....

[Please ensure that a surname is provided. If current employment is less than 6 months, please provide previous employment details on a separate sheet]

Details of additional sources of income, if any: .....

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**Contact details of Next of Kin 1 (Excl. Spouse)**

Name: ..... Address: .....

..... Postcode: .....

Home No: ..... Mobile No: .....

Work No: ..... Relationship to applicant: .....

**Contact details of Next of Kin 2 (Excl. Spouse)**

Name: ..... Address: .....

..... Postcode: .....

Home No: ..... Mobile No: .....

Work No: ..... Relationship to applicant: .....

**Self Employment Details**

Please supply copies of your last 3 years audited / certified accounts together with accountant contact details to include telephone number on separate sheet.

Please note that self employed persons, and all applicants who own more than 20% of shares in the company, will be required to supply three years company accounts.

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**General**

Are you a smoker?  Yes  No

Have you ever had a criminal record?  Yes  No

Have you ever been evicted from a rental property?  Yes  No

If yes please provide full details: .....

Have you ever had any County Court Judgements, Judgements, Court Decrees, Bankruptcy or Administration orders against yourself?  Yes  No

If yes, Please provide full details: .....

Are you willing to provide a Guarantor if necessary?  Yes  No

NB. This may be a condition of your application]

Do any of the named applicants have any Pets?  Yes  No

If yes please provide breed / size of pet: .....

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**Insurance**

The Landlord is responsible for buildings insurance; you must insure your own belongings to cover any damage to the landlords items to include carpets, curtains etc. The Landlord and Stuart Smith [Derby] Ltd. cannot be held responsible for any loss suffered by yourself whatever the circumstances. The Landlord grants the tenancy of the property to the Tenant and reserves the right to insist that the Tenant holds insurance that the Landlord or his agent considers adequate to the protect the Tenant's personal possessions and accidental damage caused by the Tenant to the furniture, fixtures and fittings at the property as described in the inventory; such proof of cover to be shown at commencement of tenancy if requested by Agent.

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**Data Protection Act**

I can confirm that the supplied information above is, to the best of my knowledge and belief, true and may be verified and held by Stuart Smith (Derby) LTD as letting/managing agents.

I understand that Stuart Smith charge an administration fee on application of £150.00 per person incl. VAT @ 20% subject to contract. Should I fail to disclose relevant information, my references prove unsuitable or the information given prove to be incorrect, or I cancel this application or withdraw my application I confirm that I am aware that this amount will **NOT** be refunded. I understand and agree that should my application be declined, no explanation will be given by the agent/landlord. I further confirm that the progress of this application may be made available to Landlords, co-applicants & other relevant persons and hereby authorise any of the above named to respond to status enquiries made in respect of this application.

I accept that this information is not privileged and may be used by the landlord or his agent to decide whether to accept or decline this rental application. I confirm I have read the Terms of Contract on Page 1 and understand and agree to all terms stated.

I hereby authorise Stuart Smith (Derby) LTD to instruct credit searches on myself through credit referencing agencies and understand that credit reference agencies may record enquires made about me, and I confirm that any information provided in this application, obtained/compiled by Stuart Smith (Derby) LTD may be passed on to third parties, utilities, service providers etc. and/or Landlords by Stuart Smith (Derby) Ltd. as deemed necessary.

Signature of Applicant: ..... Date: .....