

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

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

Passport / Birth Certificate & Driving License

3 x Monthly Bank Statements

3 x Wage Slips / or 3 years Accounts

Utility Bill (Current Address)

Passport / Birth Certificate & Driving License

Carter Chartered Surveyors Tenancy: Important guidelines for all prospective tenants

Before setting up a tenancy we will take up references before we approach the Landlord for their formal acceptance of the tenancy.

Stuart Smith [Derby] Limited uses an independent credit check company to deal with the referencing process.

In order to assist you, it is important that you supply us with mandatory information to ensure that you are properly referenced.

You will also go through Right to Rent checks that are a mandatory requirement for all applicants under the Immigration Act 2016.

It is essential that ALL the information requested is supplied and that this form is completed in FULL and clearly. Any missing information will delay your application.

When completing the reference application form will need to have the following information/supporting documents with you:

- The full address of your current property, including the post code
- Your bank details including account number and sort code
- If you have lived at your address for less than 3 years, a list of all previous addresses with post codes and dates of occupation
- The full company name, address and post code of your employer (if applicable)
- A contact name, telephone number and email address for your employer
- When specifying your annual salary (if applicable) please quote this as a gross amount (i.e. before stoppages) and include your basic salary plus any regular bonuses or commissions
- A contact name/company name, telephone number and email address of your current letting agent or landlord (if applicable)

All telephone and fax numbers given must include the full area code

Please ensure that all referees, guarantors and Next of Kin that you have nominated have been advised that they will be contacted by us in relation to the tenancy or the referencing company.

Please note that in line with General Data Protection regulations 2018 (GDPR) you are required to obtain permission from referees, guarantors and Next of Kin in order for us or the referencing company to contact them.

Tenancy Application Form: Terms of Contract

- The landlord has instructed us to act on their behalf and source suitable tenants; having viewed the property and arrived at a decision to make application to rent you are required to provide personal details ranging from name and address to occupation and salary to passport / ID for Right to Rent checks. You are required to provide financial, employer, character and landlord/agent references as we can only agree to a tenancy on behalf of the landlord, subject to satisfactory replies from those referees. Our checks will also include a search of the Credit Registers to establish your financial credibility. This is necessary for your prospective landlord to confirm that your application is suitable and satisfactory. For your own guidance you should be aware that to meet the required affordability, your salary/earnings must be at least 2.5 x annual rent.

[Stuart Smith \(Derby\) Ltd.](http://www.stuartsmith.co.uk)

GDPR 2018 – Tenant Application Form
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- 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%.
- If you are unable to provide satisfactory references or credit check you may still be offered a Tenancy subject to a satisfactory Guarantor being provided. **This person should be over 25, a home owner, with assets in the UK and in employment.** The Guarantor will be contacted to ensure that they are aware of a Guarantor's obligations and they will be asked to complete a Deed of Guarantee or Guarantor Form. They will be referenced and credit checked. Guarantor fees are detailed above.
- A deposit is required for every tenancy. Deposits are equivalent to a month and half rent i.e. if the rent is £520.00 the deposit is £780.00. Stuart Smith [Derby] Limited / the Landlord reserve the right to request additional deposit. Tenants deposits will be registered in line with current regulations; 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. 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 month's 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 cannot 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 1st of each month and are exclusive of utilities/bills and council tax unless otherwise stated. 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.
- If you have County Court Judgements (CCJ) IVAs or have been declared bankrupt it may prove impossible to grant you a Tenancy unless satisfactory evidence of the clearance of debt is produced prior to the commencement of the Tenancy. If you have any adverse credit or defaults registered against you but do not declare them on your application form, you will be automatically disqualified from proceeding with the tenancy. You are therefore advised in all circumstances of known or suspected bad credit to discuss the situation fully at the outset so we may properly advise you of how your application may proceed before you commit to any application fee.

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

I/We understand that this application is **NOT** an offer of tenancy. The application is necessary to validate the details we have provided in support of our requirement for tenancy and, once a successful referencing pass has been received, the Landlord will be requested to formally accept my/our application. No tenancy can be offered until such formal acceptance has been received by **Stuart Smith [Derby] Limited**.

Please note that each applicant aged 18 years and over **MUST** complete a separate application form. It is in your interests to complete this form clearly and accurately to avoid unnecessary delays in processing. Please be advised that all details will be checked and verified so it will assist in the prompt processing of your application.

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 & CONFIRMED]

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

NI number:

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

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:

Joint applicants name if applicable:

Please note that each applicant aged 18 years and over **MUST** complete a separate application form.

Is this rented property going to be your main, principle residence: Yes No

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:

.....

.....

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:

.....

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:

.....

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 or financial facts:.....

.....

Bank details:

Bank/ Building society name: Address:

..... Postcode:

Account name:

Sort Code: Account number:

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.

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:
.....

Insurance

The Landlord is responsible for buildings insurance however it is a part of your tenancy agreement that you must take out tenant's liability insurance cover for a minimum of £2,500 cover for any accidental damage you may cause to the landlord's fixtures and fittings. We can arrange a quote for you through one of our partners, but you can source this from any provider you wish. You will need to provide a copy of your policy prior to moving in to your new property.

Fees

The application fees are detailed above, and should be enclosed with this application;

This application fee is a non-refundable fee to cover our administration costs.

Payment of this fee can be made by debit card or bank transfer [please contact the office on 01332 340461 to obtain bank details] but must be made in cleared funds before the tenancy begins.

If the Landlord refuses to proceed, despite satisfactory references, the fee will be refunded.

If the let does not go ahead due to unsatisfactory references, credit check or failed Right to Rent checks or it becomes apparent that facts given to us in this application prove to be untruthful, we regret that the application fee will **NOT** be returned to you.

Acceptance and Declaration

It is your duty and responsibility to provide complete and accurate information when completing this form. It is your responsibility to ensure that we are notified in **WRITING** of any changes to the information and data you have provided in relation to this form or when the tenancy has been granted.

We cannot be held responsible for incorrect data held in the event of non-disclosure.

Under the GDPR 2018, we must always have a lawful and legitimate basis for using personal data. This may be because the data is necessary for the performance of a contract with you. You have consented to the use of your personal data and because it is in legitimate business interests to use it. Your personal data will be used for following purposes:

1. Referencing you and carrying out Right to Rent checks
2. Communicating with you on matters relating to the tenancy. This may include responding to emails, letters, texts or phone calls from you.

Information provided under the performance of this Agreement may be shared with the Landlord and other Agents, credit and referencing agencies, Local Authorities, utility and water companies, Police, tracing agents, our legal representatives, solicitors, and mortgage lenders, maintenance contractors, utility switch over companies, chartered surveyors, estate agents.

In some limited circumstances, we may be legally required to share certain personal data, which might include yours, if we involved in legal proceedings or complying with legal obligations, a court order, or the instructions of a government authority.

You will not be sent any unlawful marketing or spam. We will always work to fully protect your rights and comply with our obligations under the GDPR and the Privacy and Electronic Communications (EC Directive) Regulations 2003, and you will always have the opportunity to opt-out.

We will not keep your personal data for any longer than is necessary in light of the reason(s) for which it was first collected. Your personal data will therefore be kept for the following periods for six years.

Your attention is drawn to our Privacy Policy which can be found on www.stuartsmith.co.uk. The Privacy Policy sets out what information we obtain and how we use it.

I confirm that the information supplied, to the best of my knowledge and belief, to be true.

I consent to this information being verified by contacting the third parties.

I understand that the results of the findings will be forwarded to the appointed letting agent and/or landlord and may be accessed again should I default on my rental payments or apply for a new tenancy agreement in the future.

I agree that searches of a Credit Reference Agency will take place.

I also understand that in the event of my defaulting on rental payments, that any such default may be recorded with the Credit Reference Agency who may supply the information to other credit companies or insurers in the quest for the responsible granting of tenancies, insurance and credit.

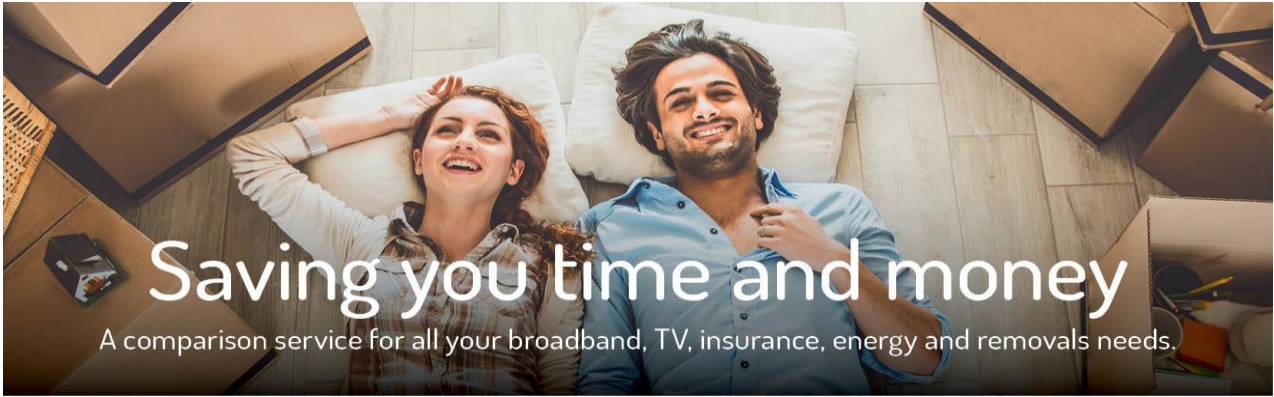
I understand that in the event of any default by me in the covenants in my tenancy agreement with my landlord, the information contained herein may be disclosed to tracing companies and/or debt collection agencies in order to recover any monies due or to trace my whereabouts.

I understand that in any information within this application is found to be untrue, it is grounds for termination of the tenancy.

I also understand that any default in the payment of rent will affect any future application for tenancies, credit or insurance.

Please ensure this form is returned to Stuart Smith [Derby] Limited with 10 days of your viewing. Failure to return this application within this period will result in the property being re-advertised and any fees paid forfeited.

Signature of Applicant: **Date:**



Registration of Tenancy Information.

To help with the move-in process we have teamed up with Tenant Shop to streamline the registration process for your new property by notifying the local council, water supplier and your incumbent energy provider of your move. We will use software supplied by Tenant Shop to notify all the necessary organisations that you have arrived and provide your contact information, moving in date and meter readings where applicable. The reverse will happen when you move out.

Broadband & TV

When moving in to your new property you may wish to arrange a Broadband connection & TV package. Our Partner Tenant Shop can offer you exclusive discounts through market leading providers SKY & Virgin Media, and regularly have offers of up to 50% off the standard pricing*

I give permission for Tenant Shop to contact me by phone to provide support and advice on arranging the best Tv & Broadband package for my needs

Signed: _____

Gas & Electricity

On moving in to your new property, you will be placed on a standard Gas & Electricity tariff. This tariff is the providers most expensive tariff, Tenant Shop will provide you with a choice of market comparison to find a tariff with a more suitable rate for your property.

I give permission for Tenant Shop to contact me by phone to arrange a more suitable energy tariff

Signed: _____

Tenant Shop

As well as phone Tenant Shop may contact me by: Email SMS

Signed: _____

Tenant Name

Form Completion Date: _____ Tenant Name: _____