

Application for Residential Letting

Please complete this form in capitals and return to Bonds Estate Agent (online) Ltd.

1. THE PROPERTY YOU ARE APPLYING FOR

Address:

Rent per month: £ **Deposit:** £

When would you like to move in? **What length of contract do you require initially?**

Where did you hear about us?

2. PERSONAL DETAILS

1st Applicant

Title: Mr / Mrs / Miss / Other:

Surname:

Forename(s):

Current Address:

Postcode: How long at this address:

Previous addresses (we need 3 years address history in total please):

Nationality:

Marital Status:

Date of Birth:

Home Tel:

Work Tel:

Mobile:

NI Number:

Email:

We will use this email address to communicate with you during the tenancy.

2nd Applicant

Title: Mr / Mrs / Miss / Other:

Surname:

Forename(s):

Current Address:

Postcode: How long at this address:

Previous addresses (we need 3 years address history in total please):

Nationality:

Marital Status:

Date of Birth:

Home Tel:

Work Tel:

Mobile:

NI Number:

Email:

We will use this email address to communicate with you during the tenancy.

Primary Applicant:

* See notes overleaf

Do any intended occupants: Smoke: Yes No Have Pets: Yes No Please specify pets:

Will the deposit be paid by anyone other than the tenant(s)? Yes No **If yes please state full name and contact details below:**

Full Name: Address:

Home Telephone: Mobile: Email:

2. PERSONAL DETAILS CONTINUED

1st Applicant

Are you: Homeowner Council Tenant
 Private Tenant Living with Parents
 Other (Please Specify Below)

If private tenant please provide name and address of Landlord/Landlord's Agent:

Tel:	Fax:
Email:	

Current Rent: £

Are you aware of any previous adverse credit history? Yes No

If Yes please give details:

Next of kin:

We need this for inclusion in your tenancy agreement, this should not be your partner if they are a joint applicant.

Name:
Address:
Tel:

2nd Applicant

Are you: Homeowner Council Tenant
 Private Tenant Living with Parents
 Other (Please Specify Below)

If private tenant please provide name and address of Landlord/Landlord's Agent:

Tel:	Fax:
Email:	

Current Rent: £

Are you aware of any previous adverse credit history? Yes No

If Yes please give details:

Next of kin:

We need this for inclusion in your tenancy agreement, this should not be your partner if they are a joint applicant.

Name:
Address:
Tel:

OTHER PERSONS

Please give the full names and dates of birth for ALL other persons who will occupy the property (In addition to the above named):

Name	Date of Birth

3. SPECIAL REQUESTS / REQUIREMENTS

	Agent's notes
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4a. EMPLOYMENT DETAILS self employed go to 4b

1st Applicant

Employer:

Address:

Postcode:

Position Held/Department:

Full Time Part Time Temporary Contract

Gross Salary (before tax):

£ Per Year

Average Commission/Overtime:

£ Per Year

Employment Commencement Date:

Are you still in a Probationary Period? Yes No

If so, when does it end?

Who can we contact to confirm the above?

Name/Department

Telephone: Fax:

Email:

Address (if different from above):

Income of any Other Source:

2nd Applicant

Employer:

Address:

Postcode:

Position Held/Department:

Full Time Part Time Temporary Contract

Gross Salary (before tax):

£ Per Year

Average Commission/Overtime:

£ Per Year

Employment Commencement Date:

Are you still in a Probationary Period? Yes No

If so, when does it end?

Who can we contact to confirm the above?

Name/Department

Telephone: Fax:

Email:

Address (if different from above):

Income of any Other Source:

4b. SELF EMPLOYED

Name of Your Business:

Nature of Your Business:

Business Address:

Postcode:

How long have you been in business? Average Earnings: £ Per Year

Accountant: Name:

Address:

Postcode:

Telephone: Fax: Email:

We will contact your accountant for confirmation of these details.

5. TERMS AND DECLARATION

Application Procedure: (please read carefully).

If you wish to apply to rent a property please observe the following procedure.

A tenancy will be offered to you subject to contract and more specifically, subject to the following conditions:

- A fully completed application form has been submitted
- Payment of £200 Holding Deposit to reserve the property
- The Landlord has accepted the offer
- A satisfactory credit search has been carried out by an independent credit referencing agency (details on request)
- Satisfactory references have been obtained.

If your application is rejected prior to acceptance and/or seeking references, the Holding Deposit is returnable. If your application is accepted (subject to references) you will be required to pay £200 as a Holding Deposit, upon receipt of which the property will be reserved for you. If you are successful then upon commencement of the tenancy the Holding Deposit will be offset against your first rent payment at the point of moving in.

By signing this form you confirm your agreement to this.

The Holding Deposit will not be returned should you provide false or misleading information, fail a Right to Rent check, unilaterally withdraw your application or fail to take all reasonable steps to enter into a tenancy agreement within the agreed timescale. If a full Deposit has been taken you will forfeit a reasonable proportion to reflect the landlord's lost rent for the period between provisional acceptance and the date of rejection.

Before moving into a property payment of the first months rent and deposit must be made by bank transfer or debit card. Funds must be cleared before keys can be released. All future payments will be via direct debit or standing order, unless the landlord specifies otherwise.

You may be asked to provide a Guarantor in some cases.

If in any doubt as to what is included within the let (i.e. furniture, appliances etc.) you should seek further clarification prior to submitting your application.

Other Permitted Payments, Default Fees and Damages Payments which may apply to your tenancy as defined by the Tenant Fees Act 2019:

Late payment of rent

The Agent/ Landlord is entitled to charge interest at 3% above the Bank of England's base rate for each day that a rent payment is outstanding. This charge will be applied once the rent has been outstanding for 14 days or more and will then be backdated to the rent due date. Payment of interest must be made at the same time as the rent is brought up to date.

Replacement or additional keys or entry/ security devices

The Agent/ Landlord is entitled to be fully reimbursed for all reasonable costs incurred in replacing existing or providing additional keys and security/ entry devices immediately upon production of a receipt/ invoice. The Agent's time in doing so will be charged at £15.00 per hour including vat.

Changes to a Tenancy

Should the tenant make a reasonable request to alter the tenancy agreement after the commencement date, the Agent is entitled to make a charge of £50.00 including vat. Such examples include a request for pets to be kept in the property, a change of sharer in a joint tenancy, permission to add a new occupier, working from home/ running a business from the property or any other amendment which alters the obligations of the agreement. In cases where a change of sharer is particularly complex, the Agent reserves the right to charge in excess of £50.00 but this will be agreed with the tenant(s) in

advance. All such requests remain subject to the Landlord's approval.

Early Termination Fees

Should the tenant request early termination of their tenancy, and the Landlord agrees to said request, the Landlord/ Agent will be entitled to recover the Landlord's Letting Fee as detailed in the Terms of Business between the Landlord and Agent, from the Tenant. This is currently £354 (£295+vat). The tenant will also be responsible for the rent up until the day a new tenant takes over responsibility or until the date the tenancy or tenant's notice period runs out, whichever is soonest. This procedure is always subject to landlord's consent, contract and references.

***Primary Applicant**

Applications by 2 or more parties will be asked to name a Primary Applicant who will then become our first (but not necessarily only) point of contact for matters relating to the Tenancy. We also reserve the right to repay the whole deposit to the Primary Applicant at the end of the Tenancy.

Declaration:

I hereby confirm that the information provided by me is to the best of my knowledge true. I consent to this information being verified by contacting the third parties detailed in this form. I understand that the results of the findings will be forwarded to the landlord and may be accessed again at any time in the future. I agree that Linley and Simpson Ltd or their approved agent may search the files of a Credit Reference Agency and IDS Ltd, the insurance industry's data collection agency, which will keep a record of that search.

I understand that I may request the name and address of the Credit Reference Agency to whom I may then apply for a copy of the information provided.

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

I understand that in the event of any default by me in respect of the covenants in my tenancy agreement with my landlord, the information contained therein may be disclosed to one or more tracing companies and/or debt collection agencies in order to recover monies due or to trace my whereabouts. Information will also be disclosed to relevant utility companies and relevant suppliers to the industry.

I understand that personal information within this form may be released to companies associated with Bonds Estate Agent (Online) Ltd for the purposes of providing related services such as insurance and utilities. See section 7 for full details.

I understand that Bonds Estate Agent (Online) Ltd earn supplementary income from various sources relating to the provision, referral and introduction of services and products to our clients and customers. This may be in the form of a fixed fee or a percentage of a premium, fee or invoice. This is not done in all cases and use of these providers/ suppliers is not mandatory. Clients are entirely free to choose their own products, services and providers.

We declare this intention within our Terms of Business and Application Forms and by signing these documents our clients and customers confirm their agreement to us doing so.

Signed
1st Applicant:

Signed
2nd Applicant:

Date:

5. TERMS AND DECLARATION

Tenant examples are:

- Between 20% and 30% commission on landlord and tenant insurance "premiums" / warranties. A typical average per property would be £30pa.
- Small individual one-off commissions (typically between £10 and £20) for introducing customers to utility suppliers eg Virgin Telecom etc.

I confirm my express agreement to receive a copy of the Tenancy Agreement, My Deposit leaflet, Energy Performance Certificate, Gas Safety Certificate for my chosen property and the official How to Rent leaflet, in electronic format or via an electronic link. Paper copies can be provided upon written request.

The information provided in this form by me is information as described in 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 also understand that any default in the payment of rent will affect any future application for tenancies, credit or insurance.

6. PROVING YOUR IDENTITY

Money Laundering (etc) Regulations 2017

We have a legal obligation to obtain proof of identity for any clients who are dealing with us for the first time.

This includes Landlords, Tenants and Guarantors.

The legislation aims to combat financial crime and protect all parties concerned from fraud.

Giving Us Proof

In Branch (preferred method): Original documentation can be brought to the branch where we can copy and return them immediately.

By Post: In order to comply with the legislation we require legally certified copies of documents from the list below. To have a document certified, it must be copied by a solicitor, bank manager, doctor or accountant. The name, address and signature of the certifier must be placed into the document together with the date of certification and an official company stamp.

We accept no liability for the loss or return of any original documents and so these should NOT be posted to us.

To confirm your Identification:

- Passport (signed & current)
- Valid Photo-card driving licence (including provisional) (UK or EU)
- National Identity Card
- Valid Armed Forces Identity Card
- Valid Police Warrant card / badge
- Government Agency ID card
- Valid Airport employees security Identity pass
- Citizen Card (proof of 18+ age)
- Current valid EEA Member State ID card
- Northern Ireland Voters Card (with photo)
- Construction Industry Tax Exemption Certificate with photo
- University ID Card
- Known employer ID Card with photo

To confirm your address:

- A driving licence showing the current address
- A recent (no older than 3 months from date of issue) gas, electric, water or landline telephone bill

- A recent Council Tax Bill (no older than 3 months from date of issue)
- A letter on headed paper from the personnel/human resources department of the employer confirming current address - this letter must be signed and dated by the payroll department or the financial director and contain the printed name and position of the signatory
- Documentation confirming the applicant is receiving housing benefit
- A current Postal Bank Statement (online printout not accepted)
- A current TV Licence
- A current Mortgage Statement
- A current homeowner's household insurance policy schedule
- A current Tenancy Agreement

Proof of Home ownership

- Copy of your Current Buildings Insurance Certificate
- Copy of your most recent Service Charge / Ground Rent Demand from the blocks Managing Agent (in the case of flats / apartments)
- A copy of your most recent mortgage statement
- A copy of your Title Deeds if available

If you have specifically been asked to provide proof of Homeownership, at least one of the above should be provided.

Important:

The following are NOT acceptable for proof of address:

Financial Statements (eg. credit card / Documents from HM Revenue & Customs / Letters from Solicitors or Accountants / NHS Medical card / Mobile Phone Bill).

The same document cannot be used to confirm both ID and address. You must provide 2 separate documents.

If you jointly own a property or are applying for a joint tenancy, we will need to confirm the name and address of each of you.

If you do not have any of the above please contact the office immediately.

Right to Rent

(Section 22 of the Immigration Act 2014)

We have a legal obligation to ensure that every adult occupier of rented accommodation has a legal right to reside in the UK.

British citizens, citizens from the European Economic Area (EEA) and Swiss nationals have an automatic right to reside.

In most of these cases the ID documents requested above will suffice as proof of your Right to Rent without further documentation being required. However, on occasion further evidence may be requested.

For all other nationals, we shall require documentary evidence of either an unlimited right to reside, or a time-limited right to reside in the UK.

In the case of Right to Rent, all documents being provided must be the originals and be presented at the office for verification, in person, by the document holder themselves. If you are unable to prove your right to rent in the UK then the law prohibits us from providing you with accommodation.

I confirm I have read and understood the above information, including the privacy notice, and consent to comply with the terms outlined.

7. YOUR CONSENT

Please note the following permissions which we wish you to provide in relation both to the information you enter on this form when you register with us and of your residence at an address let to you under our agency.

By agreeing to the terms outlined, you indicate your consent to your personal information being passed to our Utility Management Partner, Hallmark Corporate Services Limited who will attend to the continuity of your energy and service supply. You also consent to Hallmark Corporate Services Limited offering you the opportunity to sign up to the services of its preferred utility supplier, British Gas.

By agreeing to the terms outlined, you indicate your consent to receiving email marketing, telephone marketing, postal marketing and or text messages from our Utility Management Partner, Hallmark Corporate Services Limited and its selected third party utility providers, such as TenTel.

I confirm I have read and understood the above information, including the privacy notice, and consent to comply with the terms outlined.

Signed 1st Applicant:	<input type="text"/>
Signed 2nd Applicant:	<input type="text"/>
Date:	<input type="text"/>

Privacy notice

For the purposes of the General Data Protection Regulation (EU) 2016/679 the data controller is Bonds Estate Agent (Online) Ltd.

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. We hold your personal data in accordance with our privacy policy which can be found at www.bondsestateagent.com or by contacting us at Bonds Estate Agent (Online) Ltd, Greys Green Farm, Rotherfield Greys, Henley-on-Thames, Oxon RG9 4QG.

Disclosure of your personal details

We will pass your personal details to our utility partners, to enable us to provide you with our services. In turn, our utility partners may pass your personal details on to selected third party service providers to enable these providers to provide you with energy and other utility services that you request.

In order to proceed with your application we must share your information with:

(i) credit reference agencies and other companies for use in credit decisions, for fraud prevention and to pursue debtors; and

(ii) other third parties (including law enforcement bodies and Government agencies) if we are under a duty to disclose or share your personal details in order to comply with any legal obligation, or to defend or exercise our legal rights. We must also provide your details to utility providers who currently supply the property you are applying for and who may require your forwarding address when you eventually leave. Further details on this can be found in our privacy policy.

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.

I consent to my basic personal details being passed to Homelet tenants insurance so that they can discuss with me various insurance products. I am not committing to take any Homelet products by ticking this box. Homelet will not share my data with others. Please tick your preferred method of contact here:

Telephone and Post Email and SMS

Accessing your information

The GDPR gives you the right to access information held about you. Your right of access can be exercised in accordance with the Regulations.

Full details of our privacy policy can be found on our website. Please send any questions, comments, complaints or requests regarding this privacy notice to either

info@bondsestateagent.com or to The Director, Bonds Estate Agent (Online) Ltd, Greys Green Farm, Rotherfield Greys, Henley-on-Thames, Oxon RG9 4QG.