

Application for Tenancy

By completing this form you are instructing (UK) Property Pot Ltd to enter into negotiations with the owner of your chosen property.

Property address: _____ **Postcode:** _____
Rental amount: _____ **Proposed move-in date:** _____ **Expected move-out date:** _____
Name: _____ **DOB:** _____
Current address: _____ **Postcode:** _____
Email: _____ **Mobile:** _____ **Home/Work tel:** _____
Occupation: _____ **Job title:** _____ **Length of service:** _____
Annual salary: _____

Employment details:

Company name: _____
 Contact: _____
 Address: _____

 Tel: _____
 Email: _____

Current landlord:

Mr/ Mrs/ Ms/ Miss: _____
 Address: _____

 Tel: _____
 Email: _____

Further information:

Will anyone aged under 18 be residing at the property? YES NO If yes, how many? _____
 Do you have pets? YES NO If yes, please provide details: _____
 Do you require furniture? YES NO If yes, please provide details: _____
 Do you require parking? YES NO If yes, please provide details: _____
 Are you related to, living with, or 'connected' to a (UK) Property Pot Ltd employee? YES NO If yes, please provide details: _____

If you have answered YES to any of these questions, or if there is any further information you think the owner should be aware of, please provide details below:

Conditions of offer: Please specify any requests or conditions attached to the offer you are making. These points will be included in your tenancy agreement if they are agreed by the property owner.

I confirm that the information I have provided above is accurate and that I have read and understood the terms and conditions detailed overleaf. I accept that by signing this document I am bound by its entire contents.

Signed: _____ **Date:** _____



Terms and conditions

Holding Deposits & Administration fees

A tenancy holding deposit of £500 excl VAT, a tenancy administration fee of £96 inc VAT and a Tenant Reference fee of £84.00 incl VAT (per tenant) will be payable before submission of this tenancy application to the owner of the property. A card processing fee of 2.75% will be added to payments made via credit or debit card. These fees are held and due subject to the following;

In the event (UK) Property Pot Ltd is unable to secure a tenancy for you, within 5 working days from application, then the holding deposit & administration fees paid will be refunded to you within 7 days of your written refund request, less card processing fees.

In the event (UK) Property Pot Ltd secures a tenancy and you chose not to proceed (including; failure to return a signed tenancy offer, provide suitable references, reasonably progress the tenancy offer, respond to requests & queries made by (UK) Property Pot Ltd, within a reasonable time) than the holding deposit & administration fees paid will be non-refundable.

Should you wish to terminate your tenancy before the end of the term and the landlord agrees that you can terminate early, you will be responsible for the repayment of the pro-rata commission paid in advance by the landlord for the unexpired portion of the tenancy.

It is your obligation to obtain written consent from the landlord for any change in the identity of the tenants. Upon receipt of this consent (UK) Property Pot Ltd will draw up a tenancy agreement for signature by all parties. A tenancy contract change administration fee of £180 inc VAT and a Tenant Reference fee of £84 incl VAT (per tenant) will be charged for this service.

A full tariff of additional fees which may be levied will be provided in the tenancy offer. If any charges remain outstanding at the end of the tenancy, (UK) Property Pot Ltd will deduct the amount due from the deposit.

Renewal of tenancy

Please contact us in advance if you wish to extend your tenancy. If the tenancy is renewed, we will make a charge of £120 inc VAT to cover our administration.

Payment of rent

The first instalment of rent must be paid in cleared funds when you sign the tenancy agreement. Thereafter, rent is payable by standing order (unless agreed otherwise) to arrive on the 1st day of every month as stated in the tenancy agreement. This means that the standing order must be set up so that the funds leave your account three days before the rent is due. The full rent must be paid by a single standing order; we are unable to accept multiple standing orders.

Deposit

A deposit equivalent to six weeks' rent must be paid in cleared funds when you sign the tenancy agreement and is held by (UK) Property Pot Ltd as Stakeholder for the duration of the tenancy in accordance with the terms of the tenancy agreement and where applicable (UK) Property Pot Ltd will register the deposit monies with a deposit protection scheme on the landlord's behalf. (UK) Property Pot Ltd excludes liability in relation to loss caused by the insolvency of a financial institution which holds deposits in its contracts with landlords and tenants.

All deposit deductions must be agreed in writing by both landlord and tenant upon the termination of the tenancy. The tenancy agreement entered into is between the landlord and the tenant and, therefore, the tenant cannot hold (UK) Property Pot Ltd liable for any deductions made from the deposit which may fall into dispute. Any interest earned on the deposit shall be retained by (UK) Property Pot Ltd.

References/identification

We will take up references based on the details that you have supplied to us. These references may be passed to our client so that they can make a decision on granting a tenancy. Please see the (UK) Property Pot Ltd tenant reference guide for full info. You are responsible for any administration charges levied by your own bank in relation to obtaining a reference. Before the tenancy can proceed you need to provide us with a photo ID in the form of a passport or EU driving licence.

Right to Rent

On the acceptance of an agreeable offer you must provide evidence of your right to remain in the UK, and thus your 'Right to Rent' in England. This is a requirement for all occupants aged 18 and over. This information will be passed to the landlord so that they can make a decision on granting a tenancy.

Check-in and check-out

(UK) Property Pot Ltd will organise an inventory and check-in prior to tenancy commencement. The landlord will be responsible for the cost of the inventory and check-in and the tenant will be liable for the cost of the check-out (and any missed appointments). We advise you to make yourself available for the check-in and check-out.

Management of the property

(UK) Property Pot Ltd is responsible for managing the property. We can authorise most

repairs and maintenance jobs fairly quickly; however if major works are required we may not be able to guarantee the speed at which these repairs will be carried out as, we may have to obtain the landlord's consent before proceeding with a repair.

We hold keys to your property, and we can usually provide access to (UK) Property Pot Ltd' contractors (with your permission). However, where we do not hold keys or the contractor is not willing to collect keys, it is your responsibility to provide access.

Tenants have a duty of care to the property and are responsible for day to day maintenance; for example (but not limited to) replacing light bulbs, cleaning washing machine filters, ensuring shower traps are cleared of hair and debris etc.

Insurance

It is your responsibility to insure your own belongings throughout the tenancy.

Utilities

You will be responsible for the payment of telephone, gas, water and electricity accounts at the property during your tenancy, as well as the council tax. It is your responsibility to notify the relevant companies and the local authority that you are moving into/out of the property. You are also responsible for ensuring that a valid television licence remains in place for the duration of the tenancy. Utility companies will also always require the occupant to provide access for any visit.

Anti-Money Laundering Regulations

(UK) Property Pot Ltd is subject to the Money Laundering Regulations 2007. As a result we will need to obtain and hold evidence confirming your identity, proof of your address and source/destination of funds. We will be unable to proceed with any offer until we are in receipt of this information and have completed a satisfactory AML check. Your identity may be subject to an electronic identity check, which may leave a soft footprint on your credit report.

Data protection and privacy policy

(UK) Property Pot Ltd is registered under the Data Protection Act 1998 and we undertake to comply with the Act in all our dealings with your personal data. In the provision of our services, we may instruct other organisations to process personal data on our behalf and/or share personal data with law enforcement agencies, which may also involve the transfer of data outside the European Economic Area. We are committed to ensuring that your personal data is always dealt with securely and in strict compliance with the Act. Occasionally, we may contact you by letter, telephone, email or otherwise to inform you about other products and services we offer. We try to limit this contact to acceptable levels, but if you wish to exercise your right to opt out, simply write to: (UK) Property Pot Ltd, 75 High Street, East Grinstead, West Sussex, RH19 3DD.

VAT

All charges levied by (UK) Property Pot Ltd are subject to VAT at the prevailing rate of 20%.

Complaints procedure

Should you have any problems with (UK) Property Pot Ltd' service which you are unable to resolve with the Negotiator involved or the branch/department Manager, you should write to the Area Director. This complaint will be acknowledged within seven working days of receipt and an investigation undertaken. A formal written response will be sent to you within 21 working days. If you remain dissatisfied, you should write to the Director of Customer Services and Compliance (DCSC). The same time limits will apply. Following the DCSC's investigation, a written statement expressing (UK) Property Pot Ltd' final view will be sent to you and will include any offer made. This letter will confirm that you are entitled, if dissatisfied, to refer the matter to The Property Redress Scheme (PRS) within 12 months for a review.

Subletting

By completing this form you confirm that you intend to enter into a private residential tenancy in your name and that you will not (i) sublet the property; (ii) advertise the property on any print or other media, including (but not limited to) internet-based marketing website, or other social media or messaging website or app; or (iii) take in paying guests or lodgers, without the prior consent of the landlord.

Consequences of early termination

If you vacate the property prior to the end of the term, you will remain liable to pay rent until the term expires or the property is re-let whichever is earlier. Should the property be re-let during the fixed term, you will also be responsible for the repayment of any pro-rata commission fees that have been or will be incurred by the landlord for the unexpired portion of the tenancy (where (UK) Property Pot Ltd is the Letting Agent, this fee is calculated at 12.5% + VAT (15% inc VAT) of the rent for the fixed term of the tenancy) AND if the new tenancy is for a lesser rent, an amount equal to the difference between the original rent and new lower rental figure up to the end of the original term. You will also be responsible for any other reasonable costs (e.g. telephone lines, satellite television contracts, TV licences, cleaning, admin fees etc.) incurred from that point until the end of the term.

Amendments

(UK) Property Pot Ltd reserves the right to change the schedule of fees and these terms of business upon providing reasonable notice in writing.

Signed: _____ Date: _____