



BEACON LEE & WARD

TENANCY APPLICATION FORM

lettings@beaconleeandward.co.uk

Address of Property you are applying for:

Post code: _____ Rental fixed term period (usually an initial fixed term of 6 months) _____

Rent per calendar month _____ Commencement date _____

Deposit Amount _____ MANAGED or TENANT FIND

Title: Mr / Mrs / Miss / Ms / Dr / Rev Marital Status: Single / Married / Divorced / Co- Habiting / Separated / Widowed

Full Name: _____ National Ins No: _____

Maiden name (if applicable) _____ Date of birth (DD/MM/YYYY) _____/_____/_____

No. of years at present Address: _____ Year _____ Months

Current Address: Owner / Rented / With parents / other (please specify) _____

_____ Post Code (MUST HAVE): _____

Home Tel No: _____ Mobile No: _____

Business Tel No: _____ E-mail: _____

Previous address (s): _____ Years _____ Months _____

_____ Post code (MUST HAVE): _____

If supplied less than three years address details, please provide extra info on back

Are you aware of any adverse credit history or past legal proceedings / CCJ's etc against you? Yes / No

(if yes, please specify): _____

Have you had any rent arrears within the last 10 years? Yes / No

(if yes please specify): _____

Number of Children _____ Ages of children _____ Are you a: Smoker / Non Smoker

Pets: Yes / No (if yes, please specify number and type) _____

Employment details: Full time /Part time /Self employed /Retired /Student /Unemployed at present /Full time mum or dad

Occupation: _____ Company Name: _____

Address: _____

Post code: _____

Contact Name: _____ Contact's Position _____

Tel No: _____ E-mail: _____

How long have you worked for your current employer? _____ Years _____ Months.

Annual Salary: Basic £ _____ NET/ GROSS Over Time £ _____ PLEASE SUPPLY ONE WAGE SLIP

FOR SELF-EMPLOYED APPLICANTS

Details of Accountant:

Address: _____

Post code: _____ Tel No: _____

Email address : _____

Last complete year annual drawings _____

FOR ALL APPLICANTS

Bank / Building Society details: Joint / Sole

Your Bank: _____

Address: _____

Sort code: _____/_____/_____

Account/ Roll No: _____/_____/_____/_____/_____/_____/_____/_____

Account holder name: _____

Present Agent / Landlord (if applicable)

Name of Landlord / Agent: _____

Address: _____

_____ Post code: _____

Tel No: _____ Fax No: _____

E-mail: _____

Next of Kin (CANNOT be persons involved in this application)

Name: _____

Relationship to you: _____ Address: _____

_____ Post code: _____

Tel No: _____ Mobile No: _____

DECLARATION BY PROSPECTIVE TENANT

1. I agree to pay Beacon Lee and Ward (BLW) their agency fee amount, 1 person £250, 2 people £400, 3 people £475 and 4 people £600. The agency fee covers part of the cost of administration and preparing the Tenancy and Deposit agreements. If there is a Guarantor deemed necessary, I agree to pay BLW an additional £65.00 in order to carry out a credit check on the Guarantor and prepare the separate Guarantor legal agreement.
2. If my application is successful I agree to pay the first months rent and deposit **as cleared funds i.e cash or bankers draft** on or before the commencement date. I can also choose to pay the amounts by personal cheque if given to BLW at least 6 working days before commencement date or by direct bank transfer to the BLW Client Account if at least 4 working days before commencement date (details available upon request).
3. The rent for the 2nd month onwards will be paid by standing order, monthly in advance, each month and I will sign the standing order form that BLW will have prepared and allow BLW to post it to my bank.
4. I agree that the setting up of T.V license and Telephone/Internet is my responsibility. If the Landlord has already put in a tel point, then any re-connection charges are for the Tenant to pay.
5. I accept that BLW will contact the necessary utility providers (Electric/Gas/Water/Council Tax) and give them my details for when I started tenancy and the meter readings at that time, also that BLW may advise utilities of my forwarding address at the end of the tenancy.
6. I agree that BLW can use my given details on this application form (Employer, Bank and Landlord/Agent.) to carry out all the necessary referencing and also carry out a third party credit check. **Beacon Lee and Ward comply with the requirements of the Data Protection Act 1998 and have a valid Notification PZ7973339**
7. I agree that BLW may hold my deposit in their Client Account and understand that the deposit amount and detail will be registered by BLW to TDS Ltd, who are one of the official administrators for the Tenancy Deposit Scheme.
I accept that NO interest is payable to the tenant for the duration of their deposit in the BLW Client Account.
I agree to pay the rent every month until the end of tenancy and specifically agree not to use the deposit for the last month rent.
At the end of tenancy once all the keys have been returned the landlord/agent will carry out an exit check and assuming no dilapidations will return the deposit as soon as possible (usually within 14 days) by cheque to my forwarding address.
8. I agree that at the start of tenancy if any unpaid Agency Fees occur it can be deducted from my deposit and the deposit amounts will be topped back up by myself within the first 28 days of the tenancy.
9. I agree to enclose or bring copies of identity (photo I.D, Current address, wage slip, passport or driving license etc.) to BLW which may be copied by BLW and originals returned immediately to myself or await hand collection.
10. **I agree that BLW can charge me £40 + vat (currently £48) as an 'exit fee' which is a contribution towards their costs in exit checking, notifying utilities of end date and readings, and final deposit matters. I specifically agree that BLW have my permission to deduct this amount from my deposit at the end of the tenancy.**
11. I confirm that the information provided in this application form is true, accurate and complete. I understand that the information that I have submitted will be used in order to assess my suitability to be granted a tenancy agreement, or to be named on the tenancy agreement as a Guarantor, and I give my consent to the information that I have provided being shared with third parties for this purpose. I understand and agree that current or former employers, landlords and letting agents may be asked to provide additional information about me or to verify information that I have provided, calls for which are recorded for training and monitoring purposes. I further agree that the information that I have provided will be submitted to credit reference agencies in order that a credit check can be conducted. I expressly acknowledge that Rent4sure Limited is not entitled to disclose a copy of my credit report to me but that I may obtain a copy of the report by applying to the relevant credit reference agency directly. I understand that I may be refused a tenancy, or may be found unsuitable to act as a Guarantor, as a result of the searches and references obtained by Rent4sure Limited and I agree that I shall not seek to hold Rent4sure Limited liable for such refusal nor shall I seek to bring any claim against Rent4sure Limited for any loss or damage suffered by me as a result of such refusal. I understand that information which I provide or which is collected about me may be retained on file or stored electronically in accordance with the provisions of the Data Protection Act 1998. I do / do not want Rent4sure Limited passing my contact details to third parties including Intasure Limited, RGA Underwriting Limited and ARC Legal Assistance Limited in order that Rent4sure Limited, or a third party, may contact me by e-mail or telephone about products and services which may be of interest to me, such as Tenants Liability Insurance. Rent4sure Limited is a data controller

Signed _____ Print Name _____

Date ____/____/____

**TENANCY PROCESSES AND PROCEDURES AGREEMENT BETWEEN THE TENANT(S) AND BEACON LEE & WARD,
THE LANDLORDS' AGENT**

BEFORE THE TENANCY COMMENCES

Return completed Application Forms (one per individual adult applicant) signed to BLW address below. Tenancies are always granted subject to referencing and contract.

Pay Agency Fees now, if not already done so (by cheque or bank transfer if more than 8 days from move –in, or by cash if less than 7 days). **To Sort Code: 30-98-45 Account Number: 03043071 Name: Beacon Lee & Ward Client Account Ref: (first line of property address)**

Supply I.D, proof of address and other wage / savings information.

Check you have arranged a date and time with agents for the move in and signing of all remaining paperwork.

Arrange to have CLEARED FUNDS for deposit and first month rent on the date of tenancy commencement (if the tenancy is due to start more than 4 weeks later, the landlord may ask for a non-returnable holding deposit. If joint tenants, the deposit will be returned to the tenant named on the receipt(s) according to the deposit part or full payment made.

Arrange your own T.V Licence and Telephone / Internet accounts. Arrange any contents insurance you may want.

Check with BLW whether you are in a 'MANAGED' or 'TENANT FIND' property so you can find out your point of contact for maintenance & other tenancy matters during the tenancy.

BLW will set up in advance a standing order for you to sign for your rent for the second month onwards (you will need to cancel at the end of the tenancy).

We inform council tax, gas, electricity and water that you have moved in to the property and supply meter readings.

DURING THE TENANCY

The landlord will be responsible for the house / building insurance, the tenants are responsible for taking out their own contents insurance.

You will be expected to notify BLW / the Landlord promptly of any maintenance matters that need attention and the Landlord / BLW to make reasonable efforts to get the required contractor to do the necessary work.

The Tenants should take reasonable precautions to keep heating on 'timed' in winter when away (1-3 a.m is normally the coldest period in any 24 hours). The Tenants should keep internal fire doors shut at all times when not being used to walk between rooms. The Tenants should check smoke alarms at least monthly (for green light if mains wired, for battery tester resultant sound if battery). If battery is not working, the Tenant is responsible for immediately replacing during the tenancy.

The rent is payable by standing order. If the rent cannot be paid on time for any reason, please let BLW/ the landlord know as soon as possible so that the landlord can understand the situation and when the rent arrears will be paid.

If BLW are 'managing' the property, they will contact you about 3-6 monthly inspections of the property.

The landlord needs to give you 1 month written notice of any rent increase, usually there is no rent increase in the first 12 months of a tenancy.

AT THE END OF THE TENANCY

If you wish to leave the property and it's not at the end of the initial fixed term tenancy end date, you must give one month's 'rolling' written notice to BLW or the Landlord. The landlord needs to give you 2 months written notice from the next rent due date if they want the property back for any reason.

The rules of the TDS Tenancy Deposit Scheme apply (as written on my Tenancy Agreement) for return of deposit
Please leave the property clean and tidy with any furniture etc in the same room as at the start of the tenancy.

Provide the necessary people with your new address, or have a mail re-direction set up with the post office.

BLW can charge the tenant £40+vat (currently £48) as an 'exit fee' which is a contribution towards their costs in exit checking, notifying utilities of end date and readings, and settling and accounting final deposit matters. The Tenant gives express permission that this money can be taken from the deposit, if no deposit the Tenant agrees to pay the same amount within 14 days from date of invoice.

I have also read and agree to adhere to the 'Tenancy processes and procedures Agreement', one copy of which the Tenants shall retain and one signed copy of this page to be retained by the Agency

Signed _____ Date _____/_____/_____