



The Letting Company (Tunbridge Wells) Limited
34 London Road Tunbridge Wells Kent TN1 1BX
Tel: 01892 526677 Established 1984 Fax: 01892 526011
info@lettingcompany.co.uk www.lettingcompany.co.uk

Over 30 years of successful letting and management

APPLICATION FORM & TERMS AND CONDITIONS FOR TENANCY
SUBJECT TO CONTRACT AND REFERENCES

ADDRESS OF PROPERTY TO RENT

TLC REFERENCE NUMBER:

MONTHLY RENTAL: £ DEPOSIT: £
(Refer to property list) (See page three)

MR/MRS/MISS/MS/DR

SURNAME DOB: / /

FIRST NAMES

NATIONAL INSURANCE NUMBER:

CURRENT ADDRESS: LENGTH OF TIME AT THIS ADDRESS: OWNER/TENANT

HOME ☎ WORK ☎

MOBILE ☎ EMAIL:

PREVIOUS ADDRESS LENGTH OF TIME AT THIS ADDRESS: OWNER/TENANT

DO YOU HAVE THE RIGHT TO RENT PROPERTY IN THE UK? Have your documents ready. We will wish to confirm your identity, immigration status, credit history and possibly employment status, applies to all people aged over 18 living in the property. www.gov.uk/private-renting/document-checks

*DO YOU HAVE ANY CCJS OR ADVERSE CREDIT HISTORY? YES / NO

*DO YOU HAVE CRIMINAL RECORD? YES / NO

*OTHER PERSONS TO OCCUPY PREMISES - inc' children

1. MR/MRS/MISS/MS/DR..... DOB: / /

Mobile no..... Email.....

NATIONAL INSURANCE NUMBER.....

2. DOB: / /

Mobile no.....

NATIONAL INSURANCE NUMBER.....

Children (age required)

*DETAILS OF PETS (PLEASE CHECK IF PERMITTED AND IF WRITTEN PERMISSION REQUIRED)

*WOULD ANY OCCUPIER BE A SMOKER?

DATE FROM WHICH PROPERTY REQUIRED:

SPECIFIC REQUESTS BY TENANT FOR CONSIDERATION BY THE LANDLORD

Mandatory -you must supply an answer to questions marked*

STATUS ENQUIRIES FOR TENANT

EMPLOYER/COMPANY NAME:

For the attention of:

ADDRESS:

POST CODE

TELEPHONE

HR EMAIL:

YOUR: POSITION/OCCUPATION

LENGTH OF TIME IN THIS EMPLOYMENT:

CURRENT ANNUAL SALARY - PER ANNUM - £

BANK DETAILS FOR MONTHLY RENTAL PAYMENTS BY STANDING ORDER

ACCOUNT HOLDERS NAME:

NAME of BANK:

ADDRESS:

POST CODE

ACCOUNT NUMBER-

SORT CODE-

CHARACTER (Not family or the same as any other referee)

NAME

ADDRESS

POST CODE

TELEPHONE

EMAIL:

CURRENT LANDLORD/MANAGING AGENT (to whom rent is paid)

NAME

ADDRESS

POST CODE

TELEPHONE

EMAIL:

CURRENT RENT-PCM- £

**THIS SECTION IS FOR THE SELF EMPLOYED-
COMPANY LETTINGS/SELF EMPLOYED / CREDIT REFERENCE MAY BE REQUIRED**

COMPANY

COMPANY ADDRESS

POST CODE

TELEPHONE

ACCOUNTANT/SOLICITOR (if applicable)

ADDRESS

POST CODE

TELEPHONE

EMAIL:

GUARANTORS NAME AND ADDRESS - IF APPLICABLE -

Email.....

DOB-

Length of time at this address -

Telephone no.....

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.

I give you permission to notify the council, water suppliers and incumbent energy provider.

Signed: _____

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: _____

Insurance

It is strongly advised that you 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.

I give permission for Tenant Shop to contact me by phone to arrange a quote for Insurance

Signed: _____

Tenant Shop

In addition to the above; I hereby give The Letting Company authority to pass my details to the Tenant Shop.

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

Signed: _____ Date: _____

Data Protection

Tenant Shop Limited is fully compliant with the data protection act 1998 and is registered with the Information Commissioners Office registration number Z305733 **You can alter your options or opt out at any time by emailing customerservices@mytenantshop.co.uk**

Tenant Shop limited will only use your information for the purposes set out above

*offers subject to availability

PLEASE READ CAREFULLY ALL POINTS BELOW -COMPLETE AND SIGN TO CONFIRM

PLEASE SUBMIT WITH YOUR PAYMENT OF £400 OR £600 IF THE RENT IS OVER £1,249.00 HOLDING DEPOSIT TO THIS OFFICE AND RIGHT TO RENT VERIFICATION OF IDENTITY.
CHEQUE, CASH, or TRANSFER. Lloyds TSB / 30-98-77 / 03141058

THE DEPOSIT IS BASED ON 1.5 MONTHS RENTAL UNFURNISHED AND 1.75 MONTHS ON FURNISHED. THIS IS HELD BY THE AGENT OR LANDLORD AS STATED ON THE AGREEMENT UNDER AN APPROVED DEPOSIT SCHEME. THE LETTING COMPANY IS A MEMBER OF THE DISPUTE SERVICE. NO INTEREST IS ACCRUED ON DEPOSITS HELD. PROPERTIES ARE TAKEN AS SEEN. **DO NOT ASSUME ALL APPLIANCES WILL BE SUPPLIED.** PLEASE ENSURE YOU CONFIRM WHAT IS TO BE INCLUDED BEFORE PROCEEDING.
IN THE EVENT OF THE LETTING COMPANY INCURRING CHARGES DUE TO REPRESENTED CHEQUES AND STANDING ORDERS AN ADMINISTRATION FEE OF 10% WILL CHARGED.
IF A CREDIT CHECK IS REQUIRED ON AN INDIVIDUAL OR COMPANY THE COSTS SHALL BE BORNE BY THE TENANT PRIOR TO THE APPLICATION, THIS BEING £30.00 plus vat
A PRELIMINARY DEPOSIT OF £400.00 IS REQUIRED ON PRESENTATION OF THIS APPLICATION FORM-£600.00 IF THE RENT IS OVER £1,249.00.(although some landlords do ask for a higher figure, especially if holding the property for longer than 2 weeks). THIS INITIAL DEPOSIT WILL BE DEDUCTED FROM YOUR FIRST INVOICE. IN THE EVENT OF THE TENANCY NOT BEING TAKEN UP OR REFERENCES BEING UNSATISFACTORY THIS DEPOSIT WILL BE UTILISED TO COVER OUT OF POCKET EXPENSES. If there is a delay in returning the application form to our office this could result in the Property being re-marketed and you may lose your holding deposit.
BANK REFERENCES (WITH THE EXCEPTION OF LLOYDS, HALIFAX AND RBS WHERE STATEMENTS OR CREDIT CHECK WILL BE REQUIRED) ARE ONLY OBTAINABLE ON CURRENT ACCOUNTS THAT HAVE BEEN RUNNING IN EXCESS OF 6 MONTHS. YOUR BANK MAY CHARGE YOU A FEE.
ON SIGNING THE TENANCY AGREEMENT YOU WILL BE REQUIRED TO PAY THE RENTAL, DEPOSIT AND INGOING FEE OF **£325.00 plus vat (£390.00)** ADMINISTRATION CHARGE UP TO TWO TENANTS.. EACH FURTHER TENANT SHALL BE CHARGED AN ADDITIONAL £75+vat . BANK TRANSFER. IS PREFERABLE. THERE WILL BE A 0.05% CHARGE FOR CASH . WE DO NOT HAVE CHIP AND PIN. THIS APPLICATION HAS BEEN RECEIVED ON THE AGREEMENT THAT IT IS SUBJECT TO REFERENCES AND LANDLORDS APPROVAL. ON MULTIPLE APPLICATIONS AN ADDITIONAL SUM MAY BE LEVIED ON THE MONTHLY RENTAL AND INGOING CHARGES.

WE SUGGEST YOU HAVE ADEQUATE CONTENTS INSURANCE TO COVER YOUR POSSESSIONS DURING THIS TENANCY.

RIGHT TO RENT: FOR VERIFICATION OF IDENTITY PLEASE PROVIDE PASSPORT (including relevant visas) AND VERIFICATION OF ADDRESS (ie-bank statement or bill)

PLEASE REFER TO OUR TERMS AND CONDITIONS:

After the initial fixed term your tenancy agreement shall become a periodic tenancy whereby you may provide 1 months' notice to vacate and the landlord must provide 2 months. However, please check your tenancy agreement for any variations.
The initial standing order for rental payments was set up for the initial 6 months and requires updating.
We charge a continuation fee of £72.00 in order that we may renew the standing order and to maintain continuity with the protection of your deposit on managed properties only.
Should you wish to renew your tenancy with a new fixed term please let us know and we can enquire with the landlord if this is acceptable. The cost of a new fixed term agreement would be £198.00 inc vat.
You may receive a Section 13 notice annually in respect of a rent increase.
References shall be charged at £12.00 per person to other agents and mortgage companies.

DATA PROTECTION ACT 1998 and CHANGE OF SERVICES

It is agreed that personal information of both the landlord and the tenant will be retained by the Agent and may be used for marketing purposes during the tenancy; that present and future addresses/email/telephone numbers of the parties may be provided to each other, to utility suppliers, the local authority, any credit agencies, or reference agencies and for debt collection.
"Tenant Shop Limited acts on our behalf to notify the local council, water supplier(s) and energy provider(s) in line with your tenancy start date and secondly to supply notifications to the local council, water supplier(s) and energy providers(s) from the date that you vacate the property.
Tenant Shop limited will only use your information for the purpose of council and utility registration, closing of council and utility accounts and Energy/Media comparisons upon your arrival.
Call Centre comparisons are completely optional for you (the tenant) and you can opt out at any time.
Tenant Shop Limited is fully compliant with the data protection act 1998 and a registered member of the Information Commissioners Office with registration number Z305733X"

I/WE THE UNDERSIGNED HAVE READ, UNDERSTOOD AND AGREE THE POINTS RAISED ABOVE AND AGREE FOR REFERENCES INCLUDING SALARY DETAILS TO BE OBTAINED AS NOTED

SIGNED

DATE

PRINT NAME:

PROPERTY REF:





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34 London Road Tunbridge Wells Kent TN1 1BX

Tel: 01892 526677

Established 1984

Fax: 01892 526011

To:

Dear Sirs,

**AUTHORISATION FOR PERSONAL BANK REFERENCE
PLEASE RESPOND BY RETURN**

I/We have applied for a tenancy of a property through THE LETTING COMPANY (Tunbridge Wells) Ltd. at a rental of £ per calendar month.

I/We hereby authorise you to supply a "Personal Customer Reference" direct to them at 34 London Road, Tunbridge Wells, Kent, TN1 1BX.

I/We would appreciate your prompt assistance in this matter. **OUR REFERENCE:**

ACCOUNT NUMBER:

SORT CODE:

NAME:

PRESENT ADDRESS:

POST CODE:.....

DATE:.....

SIGNATURE:.....

*please deduct any fee (if applicable) for this reference from my account.

info@lettingcompany.co.uk www.lettingcompany.co.uk

The Letting Company (Tunbridge Wells) Limited trading as The Letting Company.
Registered office Field Cottage, Bodiam, East Sussex Registered in England 5277780

