



## **TENANT APPLICATION FORM**

**PROPERTY APPLYING FOR:** \_\_\_\_\_

**Preferred move-in date:** \_\_\_\_\_ PLEASE NOTE under normal circumstances a property can only be reserved for a maximum of **15 days** from the day it becomes available or from the day the application is made, unless agreed otherwise by the Landlord.

### **IMPORTANT INFORMATION – PLEASE READ THE FOLLOWING CAREFULLY**

**RIGHT TO RENT LEGISLATION** - When submitting your application you should also supply ID as proof of your Right to Rent in the UK – preferably passport. Other forms of ID are acceptable – please check with your local branch for further information. If you are of non EU Nationality your Visa and/or immigration documents will also be required.

**HOLDING DEPOSIT – see overleaf.**

**ADVANCE PAYMENT** - Before a tenancy begins, tenants will be required to pay one month's rent in advance, plus a breakages/damages deposit equivalent to 5 weeks' rent to be registered with one of the approved deposit protection schemes.

**PRIVACY NOTICE** - For the purposes of the Data Protection Act 1998 (the “**Act**”), the data controller is Nock Deighton (1831) Ltd of Old Smithfield, 34-35 Whitburn Street, Bridgnorth, Shropshire, WV16 4QN.

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.

#### **Disclosures of your personal details**

We may pass your personal details to the utility suppliers for the property, in order for the services to be transferred into your name.

We may also 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.

#### **Accessing your information**

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

Please send any questions, comments, complaints or requests regarding this privacy notice to:  
d.clarke@nockdeighton.co.uk

**DECLARATION** - I HEREBY CERTIFY that I have read and agree to the above terms.

**SIGNED** ..... **Dated** .....

**PROPERTY AGENTS . VALUERS . SURVEYORS . AUCTIONEERS**  
Residential Lettings: 7 Pearson Road, Central Park, Telford, Shropshire, TF2 9TX  
Tel: 01952 292300 Email: telford.lettings@nockdeighton.co.uk

# TENANT FEES SCHEDULE

## NEW ASSURED SHORTHOLD TENANCIES (ASTs) SIGNED ON OR AFTER 1 JUNE 2019

<b>Holding Deposit (per tenancy)</b>	<b>One week's rent.</b> This is to reserve a property. Please Note: This will be withheld if any relevant person (including any guarantor(s)) withdraw from the tenancy, fail a Right-to-Rent check, provide materially significant false or misleading information, or fail to sign their tenancy agreement (and / or Deed of Guarantee) within 15 calendar days (or other Deadline for Agreement as mutually agreed in writing).
<b>Security Deposit (per tenancy. Rent under £50,000 per year)</b>	<b>Five weeks' rent.</b> This covers damages or defaults on the part of the tenant during the tenancy.
<b>Security Deposit (per tenancy. Rent of £50,000 or over per year)</b>	<b>Six weeks' rent.</b> This covers damages or defaults on the part of the tenant during the tenancy.
<b>Unpaid Rent</b>	Interest at 3% above the Bank of England Base Rate from Rent Due Date until paid in order to pursue non-payment of rent. Please Note: This will not be levied until the rent is more than 14 days in arrears.
<b>Lost Key(s) or other Security Device(s)</b>	Tenants are liable to the actual cost of replacing any lost key(s) or other security device(s). If the loss results in locks needing to be changed, the actual costs of a locksmith, new lock and replacement keys for the tenant, landlord any other persons requiring keys will be charged to the tenant. If extra costs are incurred there will be a charge of £15 per hour (inc. VAT) for the time taken replacing lost key(s) or other security device(s).
<b>Variation of Contract (Tenant's Request)</b>	<b>£50 (inc. VAT) per agreed variation.</b> To cover the costs associated with taking landlord's instructions as well as the preparation and execution of new legal documents.
<b>Change of Sharer (Tenant's Request)</b>	<b>£50 (inc. VAT) per replacement tenant or any reasonable costs incurred if higher.</b> To cover the costs associated with taking landlord's instructions, new tenant referencing and Right-to-Rent checks, deposit registration as well as the preparation and execution of new legal documents.
<b>Early Termination (Tenant's Request)</b>	Should the tenant wish to leave their contract early, they shall be liable to the landlord's costs in re-letting the property as well as all rent due under the tenancy until the start date of the replacement tenancy. These costs will be no more than the maximum amount of rent outstanding on the tenancy.

If you any questions on our fees, please ask a member of staff.

CLIENT MONEY PROTECTION:

[www.propertymark.co.uk](http://www.propertymark.co.uk)

**propertymark**

INDEPENDENT REDRESS:

Agents Name:	<input type="text" value="Nock Deighton Telford"/>	Proposed Move Date:	<input type="text" value="dd"/>	<input type="text" value="mm"/>	<input type="text" value="yyyy"/>
Rental Address:	<input type="text"/>	Tenancy Period:	6 Months <input type="checkbox"/>	12 Months <input type="checkbox"/>	
Postcode:	<input type="text"/>	Share of the Rent:	Office use only	<input type="text" value=""/>	%
Total Monthly Rent:	£ <input type="text"/>	Tenant Credit Search	<input type="text" value=""/>	Office use only	
		Full Tenant Profile	<input type="text" value=""/>	Office use only	

### Personal Details

Title	<input type="text"/>
First Name	<input type="text"/>
Middle Name	<input type="text"/>
Surname	<input type="text"/>
Current Address	<input type="text"/>
Postcode	<input type="text"/>
Home Phone	<input type="text"/>
Work Phone	<input type="text"/>
Mobile Phone	<input type="text"/>
Email	<input type="text"/>

### Information

Do you have any adverse Court or Credit data?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<input type="text" value="If yes please provide details"/>		
Do you Smoke	Yes <input type="checkbox"/>	No <input type="checkbox"/>
How many children do you have?	<input type="text"/>	
How many children over 18 years	<input type="text"/>	
Do you have or intend to have pets	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you currently renting a property?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are you a Homeowner?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Employer Name	<input type="text"/>	
Your Position	<input type="text"/>	
Salary	<input type="text"/>	Bonus <input type="text"/>

### Consent

I, the Applicant/Guarantor consent to the letting agent undertaking a credit search for the purpose of this tenancy application. I duly authorise the Letting Agent to make enquiries as to my current accommodation, and income status. I give full authorisation to my employer or accountant to release income and performance information concerning my employment or self employment. I formally consent to the Letting Agent, to whom this application relates, to pass on to their client/landlord full details of my completed credit report along with any supporting documentation. I understand that should I withdraw my application at any time, or should my application be declined by UKtenantdata or the Letting Agency my application fees will be forfeit.

### Applicant/Guarantor Signature

### Date