



**APPLICATION TO RENT
FURNISHED/UNFURNISHED
ACCOMMODATION 2016**

These notes apply to all applicants and tenants of ESRA Property Services Ltd. Please ensure they are read fully and understood, do ask for more information if required. These notes are binding on all applicants and tenants of ESRA Property Services Ltd and form part of the Tenancy Agreement

To provide a confirmation of booking – we will need:

1. **Application Form** - to be completed, each page initialled, signed and returned.
2. **Reference Form** – to be completed, signed and returned

3. **Application Fee** £230.00 inc VAT
This is non-refundable and must be paid in full when making an application

4. **Reference Fee** £120 pp (12 months) £65.00 pp (6 months)
This is non-refundable and must be paid in full when making an application

5. **Holding Deposit** £200.00 Inc VAT must be paid in full at the same time of making an application. Once you have paid your Holding Deposit, we will withdraw the property from the market, stop advertising and cancel any other viewings previously arranged. The Holding Deposit will be set against the Dilapidation Deposit prior to occupancy. If you withdraw your application after the Holding Deposit has been paid, then the Holding Deposit will not be refundable.
6. **Heating/Hot Water Deposit £250.00 Inc VAT (Meade House, Watson House and Great Northern Road)**. Because these bills are not sent directly to the tenant, we forward these bills to you, your final bill may arrive after you have vacated. Therefore we require this separate deposit to cover your final bill, any remaining monies will be returned to you.
7. **Dilapidation Deposit**
You will be required to pay a Dilapidation Deposit which is usually based on a minimum of one and half months rental and this will be protected under the Tenant Deposit Scheme. This will be required as soon as your references have been returned as accepted.

Right to rent. Before we are able to sign a Tenancy Agreement with you, we are required by Law to obtain proof of identity. We also ask you to provide evidence of your right to remain in the UK. It will therefore be necessary for us to see and copy your current Passport/Visa if applicable. We must see original documents with the applicant together. All information we hold on you is confidential and protected under the 'Data Protection Act 1998'.

'All terms are 'subject to contract'

Initial.....

APPLICANTS DETAILS

Full name of Applicant/s (max of 2)

Full Current Address of Applicant

Address of property applying for

Contact Telephone number (mobile)

Email address

Please give full names, date of birth and occupation for all person and children who will occupy the property

Names

Occupation

DOB

Rental amount pcm £

Rent Amount Prepaid £

Deposit Amount £

Start Date

Length of Contract (6 or 12 months)

Please state that the property you are applying for is to be your principal home

Yes / No

Initial

Prohibited:

We have a No Smoking policy in all our properties.

Pets

Not without the Agent's (Landlord's) prior consent allow or keep any pets or Any type of animal at the property.

Bank Details

Lloyds TSB Bank
ESRA PROPERTY SERVICES LTD - CLIENT ACCOUNT
Account Number: 23831460
Sort Code: 30-91-74

IBAN No GB07LOYD 30917423831460
SWIFT (or BIC) LOYDGB21206

Dilapidation Deposit - Full details are attached

The Dilapidation deposit will be protected in a Deposit Scheme. ESRA Property Services Ltd is a member of The Deposit Protection Service (DPS). Full details and contact details will be provided to you. The Dilapidation Deposit is held to cover dilapidations to the fixtures and fittings of the property, subject to an apportionment or allowance for fair wear and tear, and other unexpected relevant costs caused by the breach of any of the Tenant's obligations under the Tenancy Agreement. This will be returned to the tenant at the end of the tenancy directly from the DPS, subject to the final inspection and full inventory check-out.

Under no circumstances may the Dilapidation deposit be utilised by the Tenant towards the payment of rent, in full or in part, during the period of the tenancy. In the event of a dispute, the tenant or ESRA Agency can contact the ADR (Alternative Dispute Resolution) Service that is provided by The Deposit Protection Service. (DPS)

Tenancy Agreement

A draft Assured Shorthold Tenancy agreement will be available for inspection prior to the tenancy agreement being signed. The Tenancy Agreement is signed by both ourselves and the tenant (and a guarantor if applicable) but cannot be signed until we have all your references in acceptable order.

Guarantors

A guarantor will be required if the applicant is not in full time employment or they are unable to provide the financial references which we require. The guarantor must be resident in the UK and provide satisfactory bank and employer references. He/she will be party to the contract and will sign accordingly which will make him liable for the rental payment should the tenant default on their payment and any other costs for damages which are not covered by the dilapidation deposit at the end of the tenancy. In the case of joint tenancies, each individual will be a co-signatory of the Agreement. In such cases where a guarantor has been required, the guarantor must be prepared to cover the whole of the rent and not just a proportion

Tenants Contents Insurance

It is highly recommended that all tenants have an insurance, to cover their own personal items (with accidental damage) so that if the unfortunate happens the landlord or agent will and cannot be held liable for their loss. If you already have contents insurance you should supply us with a copy of your insurance certificate which has the new property address on it. We can provide details and will be happy to help.

Check in

The check-in cannot be confirmed until we have received all your payments - these funds must be cleared prior to checking-in. Should the tenancy commence at any date after the 15th of the month, then rent to the end of that month is payable plus rent for the next complete month. If the tenancy commences on any date up to and including the 15th day of the month, the rent up to the end of that month is payable – in both cases the amount of rent for that period less than one calendar month will be apportioned.

On check in the tenant will be provided with a ‘welcome pack’ including useful information regarding the property. Details of the utility providers will be included and it is the tenants’ responsibility to arrange these services, including the council tax, and the TV license for the property.

Check-in is processed at our office between the times of 12 – 3pm

Inventory

The inventory is prepared by an independent company. The lead tenant will usually receive this within 48 hours after the tenancy start date. The lead tenant will receive a text message alerting them that the inventory is ready to be downloaded via a link sent to their email address. Tenants should carefully check the condition of the property and its contents against the inventory. If the tenant has any comments regarding the inventory these can be added on line and the agent will receive notification of any tenant comments once the 7 day deadline has expired. If the tenant does not log in and add any comments to the inventory it will deemed to be correct in every detail when checked at the end of your tenancy against your check out report.

Property Miss Descriptions Act

Every effort has been made to ensure that the information you have been given about the property for which you are making an application is correct. If there are any items which you are not sure about you must ask.

Rent Review – Housing Act 1988 Section 13 The Landlord can propose a new rent under Section 13 – however this must be a reasonable rent review and this must be proposed at least 52 weeks from the date on which the rent was last increased. However, the landlord can propose a rent review earlier on a new start date.

White goods in unfurnished accommodation

In some unfurnished accommodation the landlord provides white goods. As a general rule other than on a landlord’s specific instructions if these become uneconomic to repair they will not be replaced and will be removed from the property.

Quarterly Property Visits

ESRA Agency carries out quarterly property visits on all managed properties which form part of our obligation to our landlords. On check in you will be informed of the approximate date of your first quarterly property visit and thereafter you will be informed at least a month in advance. Tenants do not need to be present on the day of the visit. The tenant will be informed at least 24 hours in advance of any persons entering the property.

Maintenance

All maintenance issues must be reported as soon as possible to ESRA Agency by email. A tenant has an implied covenant to act in a "tenant-like manner". Broadly, this means to report disrepair promptly; to take reasonable steps to ensure that neither the tenant nor guests damage the property, its fixtures and fittings; to do the minor day to day things any home-occupier would normally do e.g. replace light bulbs, fit a new battery in a smoke detector, tighten an odd screw which has come loose on a door handle etc.; to keep the property reasonably warm and aired to help prevent condensation or freezing of pipes; to leave the property secure when absent from it; to keep the garden and other areas reasonably tidy and free from rubbish The landlord will maintain the services of the building.

Expiration of the tenancy

Two months before the tenancy agreement is due to end, ESRA Agency may write an offer letter to the tenant to ask whether they want to renew their tenancy unless the property is no longer available to be let by the landlord. If the tenant is not going to renew they must write to us confirming this, within 5 days of receiving the offer letter. ESRA Agency will then send a 'confirmation of check out' with details of date and time. If the tenant wishes to renew their tenancy again they must confirm this in writing within 5 days of receiving the offer letter, then ESRA Agency will arrange for a new tenancy agreement to be sent out with an invoice for the renewal fee – see '**Fee Information for Tenants**'.

Please note we do not offer Periodic Tenancy (monthly roll on) we offer renewals with a minimum 6 month period Assured Shorthold Tenancy Agreements.

Early Surrender of tenancy

A tenancy agreement is a fixed term contract and is therefore a legally binding document for the set term which you have agreed and signed. This cannot be ended before the expiration of the fixed period. However, if the tenant has to leave the property and surrender the tenancy agreement earlier than this date, due to unforeseen circumstances, the agent will take instructions from the landlord.

Strictly with the landlord's or his agents prior written consent and subject to certain conditions that may include the landlords/agents reasonable costs associated with the re letting of the premises, the tenant may or may not be allowed to surrender or give up the tenancy before it could otherwise lawfully be ended. This must be accepted and confirmed by the agents that are instructed by the landlord. The landlord is not under any obligation to accept any early surrender of tenancy.

PLEASE SEE ATTACHED OUR FULL DETAILED FEES LIST 2016

We confirm that we are making an application for the above property, which we have viewed. We have read and understood this application form in full.

ESRA Agency aims to provide a high level of service at all times, but if you have a complaint against ESRA Agency - please contact the office for a copy of our complaints procedure.

ESRA Agency is a member of the TPO (The Property Ombudsman) and any concerns can be directed to them.

Signed Dated

(PRINT NAME)