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TENANT APPLICATION FORM

Property you wish to rent:		Rent pcm £:
First Names:	Surname:	Male / Female
Date of Birth:	Title: Mr /Mrs/ Ms/ Miss/ Dr	Smoker? Yes / No
National Insurance No:		
Passport No & Country of issue:		
Present Address:		
Post Code:		
Owner / Council Tenant / Private Tenant / With Parents / Other:		
Period at Address:		
Contact tel no:	Work tel no:	
Email:		
Have you any adverse credit history? Yes / No If yes, please detail on separate sheet		
Previous address (if less than three years at above)		
Post Code:		
Dates of occupation:		
Bank:	Account in the name of:	
Address:		
Sort code:	Account no:	
Your job title:	Annual Salary:	
Employed / Self Employed / On Contract / Temporary / Retired / Unemployed / Student		
Employer Name & Address:		
Post Code:		
Start Date:	Is this permanent? Yes / No Full Time / Part Time	
Contact Name for Reference:		
Referees Job Title:		
Tel No: (Landline)		
Email address:		
Previous Employer name & address: (if less than 12 months at above)		
Post Code:		
Start Date:		
Contact Name for Referee:		
Referees Job Title:		
Tel No: (Landline):		
Email:		

Current Landlord /Agent (if applicable):
Address:
Tel no:
Email:
If Self Employed, name of your accountant:
Address:
Post Code:
Tel no:
Email:
Emergency Contact (not a co tenant please):
Address:
Post Code:
Relationship to you?
Tel no:
Details of all the people who will be living with you:
Full Names & ages:
Details of any pets:
Preferred starting date for tenancy:

Declaration:

I confirm that the supplied information is to the best of my knowledge and belief, true and may be verified. DATA PROTECTION ACT: information provided by you on this form may be held by an external referencing agency in its computer records. I confirm that progress of this application may be made available to agents, landlords, and co applicants. I also hereby authorise any persons, companies or named Bank or Building Society listed to respond to status enquiries made in respect of this application. The file of a credit reference agency may be searched. Any information obtained/compiled by the referencing agency may be passed on to Agents and Landlords. **PLEASE READ OUR FEE SCHEDULE BEFORE SIGNING.**

Signed:
Dated:

Completing and submission of this application form confirms your acceptance of the attached fees, terms and conditions, but it does not guarantee a tenancy on the property.

You will need to provide Proof of ID and Proof of Address. Please supply one from each list:

- | | |
|---------------------------------|---------------------------------|
| Valid passport | Bank/Building society statement |
| Valid photocard Driving Licence | Council tax bill |
| Residence Permit | Utility bill |
- (must be dated within the last three months)

EXPLANATORY NOTES AND FEE SCHEDULE :

Please read before signing and returning the application form.

Applying for a property

If you would like to apply for a property, please complete the attached Tenant Application Form, one for each person over 18 years of age. Once we have received it, we will endeavour to let you know within 48 hours if your application has been successful, subject to references. At this point you will be asked to pay the Tenancy Application Fee and the property will be removed from the market whilst references are obtained.

If multiple applications are received a decision will be made so only one application is processed. The other parties will be informed at the earliest opportunity and receive a full refund of any monies paid.

References and Guarantors

Once your application has been accepted we will contact your employer and previous landlord and ask them to provide a reference. We will also carry out a credit check.

In certain circumstance a guarantor may be required. This is usually a member of the applicants family and has sufficient means to pay the rent.

Starting the Tenancy

Once we have received satisfactory references we will confirm a start of tenancy date.

On this date all parties to the agreement must attend our office to sign the tenancy agreement. we will require, as cleared funds, payment of the rent in advance and a dilapidations deposit.

A statement will be provided detailing this amount prior to the start date.

You will then be given the keys, copy of the tenancy agreement and a copy of the inventory if available.

Paying the Rent

Rent is due on the same date each month as at your start of tenancy date and is paid in advance. Share groups of two or more must arrange to make one joint payment.

Dilapidations Deposit

At the start of the tenancy a dilapidations deposit is payable and is usually equal to 1.5 times the monthly rent. Its purpose is to cover the cost of any cleaning, repairs or replacements found to be required at the end of the tenancy check. In accordance with the Housing Act 2004 all deposits must be held within an authorised tenancy deposit scheme, so that not only is your deposit safe but you also have access to the schemes dispute resolution service at the end of the tenancy. You will be informed of the scheme being used within 30 days of the deposit being paid.

Inventory

For each fully managed property, an inventory and schedule of condition will be prepared prior to letting. You are required to check it, sign and return a copy to us within 7 days of receipt, noting any discrepancies. The amended copy will be used at the end of tenancy check. Please feel free to make a copy for your own records.

Utilities and Council Tax

You will usually be responsible for electricity, gas, water, council tax, telephone bills on the property. We will arrange for the transfer of utilities on all Fully Managed properties by taking meter readings at the start of the tenancy and submitting the information to the suppliers. We will also notify the Local Authority regarding the council tax.

Television licence and/or any digital, cable or satellite TV arrangements will be your sole responsibility.

Insurance

The landlord is responsible for insuring the main structure of the building, their contents, fixtures and fittings. This will not cover your belongings or accidental damage to the landlords contents.

We strongly advise that you take out insurance to cover your belongings and accidental damage to the landlords contents.

Periods of Absence

You must notify us in writing when the property will be left vacant for more than 14 days.

During cold periods the property should not be left empty without any heating due to the risk of freezing and bursting pipes.

Repairs and Maintenance

Where a property is fully managed please notify us immediately regarding any maintenance issue.

The landlord is responsible for the fabric and services of the building, plus any fixtures and fittings except in the instance whereby the damage or fault has arisen due to neglect or misuse. Expenses incurred without prior approval may not be refunded.

There will be occasions where you will have to contact the landlord for their specific instructions and /or authority to carry out repairs.

For a let only property you will need to contact your landlord direct.

If the property has gas, an annual gas safety check is required by law and you will be expected to allow an appointed engineer reasonable access.

Ending the Tenancy

You will be required to give one months written notice due on your rent due date. Keys must be returned to our office/landlord on or before the day you vacate along with your forwarding address. An end of tenancy check will be carried out and you will be notified of any faults found.

Fee Schedule

At Peter Michael we offer a personal, professional and honest approach, so please find below charges (all inclusive of VAT) that may apply to your tenancy.

Tenancy Application Fee for upto two people:	£240
(due on application and includes referencing and preparation of the tenancy documentation. This is non refundable once referencing has commenced)	
Each individual thereafter:	£100
At the start of your tenancy:	
Dilapidation deposit of 1.5 times the rent plus 1 months rent in advance	
Pet fee:	£150
where it has been agreed for a pet to be kept at the property, a non refundable fee to cover the landlord for any pet related issues during and/or after the tenancy (eg flea infestation)	
During Your Tenancy:	
To update the tenancy agreement (eg add/remove additional parties)	£60
Early release fee: (should you wish to end the tenancy before the initial term expires)	£120
At the end of your tenancy:	£75
To cover the cost of the inspection, deposit compliance and return, transfer of utilities etc	