

Application details (for office use)

Branch:	<input type="text"/>	Tenancy Start Date:	<input type="text" value="dd"/>	<input type="text" value="mm"/>	<input type="text" value="yyyy"/>
Advisor:	<input type="text"/>	Tenancy Length:	<input type="text"/>		
Rental Address: (Applying for)	<input type="text"/>		Deposit:	<input type="text" value="£ or zero deposit"/>	
Postcode:	<input type="text"/>				
Total Monthly Rent:	<input type="text"/>				

Note to Applicants: Please complete this application in BLOCK CAPITALS and ensure all information and contact details are correct. You must complete all required fields including email, fax and contact numbers.

1. Personal Details

Title Mr/Mrs/Etc.:	<input type="text"/>	Maiden Name: (If applicable)	<input type="text"/>		
Forename:	<input type="text"/>	Date of Birth:	<input type="text" value="dd"/>	<input type="text" value="mm"/>	<input type="text" value="yyyy"/>
Middle Name(s): In FULL	<input type="text"/>	Marital Status:	<input type="text"/>		
Surname:	<input type="text"/>				

2. Contact Details

Home Phone:	<input type="text"/>	Mobile:	<input type="text"/>
Work Phone:	<input type="text"/>		
Email:	<input type="text"/>		

3. Identification verification

Photo ID Provided:	<input type="text"/>					
Please provide your bank details for verification	SORT CODE			ACCOUNT NUMBER		
	<input type="text"/>					

Do you have any adverse credit history i.e. CCJs/Bankruptcies Yes No
If yes please detail below, if

4. Additional information

How many children do you have?	<input type="text"/>	Are you a smoker?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will any under 18's live at the property?	<input type="text"/>	Do you have pets?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you have a time limit on your stay, when does your current visa expire?	<input type="text"/>	Do you have criminal convictions?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
		Are you eligible to work in the UK?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Current Address (where you live now)

Address:

Postcode:

Moved in Date:

Accommodation status (where you live now)

Currently Renting: (Fill in **Section A**)

Currently living with friends/family: (Fill in **Section B**)

Currently a Homeowner: (Fill in **Section C**)

Section A – Landlord/Agent details

If you are currently renting, or if you have rented within the last six months, please provide details below

Landlord: or Agent:

Letting Agent
Name:

Agent/Landlord

Address:

Fax:

Postcode:

Agent / Landlord Contact Details:

Title-Mr/Mrs/Etc:

Phone:

Forename:

Mobile:

Surname:

Email:

In the unlikely event this contact does not have a valid email address you must provide a valid fax number, failure to do so will result in delays.

Student applicants in University Accommodation (such as Halls):

Name of University/Educational establishment:

Section B - living with friends/family

Please provide details below

Title:

Phone:

Forename:

Mobile:

Surname:

Email:

Relationship to
you: i.e.

Section C - Homeowner

Currently a Homeowner Please provide proof of your home ownership.

Mortgage statement: Solicitor's completion certificate: Land Registry title extract

Please upload this documentation to the Own Cloud link provided.

5. Next of Kin/Emergency contact information

Note to Applicant: This must be a person you will not be living with at the address applied for.

Title:	<input type="text"/>	Phone:	<input type="text"/>
Forename:	<input type="text"/>	Mobile:	<input type="text"/>
Surname:	<input type="text"/>	Relationship: (e.g. friend)	<input type="text"/>
Address:	<input type="text"/>	Years known:	<input type="text"/>
		Postcode:	<input type="text"/>
Email:	<input type="text"/>		

I consent to the agent contacting my next of kin/emergency contact in the event of an emergency or in the event that a situation requires immediate attention.

6. Income/student status

Student:	<input type="checkbox"/>	(Fill in Section A1 and A2)
Employed:	<input type="checkbox"/>	(Fill in Section B1)
Self Employed/ Director of own company:	<input type="checkbox"/>	(Fill in Section C1)
Unemployed and additional means of income:	<input type="checkbox"/>	(Fill in Section D1)

Section A1 Student - Course details

Student course details

University	<input type="text"/>	Course:	<input type="text"/>
Start Date	<input type="text"/>	End Date:	<input type="text"/>
Sponsorship:	<input type="text"/>	Sponsorship PCM:	<input type="text"/>
Provided by? Sponsor Name:	<input type="text"/>	Sponsor email	<input type="text"/>

Section A2 - Student guarantor details

All guarantors must have sufficient earnings, through wages, self employment, pension or investment capital to cover the tenants rental commitment, have a UK credit file and be based in the UK without any adverse credit (e.g. CCJ's) . We cannot accept benefits or savings as part of a Guarantor's affordability.

Name:	<input type="text"/>	Relationship to you. EG mother	<input type="text"/>
Mobile Tel:	<input type="text"/>	Contact email:	<input type="text"/>
Address:	<input type="text"/>		
Postcode:	<input type="text"/>	Occupation	<input type="text"/>

Section B1 - Employment details

Employed by:
(i.e. Company Name)

Address:

Postcode:

Department:
(If applicable)

Phone:

Fax:

Employer Contact Details: (the person who can officially confirm your employment and salary)

Title-Mr/Mrs/Etc:

Phone:

Forename:

Mobile:

Surname:

Fax:

Email:

In the unlikely event this contact does not have a valid email address you must provide a valid fax number, failure to do so will result in delays.

Job Details:

Job Title:

Annual Salary:
(your pay per year before tax & NI is deducted)

Start Date:

Annual Bonus:

Full Time: Part Time: Permanent: Temporary (length)

Section C1 - Self employed / Director of own company

Your Business Details:

Business Name:

Nature of business:

Years Trading: Start Date:

Business type:

Annual Income:
(Salary/Drawings/Dividends) £

Annual bonus:

Accountant's Name:

Accountant's Address:

Phone:

Fax:

Postcode:

Email:

If you have additional means of income other than above, fill in Section D1 also.

Section D1: other/additional means of income

Other Means of income

State Pension	£ <input type="text"/>	Investment Income	£ <input type="text"/>
Private Pension	£ <input type="text"/>	Interest on Savings	£ <input type="text"/>

Unemployed and Additional Means of Income

Family Tax Credit	£ <input type="text"/>	Income Support	£ <input type="text"/>
Housing Benefit:	£ <input type="text"/>	Disability Living Allowance	£ <input type="text"/>
Other Income	£ <input type="text"/>		
Other Income Description:	<input type="text"/>		

I confirm that all of the information I have provided on this application to rent is true and accurate to the best of my knowledge. In the event that the landlord/ landlord's agent cannot contact me, I may be contacted at any contact points provided.

Signed.....

Print.....

Date.....

HOLDING DEPOSIT AGREEMENT

- 1) A holding deposit is payable upon your request to rent a property. Upon receipt of the holding deposit, the parties will enter into an agreement to reserve the Property subject to the Landlord receiving satisfactory replies to referencing checks, Right to Rent checks and other pre-tenancy enquiries. The Landlord will reserve the Property whilst the Applicant completes the referencing process and the terms of the tenancy and any guarantee agreement are negotiated.
- 2) Where the Landlord and the Applicant enter into a tenancy agreement relating to the Property it is agreed that the holding deposit will be credited to the Applicant's rent account.
- 3) Subject to Clauses 5 (a) and (b), the holding deposit will be refunded to the Applicant where the Landlord decides not to enter into a tenancy agreement within [15 days]* from receipt of the holding deposit.
- 4) Subject to Clauses 5 (a), (b), (c) and (d), the holding deposit will be refunded to the Applicant where the Landlord and the Applicant fail to enter into a tenancy agreement relating to the Property within [15 days]* from receipt of the holding deposit.
- 5) The holding deposit will not be refunded to the Applicant where:
 - a) The Applicant does not have a right to rent a property in the UK and the Landlord or his Agent did not know, and could not reasonably have been expected to know this, before the holding deposit was accepted;
 - b) The Applicant provides false or misleading information, and the Landlord or his Agent is reasonably entitled to take into account the Applicant's actions in providing false or misleading information or the difference between the false and correct information in deciding whether to grant a tenancy to the Applicant;
 - c) The Applicant notifies the landlord or letting agent within [15 days]* from receipt of the holding deposit that the Applicant does not want to enter into a tenancy agreement.
 - d) The Landlord or his Agent takes all reasonable steps to enter into a tenancy agreement, within [15 days]* from the date of receipt of the holding deposit, but the tenant fails to take all reasonable steps to enter into the agreement before that date

** The Tenant Fees Act states that a different deadline may be agreed between the parties.*

I confirm that I have read and agree to the terms of the holding deposit agreement

Signed.....

Print.....

Date.....

STANDARD TERMS AND INFORMATION FOR TENANTS

homes4u is the trading name of homes4u Group Limited (CRN4051078) whose registered office is at 414 Wilmslow Road, Withington, Manchester, M20 3BW. No liability attaches to homes4u, its directors, officers or employees in respect of any breaches by the Landlord of its obligations under this agreement or any obligations in respect of the Property imposed upon the Landlord by Act of Parliament or Statutory Instrument.

These terms and conditions apply to your application to rent a property through homes4u and constitute a binding legal contract. By signing the Agreement you agree to comply with the terms and conditions below. If you are unsure of your obligations under this Agreement, then you are advised to take independent legal advice before signing.

HOW TO RENT GUIDE The applicant is advised to read the Government 'How to rent: checklist for renting in England' which is available from the government website www.gov.uk. The guidance aims to help tenants renting property in England understand their rights and responsibilities when renting property and provides a checklist and more detailed information on each stage of the process. The applicant will be given a copy of the 'How to rent: checklist for renting in England' by the landlord or his agent where the tenancy proceeds in England.

STUDENT TENANTS Applicants who are Students must provide proof that you are a student for the duration of the proposed tenancy - (You can do this with a valid University library card, but not an NUS card, or a letter of confirmation from your place of study)

Students may be required to pay retainers for the months of July and August. Retainer payments do not entitle you to live in the property. This must be agreed in advance with the Landlord, and may require full rent. Retainers 'hold' the property for you over the summer months before you move in. The property must be available for occupation (i.e. not a building site, or with another tenancy) in order for the landlord to charge retainers.

LEAD TENANT In the case of joint tenancies, a lead tenant must be appointed, who will be responsible for liaising with the Landlord and with the Appointed Scheme. The Lead Tenant must represent the interests of all of the tenants, and it is their responsibility to agree deposit release and to forward names and forwarding addresses for each tenant at the end of the tenancy. **THE SECURITY (TENANCY) DEPOSIT WILL BE REFUNDED AT THE END OF THE TENANCY ACCORDING TO THE LEAD TENANTS INSTRUCTIONS**

SIGNING CONTRACTS The letting contract or agreement must be signed by all parties and, until this has taken place, no tenancy exists. If any tenant is unable to sign the tenancy agreement on or before the start of the tenancy, then a letter must be obtained from that person giving another tenant authority to sign the documentation on their behalf. For the avoidance of doubt, these tenancy terms are subject to contract and nothing in this document should be seen as granting or promising to grant a tenancy to the Applicant or anyone else.

REFERENCES All applicants will be expected to provide references which are satisfactory to the landlord before any tenancy can be entered into.

GUARANTORS A guarantor will be required for any applicant who is unable to provide satisfactory credit references or has been employed for less than one year. The guarantor is usually a close associate or member of the applicant's family who is of sufficient means to provide suitable financial guarantees. This person will be required to sign a legally binding document, which could make him/her liable for the applicant's obligations under the tenancy agreement. This could make the guarantor liable for the rent for the full term of occupancy as well as the cost of any damage if the tenant breaches the terms of the tenancy.

MOVING IN It is the applicant's responsibility to arrange services (normally telephone, gas, electricity, television licence, satellite TV, internet and water). You are advised to apply for connection to the respective suppliers at least THREE working days before moving in. Applications for electricity and gas supply need to be made directly to the supplier. You are required to inform the landlord or agent of the respective suppliers as soon as possible. You should also contact the telephone service provider for connection of your telephone service. homes4u cannot accept responsibility for any costs incurred with connection of supplies.

You should check carefully the condition of the property and its contents when you move in with respect to the inventory. The inventory is an important record which is used to assess any damage, dilapidation or losses during the tenancy – which may lead to deductions from the deposit being made at the end of the tenancy. If you find anything that is not in good order, then we ask you to report it to us within the first week of moving-in so that the problem can be put right or marked on the inventory. The property is let as seen at the time of viewing; and requests for extra furniture, appliances or redecoration will not normally be considered after the tenancy has been entered into. The property should be in clean condition, free from dust and damage, windows clean etc.

RIGHT TO RENT CHECKS The Agent or Landlord may be required by law to carry out immigration checks on any occupiers at the Property. In these circumstances all occupiers who are authorised to live at the Property, whether or not they are named on the tenancy agreement, will be required to provide the Landlord with documentation to support their right to rent property in the UK prior to the tenancy being granted. Where an occupier has a time-limited right to rent, the Landlord or Agent is required by law to carry out follow-up checks on the occupier. Where the occupier cannot produce evidence that they have a right to rent property in the UK, the Landlord or Agent must make a report to the Home Office. Where the Landlord or Agent has received notice from the Home Office stating that one or more of the occupier(s) do not have a right to rent the Property the Landlord or Agent may end the tenancy in accordance with the provisions of the Immigration Act 2014 (as amended).

METHOD OF PAYMENT The balance (one month's rent and deposit) is to be paid either by bank transfer or debit card payment [funds to be cleared before the start date of the tenancy], or by Bankers Draft or Building Society cheque. The holding deposit can be credited towards this first payment. **WE WILL NOT ACCEPT PERSONAL CHEQUES OR CASH** except by prior arrangement.

When the landlord has instructed homes4u as agent to collect the rent each month, we will appoint a lead tenant and a standing order facility will be set up for the total amount of rental on that property. It is important that you furnish us with your bank details on or before the occupation date.

TENANCY DEPOSIT A tenancy deposit will be held either by homes4u (if the property is to be managed by ourselves) or the Landlord as a security against any breach of the tenancy terms by the tenant (such as damage to the property or its contents, loss of rent or other unexpected costs). Details of the scheme and the dispute resolution provisions will be issued within 30 days of receipt of the deposit. The tenancy deposit is returnable at the expiration of the tenancy, subject to a final inspection and full inventory check. If any necessary cleaning, repairs or replacements are required following the tenancy, then the deposit will be refunded, less any remedial costs, within 10 days of reaching an agreement about the deductions to be made.

FROST DAMAGE Frost damage is a risk to all houses left empty during the winter period due to possible pipe bursts and flooding. You are required to take reasonable precautions to prevent frost damage if you are away from the property for anything other than a very short period. Such precautions might include leaving the heating on (and turned down to a low setting), and opening the loft access hatch to allow warm air to circulate into the attic space. If you are away for a more extended period, then you should contact <<SPNAME>> or the landlord regarding more permanent arrangements such as turning off the mains water supply or draining down the heating system. Failure to carry out these precautions could make you liable for any damage caused as you will be in breach of your obligation as a tenant to take good care of the property.

INSURANCE As a tenant, you will be responsible for the safe-keeping of the property and its contents. You may wish to consider obtaining insurance for your own personal effects and for the contents belonging to the Landlord which you have agreed to look after.

REPAIRS Tenants are requested to bring any disrepair, damage or defect in the premises to the attention of the agent as soon as possible. For managed tenants in the event of emergency out of hours repairs, please call 0161 448 4810.

The landlord has a legal responsibility to maintain the fabric and services of the building (water supply, drains, heating and hot water etc.). Tenants should use the drains responsibly and not dispose of any inappropriate items down the toilet or sink which could cause the drains to block such as cooking fat, oil or grease, waste food, nappies, sanitary products, baby/hand wipes and cotton wool etc. The Tenant will be responsible for the reasonable cost of unblocking any drains which become blocked due to the tenant's misuse.

MAINTENANCE OF APPLIANCES Any damage, breakdowns or other maintenance problems should be reported straight away to homes4u (where the property is managed) or the landlord where 'Let Only'. As tenant you are responsible for all appliances left in the property and should take good care of them. This will involve using any appliance in accordance with the manufacturer's instructions or user manual and carrying out any minor maintenance that would be expected (e.g. cleaning or changing filters etc.)

The landlord will undertake to cover genuine breakdowns (ie not caused by misuse) and pay the related repair costs on appliances supplied by the Landlord during the initial THREE months of the tenancy.

LEGIONNAIRE'S DISEASE The potential risk of exposure to Legionella from most residential hot or cold water systems in the UK is very low, but the law requires that we alert tenants to these risks in any case. For most healthy people, the risk of developing Legionnaire's disease in a typical well-maintained domestic setting is negligible. There is a higher risk of infection with older people and people with lowered immune systems, which can lead to severe pneumonia or other complications.

In the domestic environment, risks of Legionella may increase where the property is unoccupied for a short period, or where water is being stored between 20°C and 50°C. In particular, tenants are advised to:

- inform the Landlord or Agent if they believe the hot water temperature is below 50°C or the hot water tank/boiler is defective in any way
- advise the Landlord or Agent if they believe that the cold water temperature is above 20°C
- flush through little used outlets for 2 minutes once every week or two, or on return from a holiday
- clean, disinfect and descale shower heads at least once every six months
- notify the Landlord or Agent if they notice any debris or discolouration in the hot or cold water

SMOKE DETECTORS You may find that smoke detectors and similar safety devices have been fitted in your property. Where this is the case, please ensure that you check all such devices on moving into the property and familiarise yourself with their operation (most smoke detectors have a test button to check batteries and the unit are operating correctly) and report any problems to your agent. Government Guidance recommends that the tenant should test alarms regularly to make sure they are in working order and arrange replacement of any batteries that may be required.

ALARMS Where the property is alarmed using a security code, the tenant must not change the alarm code without obtaining prior written consent from the landlord or homes4u. homes4u need to hold alarm and similar security information for emergency, maintenance and inspection purposes; if any alteration is made to the code, you are requested to inform homes4u straight away.

TELEVISION AERIALS The tenant is responsible for maintaining in good repair the television aerials, satellite dishes or similar installations for use with any television at the property. You are also reminded that a television licence is required in order to use a television at the property and the tenant would be responsible for this cost.

DAMP AND CONDENSATION Damp can be a problem in houses where there are many occupants and the property is not adequately ventilated. You should ensure that any extractor fans are left connected and are properly used. It is also important to open windows as necessary to encourage an adequate flow of fresh air through the property after bathing or showering in order to allow damp air a chance to escape. The hanging of washing and wet clothes will also create large amounts of damp air and again, it will be important to provide adequate ventilation in such circumstances.

The presence of mould or dark spots or stains, especially in bathrooms and other wet areas, is a common sign of inadequate ventilation, and it is important to prevent further spread at an early stage before severe and irreversible staining takes place. Mould and similar stains should be removed by wiping the affected areas with a fungicide or mild bleach in accordance with the manufacturers instructions, but do test on a small area first. If the problem persists, then you should inform us.

PESTS Fortunately, with modern building and repair standards, we expect few tenants to be troubled by household pests during their tenancy. An infestation of any kind, be it ants, fungal attack, bedbugs, fleas or wasps makes a property unpleasant to live in and should be eradicated as soon as possible. Regular cleaning and vacuuming will help to prevent any such infestation taking hold, and you are expected to take care of the property in this way and keep a watchful eye for unwelcome visitors as part of your tenancy obligations. During the tenancy, the tenant is responsible for keeping the property free of any pests, and also for any damage that might occur as a result. You should inform the agent if you discover any pest infestation at the property.

GAS APPLIANCES Gas Safety regulations apply to both landlords and tenants in rented property. In order to comply with the regulations, it is necessary:

- that brown or sooty build-up on any gas appliance, or gas escape should be reported immediately to your letting agent AND your gas supplier. The number of the gas emergency service is 0800 111 999.
- that ventilators installed in the premises for the correct operation of the gas appliance should not be blocked.
- that safety checks be carried out every 12 months on any gas appliance in the property by a Gas Safe Register approved engineer. The tenant is required to allow entry with reasonable notice for this purpose. A copy of the gas safety record will be made available to tenants. A reasonable charge may be made for missed appointments to reflect any damages or loss suffered for breach of agreement.

ELECTRICAL APPLIANCES For safety reasons, tenants are requested to visually inspect all electrical appliances on a regular basis. In use, cables and flexes can become frayed and casings broken. You should contact homes4u (where the property is managed) or the landlord (Let Only) as soon as possible should any defect be discovered or repair become necessary. Where electrical appliances are used outdoors (e.g. electrical lawnmowers etc.) they should only be used when connected to an RCD (Residual Current Device) protected mains supply. RCD units are available from most hardware stores and should be checked before use.

The tenant is responsible for keeping all electric lights in good working order and in particular to replace all fuses, bulbs, or fluorescent tubes, as and when necessary. Any replaceable or disposable filters, vacuum bags, or other consumable items in appliances and fittings should be replaced as reasonably required and at the end of the tenancy.

INSPECTIONS AND MAINTENANCE If homes4u is managing the property, then regular inspections will be carried out. It may also be necessary for Contractors to access the property to maintain and inspect electrical, gas and similar appliances, pipework and flues. We will liaise with you to arrange these inspections. It is important that any access arrangements made in connection with inspections or appointments are honoured so that inspections can be carried out and contractors can carry out the work on the agreed day.

At the end of the Tenancy, the Tenant will be requested to attend a check-out process which will be arranged by the Landlord or his Agent. The check-out process will comprise a full inspection of the Property and Contents and any items missing, damaged or otherwise in a different state to their condition at the start of the tenancy will be recorded.

If the Tenant or a chosen representative cannot attend the check-out, then the Tenant may prejudice his opportunity to resolve any dilapidation dispute in a timely and efficient manner or take any immediate remedial action.

TERMINATION OF YOUR TENANCY The tenancy agreement is a legal and binding contract for the set term that you have previously agreed and signed for. If due to unforeseen circumstances, you need to leave the property before the expiration of the tenancy you remain liable for the full rent until the end of the tenancy. However, if you do wish to end the tenancy early we may be able to let the property to a new tenant with the express agreement of your Landlord but you would be responsible for the reasonable costs incurred by the Landlord or his Agent in respect of the early termination of the tenancy.

Should it not be possible to relet the property immediately, you would be responsible for all rental, gas, electric, water and sewerage, council tax, television licence and telephone charges (if any) until the new tenants have taken up occupation of the property or until the original termination date of the agreement, whichever is sooner.

COMPLAINTS Where the Tenant is unsatisfied with any service provided by the Agent, the Tenant should contact the Agent in the first instance to try to resolve matters using the Agent's in-house complaints procedure. The Agent is a member of <<Insert details of Redress Scheme here>> and in the event that matters cannot be resolved using the Agent's in-house complaints procedure the Tenant can refer the complaint to this scheme for a further decision. Details of the Agent's in-house complaints procedure and the redress scheme are available upon request from the Agent.

DATA PROTECTION In processing your tenancy application, we shall be required to process and store personal information on your behalf, and liaise with credit referencing agencies and your landlord. We shall make every effort to keep such information safe and secure. Once you have moved into the property, it may occasionally be necessary to share contact information with trusted contractors (for example to arrange access for maintenance work), utility companies and other related parties. We will not divulge or pass on your details to any third party for marketing purposes without prior approval unless this is necessary to comply with a statutory obligation.

Where there are rent arrears or other charges remaining at the end of the tenancy, we reserve the right to pass on your details to a tracing agent or debt collection company to help recover the money owed. Leaving unpaid rent and other bills at the end of your tenancy may affect your credit rating, and your ability to obtain a new tenancy, or other credit facilities.

? I, the Tenant, agree that my personal details may be shared with trusted third parties such as utility companies, maintenance contractors, credit and referencing agents and debt collection companies etc as necessary.

I agree that my personal details may be shared with trusted third parties such as utility companies, maintenance contractors, credit and referencing agents and debt collection companies etc as necessary.

I confirm I have read, understand and agree to the Standard Terms and information above.

Signed.....

Print.....

Date.....