homes4u
for all your property needs

TENANCY APPLICATION

PROPOSED TENANCY DETAILS FOR INTERNAL USE ONLY

Address of property		**Postcode**	
Landlord Name		**Landlord Service**	

PAYMENTS DUE (for the entire property)

Tenancy Set Up Fee Inc. VAT		**Deposit**		**First Months Rent**		**Advanced Rent**	
July Retainers		**August Retainer**		**Can tenants occupy on retainers?**			
Let by		**Letting Branch**					

1. APPLICANT DETAILS

Title		**First Name**	
Middle Name(s)		**Surname**	
Date of Birth		**NI number**	
Nationality		**Criminal convictions?**	
Current Address			
Postcode		**Home Tel**	
Work Tel		**Mobile Tel**	

2. COURSE DETAILS: To be completed by applicants who are studying

University		**Course Start Date**		**Course End Date**	

a. If you are studying, please provide your home address below (out of term time)

Address			
Postcode		**Home Tel**	

3. GUARANTOR DETAILS:
(required by all student tenants)

Name	
Relationship	
Address	
Postcode	
Telephone	
Email Address	
Occupation	

4. EMERGENCY CONTACT/NEXT OF KIN
(excluding anyone living at the property)

Name	
Relationship	
Address	
Postcode	
Home Tel	
Mobile Tel	
Email address	

Applicants who are studying need a UK based guarantor who promises to meet the terms of the tenancy, such as paying rent, if you don't. They need to complete a 'Guarantor Form' and provide ID and address, as part of your application. Non student guarantors must be referenced, the cost of referencing is £90 (inc VAT)

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5. Please list any under 18's who will live at the property

Name		**DOB**	
Name		**DOB**	
Name		**DOB**	
Name		**DOB**	

6. General information

Have you rented before?	**Yes**		**No**	
Are you in University Accommodation?	**Yes**		**No**	
Are you a home owner	**Yes**		**No**	
Do you have any pets?	**Yes**		**No**	
If yes type and breed				

7. CURRENT LANDLORD/LETTING AGENT DETAILS

Contact Name		**Company**	
Address			
Postcode		**Phone**	
Email			

8. INCOME Regular income £ (PCM)

Salary		**Child benefit**		**Income Support**		**Tax Credits**	
Maintenance		**Housing Benefit**		**Disability Allowance**		**Pension**	
Sponsorship PCM				**Paid by?**			
Other		**Detail**					

Please note: Sponsored students will be required to provide confirmation of their sponsorship.
Some landlords may not accept Sponsorship in place of a UK Based Guarantor

9. EMPLOYMENT DETAILS Please provide contact details for line manager or HR department to apply for your reference

Employers Name				**Line Manager**			
Job Title				**Contact for Reference**			
Address							
Postcode				**Phone**			
Email				**Length of employment**	**Years**	**Months**	
Contracted Hours	**Per Month**	**Per Week**		**Full Time/Part Time/Temp/Fixed Term**			
Gross Salary PCM				**Payment Day**			

a. If your employment is due to change before the start date of the tenancy please give these details below

Employers Name		**Contact for Reference**	
Job Title		**Phone**	
Address			
Email		**Expected start date**	

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TENANCY APPLICATION

Contracted Hours	**Per Month**		**Per Week**	**Full Time/Part Time/Temp/Fixed Term Contract**	
Gross Salary PCM				**Payment Day**	

10. LEAD TENANT INFORMATION

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 DEPOSIT WILL BE REFUNDED AT THE END OF THE TENANCY ACCORDING TO THE LEAD TENANTS INSTRUCTIONS.

We advise that the lead tenant should be the person who is easiest to contact, collects their keys first and who carries out the inventory on the tenants behalf, to help prevent any disputes at the end of the tenancy. This person will have to deal with paperwork and negotiations at the end of the tenancy too, so choose wisely, for example, not someone due to head off on a year abroad!

Who will be your lead tenant?

NOTES AND CONDITIONS: By signing this application form, I confirm I have read and understood the below information, including the privacy notice, and consent to comply with the terms outlined below.

1. **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.
2. That by completing this form, a tenancy is **not** created and you are merely making an application, subject to **consents, identity checks, credit check results and/or references & guarantees.**
3. To pay a **Tenancy Set Up Fee**, which is **not refundable** should you, or any co-applicant, not be able to proceed with a tenancy. Should the Landlord withdraw from the tenancy through reasons other than fault of the tenant, the Tenancy set up fee will be refunded in full.
4. If referencing checks are required, you will need to complete a referencing application form within **2 days**.
5. Students are required to provide a **UK based guarantor who must be in a position to pay the rent should the tenant fail to do so.** A Guarantor must complete a 'Guarantor Form' They will also need to provide a copy of their **photo ID & proof of address** (A Guarantor is someone, usually a parent, who promises to meet the terms of the tenancy, such as paying rent, if you don't. If you cannot provide a Guarantor, speak to a member of staff. You may still be able to take a room.) Please note that Guarantor Applications are subject to approval, and checks into their position may be required at the discretion of the Landlord. **Guarantor Agreement terms are not open to negotiation.**
6. **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. Other forms such as letter from your place of study or offer letter will need to be supported with photo ID such as passport)
7. You will be required to under go referencing including financial credit checks, obtaining current/past landlords references, employment references and any other relevant information to assess affordability.
8. If a guarantor is required a fee of £90 must be paid for them to undergo referencing, including financial credit checking. Fees will not be refunded. (for non student applicants)
9. We will verify your ID in line with the Home Office Right to Rent Regulations. (Please see www.gov.uk/check-tenant-right-to-rent-documents, if you require further information)
10. **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.
11. **The first month's rent will need to be received in cleared funds BEFORE keys will be released.**
12. Whoever is paying the rent for the duration of the tenancy will need to complete a **'Direct Debit Mandate'** Managed properties or a **Standing Order Form'** Let only properties. Please note, a standing order is in the payees control, not the landlords. **You will need to cancel it at the end of your tenancy.**
13. **You will need to sign 2 copies of the tenancy agreement.** We usually use a standard assured shorthold agreement. A sample is available for download from our website www.homes4u.co.uk or you may request a copy in branch to read and take away at any time)
14. **Written permission is required to keep a pet at the property.** You must notify in writing now if you intend to request permission. Failure to do so may result in forfeiting Tenancy set up fees.
15. Please note that you will be liable for a re-sign fee of one week's rent plus VAT should you wish to renew a tenancy agreement.
16. That this form is correctly filled in- misrepresentations can be construed as fraudulent and the Tenancy set up fee will be forfeited.
17. That in the event that the landlord/ landlord's agent cannot contact you, you may be contacted at any contact points provided by you.
18. Unless homes4u manages the property on behalf of the owner, we are not party to the tenancy agreement, and do not have an on-going relationship with the tenancy. 'Let-Only' Landlords employ our services to prepare tenancy paperwork, and monies taken are paid over to them.

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TENANCY APPLICATION

19. We strongly recommend that you view a property prior to making an application. You will still be bound by the conditions of the Application and/or Tenancy Agreement should you chose not to.

20. Prior to the commencement of the tenancy agreement, any deposit paid remains a Holding Deposit. These monies are processed as below;

- Let Only (Silver) tenancies – this sum will be transferred to the Landlord upon completion of the tenancy agreement by all tenants.
- Managed (Gold) tenancies – this sum will be held by homes4u on behalf of the Landlord.

21. Upon commencement of the tenancy, the holding deposit will become the tenancy deposit when it will then become subject to tenancy deposit protection legislation. If homes4u or the Landlord receives written notification that either The You, the Applicant, or the Landlord does not wish to, or for any reason cannot, proceed with the agreed tenancy, and/or the tenancy does not commence as agreed, the money will be paid over as follows:

a) The Applicant Cancels: The Holding Deposit will be retained to cover the following:

- Fees due to homes4u by the Landlord in respect of a new tenancy
- Any loss in rent suffered by The Landlord due to cancellation

Any refund due will be made within 10 days following the start date of the agreed tenancy, or within 14 days following the payment of a deposit by an alternative applicant for The Property, whichever is sooner. **Please Note: Cancellation includes failure to provide and/or complete all required tenancy paperwork and payments as detailed within 14 days of deposit payment. Documentation and payments must be provided by all tenants on agreement.**

b) The Landlord Cancels: The Holding Deposit will be fully refunded to The Applicant

22. DATA PROTECTION ACT: By providing us with the above information you consent to us obtaining, holding and using personal data about you in connection with the business of letting and renting out of residential properties as specified below for so long as may reasonably required for our legitimate purposes or those of our head office. We will use that information for communicating with you and as part of our Tenant Services we will send a maximum of six newsletters per year.. We will also transfer that information to third parties with a legitimate reason to receive it in connection with your dealings with us such as landlords, utility and service providers, contractors, or to third parties as required by you or the law, whether within or outside the European Economic area.

23. APPLICATION AND TENANCY PROCESS

1. **To reserve your chosen property for 4 days you, and everyone in your group must:**
   a. Pay your Tenancy set up fee
   b. Pay your deposit (Applicants who are studying)
   c. Return a completed and signed Tenant Application Pack
   d. Provide proof of ID (in line with Right to Rent regulations)
   e. STUDENTS: Provide Proof that you are student for the period of the tenancy
2. **This will then reserve the property for another 10 days, within which period you must:**
   a. Returned appropriate Guarantor Agreement including providing their proof of ID, address and satisfactory referencing (if applicable)
   b. Pay your first month's or advance rent
   c. Set-up a standing order or direct debit for on-going rent payments
   d. Under go referencing which must be returned as satisfactory
   e. Sign two copies of the tenancy agreement

Your application will fall through if all prospective applicants who wish to take a tenancy do not meet deadlines, and you will not be able to take up occupancy on the agreed date if all of the above are not completed and all funds cleared at least 3 days prior to move-in.

I confirm my application for The Property, and accept the terms and conditions as contained in this application.

Print Name		**Date**	
Signature			

WHERE DID YOU HEAR ABOUT HOMES4U

Friends		**Website**		**Rightmove**		**Zoopla**	
Saw branch		**Boards**		**Used Before**		**Manchester student homes**	
Social media		**Flyer**		**Press**		**Student portal**	
Other please state:							

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