

Application for Tenancy

DETAILS OF APPLICATION – For homes4u use Branch Advisor Service

Property address Postcode
 Rent PCM Total Deposit Proposed start date Date can occupy No. of applicants

APPLICANT DETAILS

Title First Name Middle Name Surname
 Email Mobile Tel
 Address Postcode

Are you in receipt of housing benefits? yes no Are you currently in rented accommodation? yes no

Are you eligible to work in the UK? yes no Do you have any criminal convictions? yes no

Are you an EU citizen? yes no If you are from outside the EU, do you have a time limit on stay? yes no

Do you have any pets? yes no Will anyone under 18 be living at the property? yes no
If so please list type and breed in the box below If so please list names and age in the box below

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Are you aware of any adverse credit history which may affect your application? yes no If yes please give details

EMERGENCY CONTACT: This should be someone who is not residing at the property applied for.

Title First Name Middle Name Surname
 Email Mobile Tel
 Address Postcode

GUARANTOR DETAILS: Required by all applicants in full time education

Title First Name Surname
 Email Mobile Tel
 Address Postcode
 Occupation Please confirm you have permission from the individuals above to share their data. yes no

EMPLOYMENT DETAILS

Employment status Employed Self employed Retired Unemployed Student Other
 Contract type Permanent Temporary Current Salary P.A £
 Name of Employer Length of employment
 Address Postcode
 Job Title Work phone

COURSE DETAILS: To be completed by applicants who are studying

University Course Student ID Expiry Date
 Are you in receipt of sponsorship? yes no Amount PCM £ Provider?

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

Address	<input type="text"/>	Postcode	<input type="text"/>
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CURRENT LANDLORD/LETTING AGENT DETAILS

Contact Name	<input type="text"/>	Company	<input type="text"/>
Address	<input type="text"/>	Postcode	<input type="text"/>
Phone	<input type="text"/>	Email	<input type="text"/>

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.

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.

- 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 and guarantees.**
- To apply for a tenancy agreement you must be over the age of 18**
- 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.
- 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.** For more information on Guarantors, please visit homes4u.co.uk/guarantor-information.
- 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)
- 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. If referencing checks are required, you will need to complete an online referencing application form within **2 days of submitting this form.**
- If a guarantor is required a non refundable fee of £90 (inc. VAT) must be paid for them to undergo referencing, including financial credit checking.
- 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)
- 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.
- The first month's rent will need to be received in cleared funds BEFORE keys will be released.**
- Whoever is paying the rent for the duration of the tenancy will need to complete a **'Direct Debit Mandate'** Managed properties or provide proof that on-going rent payments have been set up.
- 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.
- At the end of your initial tenancy, if you wish to sign for a further fixed term a fee of the equivalent of one weeks rent plus VAT will be due.
- That this form is correctly filled in- misrepresentations can be construed as fraudulent and the Tenancy set up fee will be forfeited.
- That in the event that the landlord/ landlord's agent cannot contact you, you may be contacted at any contact points provided by you.
- 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. Please visit <http://www.homes4u.co.uk/let-only-tenants> for more information.
- 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.

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18. 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.

19. 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

20. **DATA PROTECTION:** We take the issue of security and data protection very seriously and strictly adhere to guide lines published in the General Data Protection Regulations (EU) 2016/679 applicable from 25th May 2018 together with any domestic laws subsequently enacted. **For more details on how we collect and process your information, including third parties we may share it with, please visit homes4u.co.uk/privacy-policy**

21. **APPLICATION AND TENANCY PROCESS:** Your application will fall through if all prospective applicants who wish to take a tenancy do not meet the deadlines set out on homes4u.co.uk/secure-a-home.

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

Name:

Signature:

Date:

Where did you hear about homes4u?