

TENANCY APPLICATION FORM (SUBJECT TO CONTRACT)

By completing this tenancy application form, you are instructing Cavendish Parker to enter into negotiations with the landlord/owner/managing agent of the below mentioned property. All information provided will be made available to the landlord.

<u>SECTION 1- Tenancy Details</u>	
Date of Offer Received:	
Address Details of Property:	
Door Number:	
First Line of Address:	
Second Line of Address:	
Town:	
County:	
Postcode:	
CP Point of Contact:	
Proposed Start of Tenancy (this date is a provisional guideline and is to be confirmed with the landlord/owner/managing agent):	
Term of Tenancy (months):	
Tenant 1	
Full Name:	
Contact Number:	
Email Address:	
Tenant 2	
Full Name:	
Contact Number:	
Email Address:	
Tenant 3	
Full Name:	
Contact Number:	
Email Address:	
Tenant 4	
Full Name:	
Contact Number:	
Email Address:	

All tenants will be supplied with a draft copy of the tenancy agreement upon request. Please be aware that all tenants and their selected guarantors must supply Cavendish Parker with document requests or complete the online reference form(s) within 48 hours of receipt. Failure to do so will result in your reservation fee being forfeited and the chosen property being relisted to the market as we will assume you are no longer proceeding with the tenancy.

Agent

Sign: _____



Tenants

Initial: _____

SECTION 2- Moving in Balance

Rent in Advance:	
Security Deposit:	
Administration Fee:	
Inventory:	
Tenancy Agreement:	
Holding Deposit (subject to cleared funds in Cavendish Parker's company account):	
Payment Method used for Holding Deposit:	Cash (UK Sterling) <input type="checkbox"/> Balance Transfer <input checked="" type="checkbox"/>
Total Moving in Balance:	
Total Outstanding Balance (after receiving Holding Deposit):	
Property Managed By:	Landlord <input checked="" type="checkbox"/> Owner <input type="checkbox"/> Managing Agent <input type="checkbox"/>
Deposit Protected By:	My Deposits <input checked="" type="checkbox"/> Tenancy Deposit Scheme <input type="checkbox"/> Deposit Protection Service <input type="checkbox"/>

SECTION 3- Pre-Tenancy Conditions

Property to be thoroughly cleaned prior to start of tenancy.	Property to be furnished as per viewing.
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Cavendish Parker will not be liable for consequential losses after breach of contract that (i) arises naturally from the breach or (ii) would have been in the parties' reasonable contemplation when the contract was entered into, which include the following but not limited to;

- Failing to comply with the pre-tenancy conditions
- Delay in move in
- Actions of Landlord
- Work of contractors or delays caused by

SECTION 4- Inventory Check-In (Prices are subject to Vat)

Type of Property	Check-Out
Bedsit/Room/Studio Apartment	£110.00 + Vat
1 Bed	£120.00 + Vat
2 Bed	£130.00 + Vat
3 Bed	£140.00 + Vat
4 Bed	£150.00 + Vat
5+ Bed	£160.00 + Vat

SECTION 5- References/ID

Photo ID (passport or driving license)	<input checked="" type="checkbox"/>
Proof of Employment (contract of employment) or Proof of Studies (enrolment letter from institution of education)	<input checked="" type="checkbox"/>
Proof of Address (utility bill dated within last three months)	<input checked="" type="checkbox"/>
Pay Slips (showing last three months wages)	<input checked="" type="checkbox"/>
Character Reference (previous landlord/agent reference)	<input checked="" type="checkbox"/>
Proof of Funds (last three months bank statements)	<input checked="" type="checkbox"/>
Proof of Eligibility to reside in UK (valid VISA for UK)	<input type="checkbox"/>

Agent

Sign: _____



Tenants

Initial: _____

Holding Deposit

If you would like to put forward your interest towards one of our properties, we would require you to arrange the payment of £1,000.00 to Cavendish Parker as a holding deposit to:

- show commitment and express interest in the form of an offer
- enable us to proceed with gathering and obtaining references

Should the landlord/owner/managing agent accept your offer, this holding deposit is put towards the moving in balance, as per Section 2 of this document. In the event you are unable to proceed with the tenancy, unable to move in on the agreed date, fail to provide sufficient references upon request or should your credit references fail, your holding deposit will be forfeit to cover costs which include, but are not limited to:

- the property being re-marketed
- costs associated with the rent for keeping the property empty or alternatively not be able to offer it other applicants
- preparation of documents associated with this tenancy including, but not limited to, the tenancy agreement and additional pre-tenancy documents
- any references Cavendish Parker have obtained from referees which you have not separately paid for
- cancellation fees charged by inventory clerks
- repeat cleaning required prior to the start of a new tenancy

Type of Tenancy

An Assured Shorthold Tenancy agreement will be used, subject to contract, offering a tenancy where the rent is

£100,000 per annum or less. A High Rent tenancy agreement (not an AST) will be used where the rent is over £100,000.00 per annum. A Company Tenancy Agreement (not an AST) will be used for Company Tenants.

Administration Fees

An administration fee of £360.00 + Vat, one weeks rent or £250.00 inclusive of Vat per tenant (whichever is higher) will be payable upon creation of the applicable tenancy agreement for the property as mentioned in Section 1 of this document. This administration charge can cover a variety of works that can include, but are not limited to, conducting viewings, negotiating details of the tenancy, obtaining and verifying references and the drafting of applicable contracts. This charge is applicable per tenancy and not per tenant.

Should you wish to terminate the tenancy prior to the end of term and the landlord agrees to you terminating and

therefore vacating the property, you will responsible for the repayment of any pro-rata commission paid in advance by the

landlord/owner/managing agent, this is due for the unexpired period the tenancy. These terms do not apply if you choose to exercise your break clause outlined within your tenancy agreement.

It is your sole responsibility to obtain written consent from the landlord/owner/managing agent for any changes in the identity of any tenant(s). Upon receiving this writing consent, Cavendish Parker will draft an amended version of the tenancy agreement to be signed by all tenants and the landlord/owner/managing agent. An administration fee of £300.00 will be charged for this service.

Each letter sent regarding the pursuit and recovery of late rental payments will attract an administration charge of £50.00.

A letter of reference can be provided during any stage of the tenancy, for this a payment of £40.00 will be due.

If any charges are left outstanding by the end of tenancy, the amount in dispute will be recovered from the security deposit.

Renewal of Tenancy

If you would like to extend your tenancy, please feel free to discuss this with your assigned Cavendish Parker point of contact. If the tenancy is renewed for a further fixed term, a charge of £100.00 will be due to cover administration costs.

Payment of Rent

The first installment of rent must be paid in cleared funds to Cavendish Parker and this must be no later than 7 days prior to the signing of the tenancy agreement.

Rent will be due in advance on a monthly basis and rental payments must be made via BACS payment method from a single account. Alternatively, rental payments may be made to cover a portion of the rent up front, for further details please speak to Cavendish Parker point of contact.

In the event, rent due is not paid as stated above or as per the terms of the tenancy agreement, an administration charge of £30.00 will be payable for the pursuit and recovery of the outstanding amount. Any unpaid charges will be deducted from the security deposit at the end of tenancy.

Agent

Sign: _____



Tenants

Initial: _____

Deposit

As per the current regulations with England and Wales, if a property is rented on an Assured Shorthold Tenancy after April 2007, the landlord/owner/managing agent is obligated to place the deposit in one of the following deposit protection schemes: (1) My Deposits, (2) Tenancy Deposit Scheme (TDS) or (3) Deposit Protection Scheme (DPS).

References/Identification

Cavendish Parker will request and obtain references from the points of contact provided by you. These references will be gathered and forward to the landlord/owner/managing agent to aid them in making a decision on whether to accept your offer and proceed with the tenancy. Please see Section 5 for further details.

Inventory Check-In and Check-Out

Tenants are responsible for the costs of the check-in and the landlord/owner/managing agent is responsible for the cost of the inventory check-out. For further details on costs associated with each type of property, please see Section 4.

Management of Property

At the start of the tenancy, we will advise you as to who is managing the property, whether the landlord/owner/managing agent or Cavendish Parker. Where the landlord/owner/management has instructed us to introduce new tenants, we will be unable to authorize any repairs or maintenance works. In the circumstances we are the managing agent, we may request written consent of the landlord/owner before proceeding with any repairs or maintenance works. Where we are the managing agents but do not hold of a set of keys, it is your responsibility to provide access to allow for repairs or any maintenance works.

Insurance

You are responsible for insuring your contents during the term of tenancy. The landlord/owner/managing agent is responsible for insuring the building and his contents.

Utilities

You will be responsible for payments including, but not limited to, council tax, electricity, gas, telephone and water for the duration of the tenancy. In the event, the property you have expressed interest in has been advertised as having included in the rent, it is your responsibility to confirm the particular utilities included, so discrepancies are avoided with the companies, providers and local authorities. It is your responsibility to notify and contact the relevant local authority that you are moving in/moving out of the property.

In addition, it also your responsibility to ensure there is a valid television license which is to remain in place for the

duration of your tenancy. Utility companies may require

access to the property and you should ensure access is made available to these companies

Early Termination of Tenancy

Should you vacate the property prior to the end of tenancy, as agreed with the landlord/owner/managing agent and as stated in the applicable tenancy agreement, you will liable for rental

payments until the end of tenancy or until the property is re-let. In the event the property is re-let during your term of tenancy,

you will be responsible for any pro-rata payments of commission fees incurred by the landlord/owner/managing agent, for the unexpired duration of tenancy.

Cavendish Parker Bank Account Details

BANK:	HSBC
ACCOUNT NAME:	CAVENDISH PARKER PROPERTY CONSULTANTS LTD
ACCOUNT NUMBER:	4366 4783
SORT CODE:	40-04-37
IBAN:	GB13HBUK 400437 4366 4783
SWIFT/BIC:	MIDLGB22

Monies paid to Cavendish Parker must be cleared funds- cash (UK Sterling) or balance transfer. Debit or Credit card payments are accepted, credit cards are subject to a 4% surplus charge which is applied to the payment of the moving in balance and not the holding deposit.

Subject to Contract

Payment and confirmation of receipt of your holding deposit does not form part of any tenancy or any legal binding contract between the landlord/owner/managing agent and yourself.

I/We confirm we have read and acknowledged the terms mentioned in this tenancy application form:

Signed..... Date.....

Agent

Sign: _____



Tenants

Initial: _____