

Tenancy Application supporting notes – Subject to Contract

Important guidelines for all prospective tenants

Before setting up a tenancy we will take up references before we approach the Landlord for their formal acceptance of the tenancy.

Fraser Lake Limited uses an independent third party referencing company to deal with the referencing process.

In order to assist you, it is important that you supply us with mandatory information to ensure that you are properly referenced.

You will also go through Right to Rent checks that are a mandatory requirement for all applicants under the Immigration Act 2016.

It is essential that **ALL** the information requested is supplied and that this form is completed in **FULL** and clearly. Any missing information will delay your application.

When completing the reference application form will need to have the following information/supporting documents with you:

- The full address of your current property, including the post code
- Your bank details including account number and sort code
- If you have lived at your address for less than 3 years, a list of all previous addresses with post codes and dates of occupation
- The full company name, address and post code of your employer (if applicable)
- A contact name, telephone number and email address for your employer
- When specifying your annual salary (if applicable) please quote this as a gross amount (i.e. before stoppages) and include your basic salary plus any regular bonuses or commissions
- A contact name/company name, telephone number and email address of your current letting agent or landlord (if applicable)

All telephone numbers given must include the full area code

Please ensure that all referees, guarantors and Next of Kin that you have nominated have been advised that they may be contacted by us in relation to the tenancy or the referencing company.

Please note that in line with General Data Protection regulations 2018 (GDPR) you are required to obtain permission from referees, guarantors and Next of Kin in order for us or the referencing company to contact them.

Securing a Tenancy

1. The landlord has instructed us to act on their behalf and source suitable tenants.
2. Having viewed the property and arrived at a decision to make application to rent you are required to provide personal details ranging from name and address to occupation and salary to passport / ID for Right to Rent checks.

You are required to provide financial, employer, character and landlord/agent references as we can only agree to a tenancy on behalf of the landlord, subject to satisfactory replies from those referees. Our checks will also include a search of the Credit Registers to establish your financial credibility. This is necessary for your prospective landlord to confirm that your application is suitable and satisfactory.

3. If you are unable to provide satisfactory references or credit check you may still be offered a Tenancy subject to a satisfactory Guarantor being provided. **This person should be over 25, a home owner, with assets in the UK and in full time employment.**

The Guarantor will be contacted to ensure that they are aware of a Guarantor's obligations and they will be asked to complete a Deed of Guarantee or Guarantor Form. They will be referenced, and credit checked.

These further reference checks will not attract a fee.

4. If you are claiming benefits of any kind or are under 21 years of age, you will in all cases require a Guarantor. This Guarantor will need to meet all the criteria outlined in the above.
5. If you have County Court Judgements (CCJ) IVAs or have been declared bankrupt it may prove impossible to grant you a Tenancy unless satisfactory evidence of the clearance of debt is produced prior to the commencement of the Tenancy. If you have any adverse credit or defaults registered against you but do not declare them on your application form, you will be automatically disqualified from proceeding with the tenancy. You are therefore advised in all circumstances of known or suspected bad credit to discuss the situation fully at the outset so we may properly advise you of how your application may proceed before you commit to any application fee.
6. You should provide proof of ID (copy of driver's licence, passport or birth certificate) and 2 proofs of each address given on your application form (utility bills, phone bills etc – dated within the last 3 months), when submitting this application. **Failure to do so could delay your intended occupation date.**

Security Deposit and Rent

7. Given satisfactory replies to enquiries you will be offered the Tenancy of the property subject only to confirmation from the prospective landlord of their acceptance of your application, the Terms and Conditions of the Tenancy Agreement, payment of agreed advance of rent, security deposit, and the payment of all administration costs.
8. All monies must be paid in cleared funds prior to the start date of the tenancy.
9. The security deposit acts as security for your performance of your obligations as a Tenant under the terms of Tenancy Agreement. This deposit will be returned to you at the end of the Tenancy term without interest and subject to any deductions that may be necessary to compensate the landlord for any breach of the Tenancy Agreement.

Pets

10. Should you wish to keep a pet at the property, with the landlord's permission, you will be required to pay an additional deposit of **£100** for each pet which will be added to the tenancy deposit to meet certain criteria. Please request an information sheet.

Utilities

11. All rent quoted excludes utilities and council tax, unless otherwise stated.

Fees

12. An application fee of **£250 including vat** is payable for a single occupant or married couple and **£125 including vat** for additional occupants is due and should be enclosed with this application; This is a non-refundable fee to cover our administration costs.

Refund of fees

13. If the Landlord refuses to proceed, despite satisfactory reference, the fee will be refunded. If the letting does not go ahead due to default by the prospective tenant or the credit check or references are unsatisfactory or it becomes apparent that facts given to us in this application prove to be untruthful, we regret that the full application fee may not be returned to you.