Dear Applicant,  
  
Thank you for your interest shown in this property.  
  
Please note we cannot remove a property from the market until a holding fee is paid. The holding fee is equivalent to one weeks rent and is used towards the first months rent payable. We will not ask for a holding fee until you have viewed the property and you confirm you still wish to apply for it, **as there are some circumstances where the fee will become non refundable if you then withdraw.** (full details will be given to you at the time of requesting the fee)

|  |  |
| --- | --- |
| **PROPERTY APPLYING FOR** |  |
| **AMOUNT OF RENT (PCM)** |  |
| **FULL NAMES OF ALL**  **TENANTS OVER 18 - Please also list relationship (husband/ wife/ partner / son/ cousin etc) - this information is necessary to establish if the property will be classified as becoming a HMO)** |  |
| **AGES OF ALL TENANTS OVER 18:** |  |
| **JOB TITLES OF ALL TENANTS:** |  |
| **SALARIES OF ALL TENANTS: NOTE: IF YOU ARE SELF EMPLOYED THE AMOUNT YOU PUT HERE IS THE AMOUNT SHOWN ON YOUR TAX RETURN AS YOUR ACTUAL NET INCOME NOT YOUR TURNOVER** |  |
| **AGES OF CHILDREN UNDER 18:** |  |
| **CONTACT TEL NUMBER:** |  |
| **DO YOU SMOKE:** | **DO YOU HAVE PETS (LIST):** |
| **PREFERRED MOVING IN DATE:** | **TENANCY PREFERRED: 6 OR 12 MONTHS:** |
| **EMAIL ADDRESS (for reference form) OF EACH TENANT** |  |
| **RECEIVED AN EPC FOR ABOVE?**  **RECEIVED HOW TO RENT GUIDE?** | **YES / NO  YES / NO** |
| **WHO WILL BE PAYING THE DEPOSIT WHEN YOU MOVE IN? DOES ANY PERSON OTHER THAN THE TENANT HAVE AN INTEREST IN THE DEPOSIT?** | **YES / NO – IF YES PLEASE SUPPLY DETAILS** |
| **DOES ANY PERSON MOVING IN HAVE ANY ADVERSE CREDIT, OR HAD ADVERSE CREDIT WITHIN THE LAST 6 YEARS? (CCJ’S BANKRUPTCY ORDER ETC) IF YOU HAVE SATISFIED ANY CCJ’S WITHIN THE LAST 6 YEARS ANSWER YES TO THIS QUESTION. IF YOU THINK YOU COULD HAVE ANY CCJ’S OR ADVERSE CREDIT ANSWER YES AND GIVE AN EXPLANATION.** | **IF YES PLEASE PROVIDE FULL DETAILS** |
| **WHAT IS YOUR LIVING STATUS AT THE MOMENT (EG LIVING WITH FAMILY / LIVING IN RENTED)  WHY ARE YOU LOOKING TO MOVE?** |  |
| **HAVE YOU ALWAYS PAID YOUR RENT IN FULL AND ON TIME?** | **IF NO PLEASE PROVIDE FULL DETAILS** |
| **CONTACT ADDRESS FOR WHEN**  **YOU LEAVE THE ABOVE PROPERTY:** |  |
| **IF REQUIRED CAN YOU PROVIDE A GUARANTOR (see notes on who can qualify to be a guarantor)** |  |
| **FULL NAMES OF GUARANTORS (IF APPLICABLE)** |  |
| **RELATIONSHIP OF GUARANTOR TO TENANT:** |  |
| **JOB TITLE OF GUARANTOR:** |  |
| **SALARY OF GUARANTOR:** |  |
| **EMAIL ADDRESS OF GUARANTOR:** |  |
| **CONTACT TEL NUMBER OF GUARANTOR:** |  |

**YOUR HOLDING DEPOSIT EXPLAINED**  
  
**The tenancy application**

Thank you for applying to rent a property from one of our landlords. Before your application can be fully considered, you will need to pay to us a holding deposit equivalent to one weeks’ rent for the property you are interested in. This document explains what happens to that holding deposit and the circumstances in which the deposit will / will not be refunded. It is important that you know your legal rights and accordingly you should feel free to seek independent legal advice before signing this or indeed any other document which we might put before you.   
  
Once we have your holding deposit, current legislation stipulates that the necessary paperwork should be completed within 15 days or such longer period as might be agreed.   
  
**In the present case, it has been agreed that the relevant period will be extended to the number of days shown below, from when we receive your holding deposit.**   
  
If at any time from now or during that extended period you decide not to proceed with the tenancy, then your holding deposit will be retained by our firm. By the same token, if during that period you unreasonably delay in responding to any reasonable request made by our firm, and if it turns out that you have provided us with false or misleading information as part of your tenancy application or if you fail any of the checks which the Landlord is required to undertake under the Immigration Act 2014, then again your holding deposit will not be returned.  It will be retained by this firm.  
  
However, if the Landlord decides not to offer you a tenancy for reasons unconnected with the above then your deposit will be refunded within 7 days. Should you be offered and you accept a tenancy with our Landlord, then your holding deposit will be credited to the first months’ rent due under that tenancy.  
             
Where, for whatever reason, your holding deposit is neither refunded nor credited against any rental liability, you will be provided with written reasons for your holding deposit not being repaid within 7 days.  
  
You will not be asked to pay any fees or charges in connection with your application for a tenancy.  However, if your application is successful under our standard assured shorthold tenancy agreement, you will be required to pay certain fees for any breach of that tenancy agreement in line with the Tenant Fees Act 2019. In consideration of us processing your tenant application, you agree to pay those fees to us on request.

**Completing your application**

It is agreed that the deadline for completing your application to rent the property specified above and thereafter entering into a tenancy agreement will be extended for a period of 30 days from the date hereof.  
  
Your holding deposit is a sum equivalent to one weeks rent

Application

Please read through this form carefully, once happy please sign and date each page. **I understand this application is subject to the landlord’s acceptance** and the following conditions:  
  
If more than one tenant applies for the same property we will tell the landlord about all applications. The landlord will decide which application he wants to proceed with, the successful applicant must then pay a holding deposit within 24 hours equal to one weeks rent.  
  
**ADVERSE CREDIT? (CCJ’S BANKRUPCY ORDER ETC)** Failure to disclose information relating  to CCjs, Bankruptcy order  or similar adverse credit  will result in the tenant being deemed as supplying false or misleading information. This will lead to forfeiture of your holding fee  
  
All application forms must be completed in full and submitted online or and returned to gps lettings ltd within 72hours.  
  
Referencing  
  
It is a tenant’s responsibility to chase their references through, should there be a delay caused by their employer or landlord not providing them with a reference. If tenants’ references are not returned by their employer or previous landlord, or are not completed within **7 working days**then it shall be deemed that the tenant has withdrawn from the application  
  
There are various reasons that a tenant may require a guarantor. One of these is if a tenant does not have an income of at least 2.5 times the yearly rent. For example, if the rent is £700pcm the referencing agency will do the following calculation: £700 x 12 (to find the yearly rent) = £8400. They will then multiply the yearly rent by 2.5, so £8400 x 2.5 = £21,000. If you do not earn £21,000 the referencing agency will ask for a guarantor. The referencing agency will include any other adults on the tenancy agreement’s income when working out affordability, they will also include some (not all) benefits/ tax credits – please ask for full details.  
  
If the referencing agency asks a tenant to provide a guarantor, for whatever reason, a **guarantor must be provided**. (Failure to do so will result in the forfeiture of your holding fee unless you have declared at the outset that you do not have a guarantor). **Please note a guarantor will not pass the referencing if he has any adverse credit**. Guarantors have to be in full time employment and earn a minimum of 3 times the sum of the yearly rent. **A guarantor must be able to travel to our office** and sign any needed paperwork at the commencement of the tenancy.  All parties to the agreement (including guarantors) must be present when signing the tenancy agreement. Please make sure your guarantor will meet the criteria set out above, as if the guarantor fails the referencing because he has poor credit or a low income then you will forfeit your holding fee.  
  
If a tenant fails to return their application forms within 72hrs OR cannot provide a guarantor OR fails the referencing due to poor references or undisclosed bad credit or decides not to proceed with the application, any monies paid shall be forfeited in favour of gps lettings ltd.  
  
Deposit  
  
Tenants have the following options;

A deposit equivalent to 5 weeks rent will be payable at the commencement of the tenancy.  OR

A deposit equivalent to one month’s rent will be payable at the commencement of the tenancy as well as an insurance product that covers a tenant’s liability for accidental damage to the landlord’s property/possessions. The minimum level of cover accepted £2,500.00.  A copy of the insurance policy will need to be provided on move in day

In some circumstances the landlord may accept a tenant on a zero deposit scheme. Please note if we have recommended a company who offer this scheme we will be paid a referral fee for this by the company.

**We can provide you with leaflets about insurance but cannot advise you on the products or cover. Quotes can be obtained Lettings Hub on 0345 450 9904 – please quote gps lettings ltd when contacting them. Please be aware that these companies will pay us a referral fee. Or you can search online as you are at liberty to use whichever provider you would like.**  
  
All deposits must be safeguarded in a scheme approved by the Government. If we manage the property we will use the Tenancy Deposit Scheme (Custodial)). If the landlord is managing the property themselves then they will provide you with details of the scheme. All deposit returns will be in line with the deposit holders Terms and Conditions and the landlords approval.  
  
Please confirm which option you would like (delete those not applicable):  
  
One months deposit plus take out adequate insurance  
  
5 weeks Deposit  
  
Zero deposit Scheme (please note that not all landlords will accept this). You will be required to pay for a zero deposit insurance policy which is equivalent to 25% of one months rent.  
  
**General Information**  
  
All tenants should refer to The Dept for Communities and Local Governments publication of “How to rent: the checklist for renting in England”  
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\_data/file/674299/How\_to\_Rent\_Jan\_18.pdf

Rent is to be paid monthly in advance commencing on the first day of the tenancy and monthly thereafter.  
  
Tenants can pay their rent early, but must ensure the rent is never paid late.  
  
The draft tenancy agreement will be emailed to the tenant prior to the tenancy start date. The tenant must sign and return this to our office. The tenant will pay the first month’s rent and deposit by bank transfer, or by paying the amount directly into our Lloyds Bank account, no later than 24 hours before the tenancy start date. **WE DO NOT ACCEPT CASH OR PERSONAL CHEQUES OR DEBIT OR CREDIT CARDS.** The tenant will be required to also sign a tenancy agreement in our presence at our office so we can witness the signature and take and certify the necessary right to rent documents.  
  
The tenant is responsible for Council tax, Water Rates, Electricity, Gas, Telephone etc. **The tenant MUST contact the suppliers of these services BEFORE the commencement of the tenancy to ensure continuity of supply.** (Please note that most suppliers will require at least 3 working days notice to reconnect a supply, or to re-set a key meter to zero. If you give a supplier less notice than this they may make a charge to you. We are not able to hand over the keys to a property before your tenancy has commenced).  
  
We reserve the right to notify utility companies, the local authority, other organisations and companies of the commencement/termination dates of the tenancy, as well as previous and forwarding addresses.  
  
All rents paid to gps will be paid on to the landlord – this includes payments of rent paid in advance (ie 6 or 12 months’ rent in advance etc). If a tenant has to reclaim any overpaid rent this must be claimed from and paid back by the landlord  
  
**This application in no way binds the Landlord to an Agreement. All applications are strictly subject to contract**.

Pets  
  
If a pet is staying at the property the monthly rent will increase by £20.00pcm. No pets must be moved into any property without prior consent form the landlord.  
  
Information provided to the landlord  
  
Due to GDPR legislation we are required to obtain your permission to send a copy of the full and final reference report on to your landlord, along with details about you and copies of your ID.  
  
Please can you confirm that you give permission for your landlord to have copies of the information you have provided to us to aid your application, along with a copy of the full and final reference report  
  
Yes I / we give permission for this information to be passed to the landlord  
  
No I / we do not give permission for this information to be passed to the landlord  
  
**HOW TO MAKE PAYMENT TO US**  
  
We can be paid by BACS/Online Payments  
  
Sort Code: 30-90-76,     Account Number 00497708,     Acc Name: gps lettings ltd client account 2,     Bank: Lloyds  
  
Reference: Your own name, **(the reference is extremely important)**   
  
***Sorry but we cannot accept payment by credit or debit card***

|  |  |
| --- | --- |
| **IF THE PROPERTY IS VACANT:** **WAS THERE ANYTHING THAT NEEDED TO BE COMPLETED AT THE PROPERTY PRIOR TO YOU MOVING IN?** |  |

**IF THE PROPERTY WAS OCCUPIED WHEN YOU VIEWED, THE OUTGOING TENANTS ARE RESPONSIBLE FOR LEAVING THE PROPERTY EMPTY AND CLEAN. IF THERE WAS ANYTHING THAT YOU NOTICED THAT NEEDED ATTENDING TO PRIOR TO YOU MOVING IN THEN PLEASE MAKE US AWARE OF THIS NOW:**  
  
  
Tenant Charges Menu

|  |  |
| --- | --- |
| Holding fee (one weeks rent) To calculate – multiply the monthly rent by 12 and divide this figure by 52. The amount remaining is the amount you need to pay as a holding deposit. | For any unpaid rent interest will be charged to the tenant at a rate of 3% above Bank of England Base rate. This charge is applicable on all rent over due and s levied once the arrears are over 14 days. |
| Lost Keys / fobs/ Parking permits – cost of full replacement costs plus an admin fee of £12.50 plus vat (£15.00 inclusive of VAT) or the cost of the contractors’ invoice if applicable | Variation of contract £41.66 PLUS VAT (£50.00 inclusive of VAT) |
| Remarketing costs for ending a tenancy  early (please note this is by special arrangement  – An Assured Shorthold Tenancy cannot be   broken without special consent from your landlord)  Tenant to pay rent up until the date that a new tenant moves in PLUS costs and charges. Costs and charges will be up to a maximum sum equivalent to 3 weeks rent plus vat – there is no limit to the rent due. – although the total sum due is capped to the amount of rent that would have been payable should the tenancy not have been ended early. | Change of Sharer £41.66 Plus VAT (£50.00 inclusive of VAT) |

**LEAD TENANT**  
  
Lead Tenant: The Deposit company will require a tenant to be nominated who they refer to as the 'Lead Tenant'. If you are renting on your own, then this is automatically you. If more than one person is on the tenancy - even if you are a couple, then one person will be name as Lead Tenant. The Lead Tenants obligations are solely to do with the deposit - as in law all tenants are equally and severally liable for all conditions in a tenancy including payments of rent.. However, at the end of the tenancy, the deposit company will only deal with one 'named' person. We will automatically nominate  a person to be the Lead Tenant - if you want to nominate someone yourself please let us know who this will be. You can also change the named lead tenant during the tenancy by visiting the deposit companies web site. It is very important that all tenants agree to who will be the Lead Tenant, and that everyone understands that the Lead tenant will be responsible for claiming back the deposit at the end of the tenancy and communicating with the deposit company and the agent.  
  
For more information on Lead Tenants please refer to the deposit companies web site:   
  
https://www.tenancydepositscheme.com  
  
  
Signed ........................................................................................................................  DATE ...................................................................................  
  
  
  
  
  
\* All charges include VAT unless otherwise stated. Please note that where a payment is made by gps lettings ltd to a tenant, this payment is always made in the form of a cheque/bank transfer. Due to our very strict client accounting procedures gps lettings ltd cannot, under any circumstances, give cash back to a tenant.  
  
  
Client Money Protection by Propertymark