



INFORMATION SHEET – THE NEXT STEP

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 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 and your Landlord.

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 below and thereafter entering into a tenancy agreement will be extended for a period of [____] days from the date hereof.

Your holding deposit is £

Property to which your application relates:

House Name / Number.....Street.....

Town/City.....Post Code.....



REFERENCING

Referencing is carried out by The Lettings Hub and the process usually takes 3-5 working days to complete. Please note that your salary or combined salaries must be equal to 2.5 times the total annual rent. Guarantors must earn 2.5 times the annual rent. Completed references will be shared with the landlord(s).

RENT

The first month's rent needs to be paid as cleared funds on or before the date of move in and all subsequent monthly rents will need to be paid on the same date the tenancy commences. For example, move in date being 22nd January, all further rent payments to be received on or before the 22nd of every month thereafter. We will ask you to fill out a standing order form at the start of your tenancy to ensure all future rent payments are received on time. If you are aware that your rent monies are going to be late, it is important that you contact your Property Manager as soon as possible to inform them of this to help avoid a rent arrears charge. Please note that all named tenants are jointly and severally liable for the payment of rent due.

DEPOSIT

A deposit is required equal to 5 weeks rent. The deposit is held by Cheffins as stakeholder in a secure account and is registered with the Tenancy Deposit Scheme. The deposit needs to be received in cleared funds on or before the date of move in. Bank details will be provided to allow for the transfer of these funds.

Who Will Pay the Deposit? (Please Tick) Applicant Guarantor Other

If 'other' please provide further details.....

PHOTO ID AND PROOF OF ADDRESS

Along with your application we also require a copy of your photo ID (passport) and proof of address of no more than 3 months old (utility bills or bank statements). **Please note, a VISA is required for non-EU residents. In accordance with recent legislation, ID will need to be certified within a 28 day period prior to the commencement of the tenancy.**

INSURANCE

Tenants are strongly advised to take out contents insurance with a reputable insurer to protect against any accidental damage to the property, its contents, furniture, fixtures and fittings not belonging to the Tenant and any liability that the tenant may incur as the occupier of the Property.

TENANCY COMMENCEMENT DATE

Upon completion of satisfactory references and agreement from the landlord, we will liaise with you prior to the tenancy start date to arrange for a convenient date and time for you to collect your keys. On the day that your tenancy starts, you are required to have signed the electronic contract and other associated paperwork and paid all monies due. Keys **WILL NOT** be handed over unless monies are received in cleared funds by this date and the agreement is fully signed by all relevant parties. Please note that if you require a guarantor, then they must have also signed the associated paperwork.

INVENTORY

The Inventory Clerks will send a copy of the Inventory Schedule to your e-mail, so it is important to give the correct e-mail address on the application forms. If you have not received the inventory within 2 days of moving in, then please contact the office.

DATA PROTECTION

For the purposes of the application process and you entering into a Tenancy Agreement we, as an agent, will be required to record and process certain personal information data about you (including sharing your information with a landlord, Third Party Utility Management Provider (Tenant Shop) and Referencing Company (The Lettings Hub) and Inventory Management Company (Charles J Harrison).

The way we handle personal information which is considered to be 'personal data' under data protection legislation will be set out in our full privacy policy available on our website at www.cheffins.co.uk/privacy-policy.

For further details of how we handle your personal information and of your rights under data protection legislation, please contact the Compliance Officer at Cheffins, whose contact details are as follows email: privacy@cheffins.co.uk.

ASSOCIATED CHARGES

RENT ARREARS

The tenant shall pay to the Landlord interest at the rate of 3% per annum above the Bank of England base rate from time to time on any rent or other money payable under their agreement remaining unpaid for more than 14 days after the day on which it became due.

LOCKS AND REPLACEMENT KEYS/FOBS

Where due to any act or default by the Tenant it is reasonable for the Landlord to replace or change the locks, keys or fobs in the premises, the Tenant shall indemnify the Landlord for any resulting damage.

EARLY RELEASE

Should you wish to end the tenancy earlier than your fixed term contractual tenancy period (subject to landlord approval), the landlord or agent can claim costs associated with re-advertising the property or referencing new tenants. You will also be responsible for the property and the rent until a suitable replacement tenant moves in.

VARIATION OF CONTRACT

£50 (Inc. VAT) per agreed variation. To cover the costs associated with taking instructions as well as the preparation and execution of new legal documents

Registration of Tenancy Information.

To help with the move-in process we have teamed up with Tenant Shop to streamline the registration process for your new property by notifying the local council, water supplier and your incumbent energy provider of your move.

We will use software supplied by Tenant Shop to notify all the necessary organisations that you have arrived and provide your contact information, moving in date and meter readings where applicable.

The reverse will happen when you move out.

Broadband & TV

When moving in to your new property you may wish to arrange a Broadband connection & TV package. Our Partner Tenant Shop can offer you exclusive discounts through market leading providers SKY & Virgin Media, and regularly have offers of up to 50% off the standard pricing*

I give permission for Tenant Shop to contact me by phone to provide support and advice on arranging the best Tv & Broadband package for my needs

Signed: _____

Gas & Electricity

On moving in to your new property, you will be placed on a standard Gas & Electricity tariff. This tariff is the providers most expensive tariff, Tenant Shop will provide you with a choice of market comparison to find a tariff with a more suitable rate for your property.

I give permission for Tenant Shop to contact me by phone to arrange a more suitable energy tariff

Signed: _____

Tenant Shop

As well as phone Tenant Shop may contact me by: Email SMS

Signed: _____

Form Completion Date: _____

Tenant Name: _____

Data Protection

Tenant Shop Limited is fully compliant with the data protection act 1998 and is registered with the Information Commissioners Office registration number Z305733 **You can alter your options or opt out at any time by emailing customerservices@mytenantshop.co.uk**

Tenant Shop limited will only use your information for the purposes set out above

*offers subject to availability

Tenant Shop is a trading style of Tenant Shop Limited which is an appointed representative of Albany Park Limited, which is authorised and regulated by the Financial Conduct Authority. Financial Services Register number for Albany Park Limited is 304130 and 741081 for Tenant Shop Limited trading as Tenant Shop. This is regarding Insurance products only.



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Please note that Cheffins may receive a commission in respect of any successful referral or introduction.

DECLARATION OF ACCEPTANCE

I/we the undersigned confirm that I/we have read and fully understood the information sheet and agree to the costs therein.

Print Name/s.....

Signature/s:.....Date.....

Mobile number.....E-mail address.....

Current Address.....

POST TENANCY FORWARDING ADDRESS

To comply with regulations of The Dispute Service, we require a post-tenancy address for correspondence.

We appreciate it is very unlikely that you will know this information at this time, so your emergency contact or a work address is enough. When your tenancy ends, we will ask you to confirm your forwarding/correspondence address

Print Name.....

House Name / Number.....Street.....

Town/City.....Post Code.....

NEXT OF KIN

Please provide details of your next of kin below:

Print Name.....

House Name / Number.....Street.....

Town/City.....Post Code.....

Contact Number.....Email Address.....

SAMPLE