

TENANCY APPLICATION FORM

PROPERTY ADDRESS

ANTICIPATED MOVE IN DATE BEDROOM (please tick)

FIRST NAME

MIDDLE NAME

SURNAME

DATE OF BIRTH / /

MOBILE NO.

NATIONAL INSURANCE NO.

NATIONALITY

PASSPORT NO.

PASSPORT EXPIRY DATE / /

COUNTRY OF ISSUE

STUDENT ID NO.

PERSONAL EMAIL

UNIVERSITY EMAIL

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UNIVERSITY
ATTENDED

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COURSE

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YEAR OF
GRADUATION

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CURRENT
ADDRESS

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CURRENT
LANDLORD/AGENT:
NAME, ADDRESS
AND CONTACT NO.

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BANK NAME AND
ADDRESS

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ACCOUNT NO.

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SORT
CODE

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NEXT OF KIN NAME
AND ADDRESS

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NEXT OF KIN
CONTACT NO.

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GUARANTOR
NAME

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GUARANTOR
ADDRESS

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GUARANTOR
EMAIL ADDRESS

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GUARANTOR
MOBILE NO.

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ADMINISTRATION FEE AGREEMENT

1. The administration fee must be paid by all applicants in order to reserve any property, subject to contract. The property will then be advertised as "let subject to contract".
2. The administration fee is non-refundable in any event, including where the applicant wishes to withdraw their application, is unable or unwilling to provide suitable references and/or credit checks and/or a credit worthy UK based guarantor where required. Where the applicant fails to provide required information within five days of the date of reservation or significantly delays the proposed move in date, the application will be cancelled and the administration fee will be non-refundable. Where the landlord withdraws the property or chooses not to proceed with the application, through no fault of the applicant, then the administration fee will be refunded in full. *If false information is supplied, the application will be cancelled and the admin fee will be non-refundable.*
3. Should guarantor references and credit checks be unacceptable, the applicant may, with the consent of the landlord, proceed with the application if a suitable alternative guarantor can be provided or the full rental term paid in cleared funds in advance of the start date of the tenancy or as otherwise specified in the tenancy agreement under "special or additional terms".
4. Guarantors must be based in the UK and will be referenced by an independent credit and referencing agency in the same way applicants are referenced.
5. Any queries in relation to the terms of the tenancy agreement must be raised within 3 days of receipt of the tenancy agreement. After three days, the tenant is deemed to have received a sufficient time to read and understand the terms of the agreement. Should the tenant, due to any disability or because English is not their first language, need additional time in which to read the tenancy agreement, please state such on this form under "additional information".
6. All initial monies must be paid prior to the commencement of the tenancy and must be held in cleared funds by Leydon Lettings Agency, or as specified in the tenancy agreement. Initial monies are payable by bank transfer, debit card, credit card (3% surcharge payable) and cheque. Five working days must be allowed for payment by cheque. International cheques or transfers may take considerably longer.
7. The applicant will be liable for payment of council tax (or other), gas, electric, water rates and any other costs incurred through the use telephone, satellite TV and provision of TVs or otherwise for the duration of the tenancy, regardless of move in date or occupancy, unless specifically stated otherwise in the tenancy agreement under "special or additional terms".
8. The applicant must be in possession of an adequate home contents insurance policy for the duration of the tenancy. Leydon Lettings Agency strongly advises tenants to arrange specialist tenant insurance to include accidental damage to the landlord's possessions, thereby safeguarding any deposit.
9. Rent is payable quarterly in advance and more particularly as specified in your tenancy agreement, without offset, unless specifically stated otherwise in "additional clauses" in the tenancy agreement.
10. The deposit is £_____ per tenant and more particularly as specified in your tenancy agreement and is payable within 10 days of the date of reservation. Deposits for assured shorthold tenancy agreements will be registered with the landlord's chosen deposit protection scheme, details of which can be found in your tenancy agreement. At the termination of the tenancy, a checkout will be conducted and the release of the deposit will be carried out in accordance with the terms of the relevant deposit scheme and your tenancy agreement.
11. The tenancy will be managed either by Leydon Lettings Agency or the landlord of the property.
12. Please note that all legal documentation must be signed by both the tenant(s) and the landlord and dated, prior to occupation. Where documentation is absent, insufficient or void, the tenancy will not commence.
13. The property will be provided in the same condition "as seen" at the time of the applicants viewing and without improvement or redecoration, unless specifically stated otherwise in the tenancy agreement under "special or additional terms". Where an application is dependent upon the landlord's agreement to any conditions, please make a written request which Leydon Lettings Agency will communicate to the landlord of the property. Any reservation, subject to contract, is provisional until both landlord and tenant have agreed any additional terms.

We would like to thank you for choosing Leydon Lettings Agency to help find your home.

A non-refundable administration fee of £_____ per applicant, is payable as a holding fee. The property will be displayed as "let subject to contract" for a maximum of 5 days from the date payment is received from all applicants, allowing Leydon Lettings Agency to submit information to the referencing agency who will obtain references and credit checks for the applicant and guarantor.

Within 5 days of the date of reservation, the applicant(s) should:

- Complete any forms and provide information as requested by Leydon Lettings Agency's chosen referencing agency. Any required guarantor must do likewise.
- Any required guarantor must return the guarantor agreement as provided by Leydon Lettings Agency along with proof of address and identity. Guarantors must be based in the UK. Any guarantor who does not provide sufficient information or information indicating that they are unsuitable to the referencing agency, will not be accepted as guarantor. If an alternative guarantor can be provided, a further charge of £48.00 is payable by the applicant for the referencing and credit checking of the alternative guarantor.
- Right to Rent documentation (e.g. passport, visa, etc.)
- Proof of applicant's ability to pay rent (e.g. confirmation of student loan, parental support, savings).
- Proof of full time student status (e.g. student card, university confirmation)
- Sign the tenancy agreement

The tenancy is subject to contract and provision of the above. Should one or more applicants fail to provide one or more of these items, all named applicants may forfeit the tenancy.

Do you require a visa to study/work in the UK?
If you ticked the above, you must supply a copy of your visa to Leydon Lettings Agency. Any delay may result in you and/or your group being unable to proceed.

I confirm that I am over the age of 18.

I confirm that I will not smoke or take illegal drugs within the property or its grounds.

I agree to the terms and conditions stated above.

I confirm that the governments 'How to Rent' guide may be sent to me by email only.

I agree for my details to be provided to a reference and credit checking agency.

I agree for my details to be passed to a 3rd party insurance company to quote for contents Insurance.

Name _____

Signed _____

Date _____