



FAULKNER

Residential Lettings & Management

COMPANY APPLICATION

Subject to contract

NEGOTIATOR

FOB No

All sections of the form are to be completed (*unless otherwise stated*). You should have read our attached 'Tenants Fact Sheet', which explains the property rental process. We will be writing to all referees and it may well be in your own interest to inform them in advance. Normal timescale between completing this form and moving in is **Seven to Ten working days**

PROPERTY TO BE RENTED	AGREED RENT	£	PCM
	DEPOSIT	£	
	PROPOSED OCCUPATION DATE?	/	/
	LENGTH OF TENANCY REQUIRED?	Months

REASON FOR MOVING

COMPANY FULL TRADING NAME & REGISTERED ADDRESS

CONTACT NAME

COMPANY COMMUNICATIONS (*Please complete details & tick best method of contact*)

EMAIL MOBILE

FAX OFFICE

AUTHORISED SIGNATORY (*Address if different from above*)

NAME

POSITION

ACCOUNTANTS (*IF PUBLIC COMPANY PLEASE SEND COPY OF LATEST COMPANY REPORT*)

CONTACT NAME

EMAIL OFFICE FAX

TWO TRADE REFERENCES	2)
1)	
<input type="checkbox"/> EMAIL <input type="checkbox"/> OFFICE	<input type="checkbox"/> EMAIL <input type="checkbox"/> OFFICE

NAMED TENANT(S) (*As on Birth Certificate. All those living in the property over the age of 18 must noted*)

Mr / Mrs / Miss / Ms

(We will also require separate written confirmation that the persons noted are employees of the company, how long employed etc)

CHILDREN	No. & AGES	SMOKERS	PETS	<i>If yes then NUMBER, TYPE, BREED & NAME(S)</i>
Y / N		Y / N	Y / N	

COMMUNICATIONS (*Please complete details & tick best method of contact*)

EMAIL HOME

WORK MOBILE FAX

PLEASE READ CAREFULLY BEFORE SIGNING APPLICATION FORM:- I confirm that I have read and understood the Faulkner 'Tenant Fact Sheet'. I agree that Faulkner may search files of a credit reference agency, which will keep a record of that search. We use the information you provide to assess the suitability of your application using a technique known as 'credit scoring'. Details of how I conduct the tenancy may also be disclosed to the agency or trade body. We may use it to inform you by letter, email, phone or otherwise about products and service offered by Faulkner and selected third parties. We will also use the information to make credit decisions and prevent fraud.

DATA PROTECTION ACT:- Information supplied by you will be held on our computer records in accordance with the company's notification under the data Protection Act 1998. We may use this information, or share it with other members of ARLA, for account administration (including debt tracing & collection), credit, insurance, property and rental decisions. We may record sensitive personal data as defined in the 1998 data Protection act. You are entitled to ask for a copy of the information held about you subject to the payment of an administration fee and will not exceed the value set by statute. You have the right to request that it be amended if found to be incorrect.

This information is true to the best of my knowledge	Authorised Company Signature	Date
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<i>FOR OFFICE USE ONLY</i>			
Infocheck Reference Score	<i>(Only score over 175 acceptable)</i>	CCJ's	
ADMINISTRATION FEE RECEIVED Y / N	CASH / CHEQUE	CHQ No.	DATE

COMPANY BANKERS	SORT CODE
NAME	ACCOUNT NAME
BRANCH ADDRESS	ACCOUNT No.
	HOW LONG AT THIS BANK?YEARS MONTHS
	SPECIFIC CONTACT NAME

I hereby authorise Faulkner to make any necessary enquires about my application for tenancy to any third parties for reference purposes or for confirmation of employment details and for the third party to disclose any information to you	Authorised Company Signature	Date
	Signature <i>(Second signature only if required by banking mandate)</i>	Date



TENANT FACT SHEET

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Over 50% of the people that we deal with have never rented a property before. This guide is here to help you over the next few weeks and explain how to go about finding a suitable property, along with the procedures required once you have decided to rent a property through us. ***It is not intended to form part of any agreement***, just a useful guide as to how to go about renting a house, a procedure we have expert knowledge of and a team of experienced personnel dedicated to taking care of you during what can be a hectic period in your life!!

FINDING A PROPERTY

When you first get in touch with us we will complete a list of all your housing needs, whether it be location, length of tenancy required, number of bedrooms, need for a garage or the number and type of pets you intend to move in with you. This helps us find a selection of the most suitable properties from our database of property available to rent.

All appointments to view should be made through our office and all viewings will be accompanied by a member of our staff so we can answer any queries you may have.

ONCE YOU HAVE FOUND A PROPERTY

When you have viewed a property that you wish to rent, we will ask you for an **Administration Fee**. This fee is the charge by Faulkner for administering references etc. and only when received will the process of taking references begin. Should the landlord decide not to proceed with your application then the full amount will be returned to you. However, if you decide that you no longer wish to proceed with the proposed tenancy or your references prove you unsuitable the fee is **non returnable**.

REFERENCES / HOW LONG DOES IT ALL TAKE?

We take out references on each individual over the age of 18 years moving into a property. These will include a number of the most appropriate from the following:- **EMPLOYER, ACCOUNTANT, BANK, MORTGAGE PROVIDER, PREVIOUS LANDLORD, CREDIT CHECKING AGENCY, A NOMINATED CHARACTER REFERENCE**. These references are standard letters and they give no personal details whatsoever other than quoting the rent that you will be paying. We do pay close attention to the replies and it is a good idea for you to inform the relevant recipients beforehand that we will be in touch so we can look forward to a prompt and accurate reply. Should any reply be unsatisfactory or information given by you found to be inaccurate, we will be unable to proceed with the tenancy. In certain circumstances we may also ask for a guarantor, someone who will agree to pay the rent if for any reason the tenant defaults. This is an extra form of security for the landlord and will only be taken up in unusual circumstances.

The process of taking references, drawing up the tenancy documents etc, takes approximately two weeks from the day we receive your completed application form and administration fee.

TERMS AND CONDITIONS

We will of course discuss with you the full terms and conditions of the tenancy, including the length. The minimum Assured Shorthold Tenancy that we offer is six months. Tenancies may be able to be extended, subject to agreement of the landlord at the appropriate time. We would advise prospective tenants to read and understand the terms and conditions of the tenancy agreement, a copy of which we will be happy to supply, prior to the commencement of the tenancy. If there is anything that you do not understand then please consult a legal advisor or solicitor.

At least twelve weeks prior to end of the tenancy we will approach both the tenant and the landlord to see if either party wishes to extend the agreement. Unfortunately, we cannot guarantee at the start of a tenancy that it will be extended.

SERVICES

We will contact the utilities, gas, electricity, local council, water board, to inform them of your occupation of the property and where appropriate or practical, meter readings. Due to its own rules, **BT will not allow us to do this** and you must apply to them in person. Although a telephone socket may be present in the property, it may not be in working order. The landlord is not responsible for any charges made to connect or reconnect the line.

At least seven working days, before you are due to move in, to allow clearance of cheques / bank transfers you will be asked to pay certain costs, as follows:-

1) One month's rent in advance. The rent is then paid monthly in advance throughout the duration of the tenancy. For example, moving in date 17th May, next rental payment due 17th June.

2) The equivalent of **one and a half months rent** is taken (for example, on a rental of £400 pcm the deposit will be £600) and will be kept in a bonded clients account, as a **deposit against the inventory**. This is to cover the costs, if any, of neglect, misuse or damage by the tenant to furnishings, fittings and decor incurred during the tenancy. At the discretion of the landlord or his agent, where applicable, industrial cleaning, repairs and gardening may be carried out at the end of the tenancy and the cost deducted along with a check out fee from the deposit. At the expiration of the tenancy, providing everything is in order, the deposit less check out fee will be forwarded to your new address. If work has been carried out at the property a further check out fee will be charged. All cheques should be made payable to Faulkner Property Rentals

3) Once formalities have been completed you will then receive an original agreement signed by the landlord or his managing agent. We, as the landlord's agent hold on his behalf the counterpart agreement signed by the occupying tenants.

MOVING IN / PAYMENT OF RENT

When all references have been received, we will arrange a date for you to move in. On the day in question we will meet you at the property to check the inventory with you and sign all the relevant documents.

After the initial month's rent, payments will be made via standing order, the form for which we will supply. This will be dated at least three working days prior to the rent being due to allow time for the banking process. . Should the rent be more than five days late reaching our account then a Late Rent administration fee will be levied.

In the unlikely event that a standing order is returned by your bank '**REFER TO DRAWER**' an administration will be made to cover administration costs and bank charges that we would incur. **In addition** interest may be charged on overdue rent at 4% over Lloyds Bank interest rate. **Should the rent remain unpaid, the clauses relating to payment of rent in your tenancy agreement would apply.**

MOVING OUT

Approximately nine to ten weeks before your tenancy is due to expire; we will contact you to confirm whether either you or the landlord wishes to extend the tenancy. If both parties wish to extend then the relevant paperwork is drawn up to carry on the tenancy for a further term.

However, should the tenancy expire on the original date, we will contact you to arrange a mutually convenient time on or before that date, to check the contents against the original inventory, take final meter readings and check you out of the property. At the end of the tenancy there will be an inventory check out fee chargeable to you which, this will be deducted from your deposit along with any charges for inventory dilapidation's. We would reiterate that if any work has to be carried out, including the return of furniture to it original position as per the inventory then a further check out fee will be charged. After all the relevant paperwork has been completed, our accounts department will forward on to your new address a cheque for the remaining balance. This will normally take 10 working days from you moving out or completion of any remedial work that may be required at the property.

We will advise the relevant utilities (**with the exception of BT**) as to the final meter readings and your new address to enable final accounts for the property to be despatched to you. **You must not arrange for supplies to be disconnected.** British Telecom requires the tenant to confirm that they no longer wish to use the services at the property and to give them a forwarding address. The phone number at the house on arrival must stay at that property on your departure.

MAINTENANCE

If anything goes wrong with the structure, and contents in the case of furnished accommodation, of the property the landlord is responsible for the repairs. In managed properties, any problems should be reported to us as soon as convenient, in unmanaged, you should report them directly to your landlord. However, if anything goes wrong due to misuse or neglect it will be your responsibility to cover the costs of repair. Your own furniture and possessions are of course your responsibility to insure against theft and fire. In the case of managed property we will at various stages of your tenancy make property visits. We will of course give you prior warning of these.

CONCLUSION

Details of all fee levels will be included in your tenancy agreement, in the meantime any of our experienced negotiators will be happy to answer questions on this and any other subject on which you may have queries.