



Premier



TENANT INFORMATION SHEET

The details given below are for your guidance and information, please take a copy and keep in a safe place for your reference.

NON-REFUNDABLE HOLDING DEPOSIT: Once you have viewed a property that you would like to consider for a tenancy, we require a non-refundable holding deposit of £350.00. This is in order to reserve the property and remove it from our availability list and acceptance is, subject to contract, and acceptable references. This holding deposit does not oblige the landlord to let, or create or constitute a Tenancy Agreement between the Tenant, Landlord or Landlord’s agent. Please note that this deposit is non refundable should you wish to withdraw from the let or should we receive unsatisfactory references. Upon successful application, and the balance of the first account being paid, this amount will contribute towards the damages deposit as detailed below.

REFERENCES: We shall require written references including one from your employer (including salary information) and one from your previous landlord, together with a credit check. Homeowners will be required to provide latest mortgage statements. Additional references may be required if necessary. Failure to supply required information and proofs within 48 hours of your holding fee being received may result in the application being rejected and the holding deposit being forfeited by you.

AGENCY FEES: The tenants portion of costs towards the drawing up of the tenancy agreement, the inventory and administration costs. Please refer to Premier Guide to Charges contained within this document (page 4).

TENANCY AGREEMENT & FIRST ACCOUNT: A tenancy agreement will be drawn up for a minimum period of six months. The signing will take place in Branch or Electronically online as agreed. Please note that you will only be provided with the keys for the property once the first account balance has been received in CLEARED FUNDS and the tenancy agreement is fully signed by all tenants. You will be provided with a copy of the tenancy agreement once the agreement begins. Any additional copies of this agreement will be charged at £30.00 + VAT

INSURANCE: It is your responsibility to arrange adequate contents insurance for this property prior to the commencement of the agreement. Landlord’s insurance may not cover occupants possessions, or damage caused by tenants to any furnishings within the property. Neither Premier Letting nor the Landlord can be held responsible in the event of any loss or damage arising from a tenant having inadequately insured their own belongings.

RENT: Rent is payable monthly in advance to either Premier or your landlord directly. We recommend your rent leaves your bank account on the 25th day of each month prior to your rent due day (the 1st), this is to ensure cleared funds reach Premier/the landlords account by the 1st. Booking deposits and rent payments (where Premier collect the rent) can be made by credit or debit card; please note that a charge of 2% applies for all payments by credit cards, AMEX and foreign cards, a fifty pence charge is payable for each and every debit card payment. These charges are for the use of the card. Where rent is not paid on time, a late payment fee may be charged as per the terms of the tenancy agreement.

EXTENSION / RENEWAL: If the term of the original agreement is extended there will be a charge of £70.00 + VAT to cover your share of the cost of preparing the documentation, for each and every extension or renewal. If there is a changeover of tenants mid tenancy then an admin fee of £160.00 + VAT will be payable by the new tenant and the outgoing tenant will incur an admin fee of £200.00 + VAT to be released from the original agreement.

KEYS: All keys must be collected by at least one tenant on the day the agreement commences. This will enable you to ensure that all keys have been received and are in working order at the point of check-in. Before **ANY** keys are released ALL tenants named on the tenancy agreement must sign the necessary documentation and pay all required monies.

INVENTORY: At the commencement of the agreement you will be provided with the inventory. You will be contacted prior to the start date and a time will be arranged within 24 hours of your agreement starting, to check-in and agree the inventory. At the end of the tenancy the tenant agrees to pay a contribution towards the cost of the check out. A charge of £90.00 + VAT (1 bed) and £40.00 + VAT per additional bedroom will be charged.

DATA PROTECTION: Premier take your personal data protection and that of your guarantor very seriously and will only pass on your details to third parties such as insurers, utility suppliers, TV and broadband suppliers, in what we believe to be your best interests. Signing this Information Sheet confirms your agreement to this practice.

DECLARATION: I have read and agree to the above conditions. I confirm that all information given in this application is true and correct to the best of my knowledge and hereby authorise Premier and/or Rent4Sure to make enquiries of myself in connection with this application. I further understand that this application is subject to contract, credit checks and satisfactory references.

Signed by applicant..... Print Name..... Date.....

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THE DEPOSIT

The equivalent of eight weeks rent will be required and the deposit will normally be held by PREMIER LETTING as stakeholder. Provided there are no disputes over unfair wear and tear, damage, cleanliness or rent outstanding, the deposit will be returned by cheque in the name of the lead tenant (as agreed in your application) within 31 working days of the expiry of the tenancy. It will be the lead tenants responsibility to ensure that the return of the deposit is requested in writing at the end of the tenancy. All correspondence regarding the deposit should be between Premier Letting/the Landlord and the lead tenant only.

Below are the clauses from the tenancy agreement for your reference:

- The Tenant agrees to pay to the Landlords Agent the Deposit before the signing of this Agreement or purchase a deposit warranty.
- The Deposit paid by the Tenant is held as security for the performance of the Tenant's promises and agreements under the Agreement and to compensate the Landlord for any breach by the Tenant of the matters set out in this Agreement.
- **During the Tenancy the Deposit is held by The Agent as Stakeholder which means that no deduction can be made from the Deposit without the written consent of both the Landlord and the Tenant. Where there is more than one tenant the deposit or balance thereof will not be returned to any person other than the nominated lead tenant under any circumstances. The Agent is a member of Mydeposits.co.uk. No interest will be paid to either the Landlord or the Tenant on the deposit.**
- **The Deposit has been taken for the following purposes:**
 1. **Any damage, or compensation for damage, to the Property its fixtures and fittings or for missing items for which the Tenant may be liable, subject to an apportionment or allowance for fair wear and tear, the age and condition of each and any such item at the commencement of the tenancy, insured risks and repairs that are the responsibility of the Landlord.**
 2. **The reasonable costs incurred in compensating the Landlord for, or for rectifying or remedying any major breach by the Tenant of the Tenant's obligations under the Tenancy Agreement, including those relating to the cleaning of the Property, its fixtures and fittings.**
 3. **Any unpaid accounts for utilities or water charges or environmental services or other similar services or Council Tax incurred at the property for which the Tenant is liable.**
 4. **Any rent or other money due or payable by the Tenant under the Tenancy Agreement of which the Tenant has been made aware and which remains unpaid after the end of the Tenancy.**
 5. **The reasonable costs incurred by the Agent in overseeing, rectifying damage or other necessary works at the end of the Tenancy relating to the Tenants obligations.**
- The holding and use of the Deposit shall be separate from any other rights and remedies of the Landlord under this Agreement, whether expressly set out in this Agreement or implied as part of the Agreement.
- After the end of the Tenancy the Agent on behalf of the Landlord shall return the Deposit, except in case of dispute subject to any deductions made under the Agreement, within 31 working days of the end of the Tenancy or any extension of it. If there is more than one Tenant, the Landlord or the Agent will return the Deposit to the lead Tenant. You must formally request this from your Landlord or Agent, within 10 days after the tenancy ends. Keep evidence of this request. Your Landlord/Agent should attempt to negotiate the deposit amount to be returned to you. If you cannot reach an agreement, or if the payment of an agreed amount is not made within 30 days, you make look to raise a dispute with Mydeposits.co.uk, ADR. Any amount of the deposit that you cannot agree becomes the "Disputed Amount" and is subject to the disputes procedure.
- If the amount of monies that the Landlord or the Agent is entitled to deduct from the Deposit exceeds the amount held as the Deposit, the Landlord or the Agent may require the Tenant to pay that additional sum to the Landlord or the Agent within 14 days of the Tenant receiving that request in writing.
- The Tenant shall not be entitled to withhold the payment of any instalment of Rent or any other monies payable under this Agreement on the ground that the Landlord, or the Agent, holds the Deposit or any part of it.
- **The Deposit is safeguarded by Mydeposits.co.uk and full details are contained in the leaflet, Information for tenants handed to you by your Landlord/Agent, the prescribed information.**

Further information regarding the registration of your deposit can be found at <https://www.mydeposits.co.uk/>

DECLARATION: I have read, understand and agree to the above conditions.

Signed by applicant..... Print Name..... Date.....

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APPLICATION FORM

(PLEASE USE BLOCK CAPITALS ONLY)

Property applying for										
Title	Mr	<input type="checkbox"/>	Mrs	<input type="checkbox"/>	Miss	<input type="checkbox"/>	Ms	<input type="checkbox"/>	Other	<input type="checkbox"/>
Forename										
Middle name(s)										
Surname										
Proof of ID enclosed?	<input type="checkbox"/>				Proof of residency if non EU resident.	<input type="checkbox"/>				

NEXT OF KIN

Full name										
Address										
							Post code			
Telephone										
E-mail										

YOUR CONTACT DETAILS

Mobile telephone number										
E-mail address										

I HEREBY GIVE PERMISSION FOR A CREDIT SEARCH TO BE UNDERTAKEN, FOR REFERENCES GIVEN TO BE CONTACTED ON MY BEHALF AND THAT I AM HAPPY FOR THEM TO PROVIDE DETAILS ABOUT ME, MY SALARY AND MY CHARACTER.

Premier and Rent4Sure will use the information provided to make decisions about your application. Agencies may supply to us, public information and/or fraud prevention information.

Information provided to us may be supplied to other organisations and used by them and us to:

- A) Verify your identity for this application and if you apply for other facilities including all types of insurance applications and claims
- B) Check all or any of the application details which have been submitted
- C) Assist organisations to make decisions on tenancy applications by you

It is your responsibility to arrange adequate contents insurance for this property. Premier take your data protection seriously and will never pass your details onto a third party, unless for reasons of benefit to you. We may occasionally be required to pass on your details, for example for the setting up and closing of utility accounts. Signing this information sheet confirms your agreement for your information to be shared in this manner.

Signed										
Date										

Premier Guide to Charges

All charges are shown excluding VAT unless stated otherwise.

Professional Application Fees (Non-Refundable) includes credit check and check in:

One or Two Applicants **£250+VAT per applicant** (*Maximum two applicants*)

Any additional applicant **£150+VAT per applicant.**

Guarantor Applications are **£50+VAT per application.**

Company References are **£299+VAT per property**

Student Application Fee (Non-Refundable) £150 inc VAT per applicant

Express Move in 3 days: £100+VAT

Express Move in 5 days: £70+VAT

Tenancy Renewal Fee: £70+VAT

Changeover of Tenant Fee: *Applies where there is a tenant who wishes to leave the property mid tenancy and also finds a replacement.*

£160+VAT (Ingoing Tenant)
£200+VAT (Outgoing Tenant)

Replacement copy of Tenancy Agreement: £30+VAT

Late rent payment fee: *Fee applicable for each reminder after the rent due date* **£12.50+VAT**

Inventory Check Out Fee: Contribution to costs involved in carrying out your check out and deposit return **From £90 +VAT (One Bedroom) Additional £40 +VAT per bedroom**