

Premier

Residential Sales & Lettings

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 2).

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; 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 £100.00 + 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, CHECK IN & CHECK OUT: 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. Where we are conducting this process the tenant agrees to pay a contribution at the start of the tenancy and at the end of the tenancy to pay a contribution towards the cost of the check in & out. A charge of £90.00 + VAT (1 bed) and then £40.00 + VAT per additional bedroom will be charged for the check out.

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.....

All charges are shown including VAT unless stated otherwise.

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

One or Two Applicants £300.00 per applicant

Any additional applicant £180.00 per applicant

Guarantor Applications £60.00 per application

Company References £360.00 per property

Student Application Fee (Non-Refundable) £175.00 per applicant

Express Move in 3 days: £120.00

Express Move in 5 days: £84.00

Tenancy Renewal Fee: £120.00

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

£192.00 (*Ingoing Tenant*)

£240.00 (*Outgoing Tenant*)

Replacement copy of Tenancy Agreement: £36.00

Late rent payment fee: *Fee applicable for each reminder after the rent due date* £15.00

Inventory Check In & Out Fee: Contribution to costs involved in carrying out your check out and deposit return

Fees on Application as they are based on property size, and provisions for furniture.

October 2017. All agency fees are subject to change.

 www.premier.uk.com

 welisten@premier.uk.com



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APPLICATION FORM

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										

YOUR CONTACT DETAILS

Mobile telephone number										
E-mail address										

ADDRESS HISTORY Please supply **three years** address history. Add further address details on a separate sheet if necessary.

Current address										
					Post code					
Living status	Tenant	<input type="checkbox"/>	Own home	<input type="checkbox"/>	Parents	<input type="checkbox"/>	Other	<input type="checkbox"/>		

Bank Details

Bank name					Account number					
Name on account					Sort code					

CURRENT / PREVIOUS LETTING AGENT / LANDLORD DETAILS

Letting agent/Landlord name										
Letting agent/Landlord address										
					Post code					
Letting agent/Landlord telephone										
Letting agent/Landlord fax / e-mail										

TENANCY DETAILS

Number of tenants					Start date of tenancy					
Total rent per month					Tenancy term (months)					

PRE-TENANCY CONDITIONS

Break Clause:				Rent increase:						

ADDITIONAL INFORMATION

Will the tenants have pets at the property?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>						
Will any of the tenants smoke at the property?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	NB all Premier properties are non - smoking					
Will there be children living at the property?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>						

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APPLICATION FORM

EMPLOYMENT DETAILS (If self employed we will require the last three years accounts)

Job title		Start date	
Employment Type	Full time employed <input type="checkbox"/>	Part time employed <input type="checkbox"/>	Temporary/Contract <input type="checkbox"/>
	Self Employed <input type="checkbox"/>	Retired <input type="checkbox"/>	Unemployed <input type="checkbox"/>
Company name			
Gross annual salary		Frequency paid	

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Full name			
Address			
		Post	
Telephone			
E-mail			

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

Signed—Tenant 1	
Signed—Tenant 2	
Date	

OCCUPANT DETAILS

Name	UK Resident	Occupation

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APPLICATION FORM

6-7 St Peters Hill
Grantham
Lincolnshire
NG31 6QB



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

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

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

INSURANCE

You may wish to take out tenant's liability insurance cover to protect your deposit against any accidental damage you may cause to the landlord's fixtures and fittings. We can arrange a quote for you through one of our partners, but you can source this from any provider you wish.

I give permission for Tenant Shop to contact me by phone to arrange a quote for:

BROADBAND	Yes	No
GAS & ELECTRICITY	Yes	No
INSURANCE	Yes	No

Tenant Name: _____ Signed: _____ Date _____

Data Protection

Tenant Shop Limited is fully compliant with the data protection act 2018 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 a 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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