



# 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.

**BOOKING DEPOSIT:** Once you have viewed a property that you would like to consider for a tenancy, we require a booking 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.

**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 will result in the application being rejected and the holding deposit being forfeited by yourself.

**AGENCY CHARGES:** 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 on the reverse of this page.

**DEPOSIT:** The equivalent of six to eight weeks rent will be required, payable by bankers draft or cash only and the deposit will normally be held by PREMIER LETTING as stakeholder. Provided there are no disputes over unfair wear and tear, damage or dirt or rent outstanding, the deposit will be returned in the name of ONE tenant within 28 working days of the expiry of the tenancy. Or, purchase a Deposit Warranty (non refundable) from £300.00 inc VAT

**TENANCY AGREEMENT:** A tenancy agreement will be drawn up for a minimum period of six months. The signing will take place at the Premier Office in Cowley Road. You will then be provided with the keys for the property, subject to the first months rent and deposit being obtained in CLEARED FUNDS. Please note that ALL tenants named on the tenancy agreement must sign the necessary documentation before commencement of the tenancy and keys will not be released until this is the case.

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 a recommendation that tenants insure their contents prior to commencement of the tenancy. Failure to properly insure your own belongings is entirely at your own risk.

**RENT:** Payable monthly in advance, by bankers draft or cash only for the first month, thereafter by standing order. Rent is paid from your bank account four working days prior to your rent day to ensure cleared funds reach your landlords account for the rent day. Late rent payments can be made by credit or debit card, but please note that a charge of 2% applies for rent payments by credit card and a fifty pence charge is payable for each and every debit card payment. These charges are for the use of the card and are in addition to our standard late payment charges as per your 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 occupant 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.

**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 then £40.00 + VAT per additional bedroom will be charged.

**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 Letting and/or Agent 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.....

207 Cowley Road, Oxford, OX4 1XF Tel: (01865) 792299 Fax: (01865) 798087  
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# 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**

# Premier

## 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										
<b>Proof of ID enclosed?</b>				<b>Proof of residency if non EU resident.</b>						
Date of birth	/ /			National Insurance number						
Marital Status				Maiden name						
Sex	Male   Female			Start date of tenancy						
Number of tenants				Tenancy term (months)						
Total rent per month				Share of rent per month						

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

Current address								
				Post code				
Time at address			Years		Months			
Home telephone number								
Living status	Tenant	<input type="checkbox"/>	Own home	<input type="checkbox"/>	With parents	<input type="checkbox"/>	Other	<input type="checkbox"/>
<b>Proof of address enclosed?</b>								

### **BANK DETAILS**

How many credit cards held?	<input type="checkbox"/>	Current account held?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	If yes please enter details below
Bank sort code			Account number				

### **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							

### **GUARANTOR INFORMATION (If required)**

Title	Mr	<input type="checkbox"/>	Mrs	<input type="checkbox"/>	Miss	<input type="checkbox"/>	Ms	<input type="checkbox"/>	Other	<input type="checkbox"/>
Forename										
Surname										
Mobile telephone number				E-mail address						

**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							
Company address							
				Post code			
Gross annual salary				Frequency paid			
Contact name				Contact position			
Contact telephone							
Contact email / fax							
Any additional sources of income?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Amount per annum		
Please provide details of any additional sources of income							

**ADDITIONAL INFORMATION**

Will any of the tenants have pets at the property?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Details	
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 any children living at the property?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Age of boys	Age of girls

**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 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.

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						