

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.

COMMITMENT TO RENT: Once you have viewed a property that you would like to consider for a tenancy, we require a non-refundable payment, equivalent to one week's rent. 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 payment 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 payment 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 first account payment.

REFERENCES & RIGHT TO RENT: 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 Right To Rent documents within 48 hours of your commitment to rent payment being received may result in the application being rejected and the payment being forfeited by you.

All references need to be completed and returned to us within 5 working days of submission to the referee, failure to do so may result in the application being rejected and the commitment to rent payment being forfeited by you

DEFAULT FEES (TENANT FEE ACT 2019): Late rent payment; where rent has been outstanding for 14 days or more from the due date as per the tenancy agreement, a fee will be charged to the tenant(s) of 3% above the Bank of England base rate, for each day that payment has been outstanding. A default fee can also be charged for a replacement of a lost key/security device, or changes to the tenancy agreement.

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. The agreement will need to be signed within 10 working days, failure to do so may result in the application being rejected and the commitment to rent payment being forfeited by you

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. Please ask our negotiators for more information regarding providers and third parties to assist.

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 default fee may be charged as per the terms of the tenancy 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, where applicable. 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 with a third party. On the last day of your tenancy, or next working day, the check out will be conducted.

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.....

Premier

THE DEPOSIT

The equivalent of five 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.....

Premier

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"/>						
Have you ever been bankrupt or have any CCJs?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>						

Premier

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	

NEXT OF KIN

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 Rent4Sure 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

Premier

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.

TS280 Exp06/19