

PROPERTY ADDRESS:

PROPOSED TENANCY START DATE:

NOMINATED LEAD TENANT:

This is the person that will be the main point of contact in respect of the security deposit registration and return

Conditions & Questions:

*Please include details of furniture you expect to be supplied, to remain or to be removed and any requests relating to fixtures, fittings, cleaning, decorating or maintenance. The property may not be professionally cleaned unless this is specifically agreed as a condition of the tenancy. **Additional requests made at a later date will not be provided for.***

Total Charges:

FIRST MONTH'S RENT IN ADVANCE:	£
SECURITY DEPOSIT:	£
FIXED TENANCY SET-UP FEE:	£ 150.00
APPLICATION FEE:	£
<i>£150 per tenant / £50 per guarantor</i>	
CHECK-IN FEE:	£
TOTAL DUE:	£

Payment Breakdown:

HOLDING DEPOSIT:	£ 400.00	(Cash / Transfer)	DATE: _____
OUTSTANDING BALANCE:	£		

Once your offer has been accepted by the landlord the holding deposit will not be refunded if you withdraw for any reason.

Bank Account Details:

Account Name: **Beresford**
Sort Code: **60-24-77**
Account Number: **18976123**
Reference: **HD**

Additional Fees

Should you require any additional tenants or guarantors to be added to the tenancy at a later stage there will be an additional charge of £300 per tenant and £100 per guarantor, to be added to the final balance due before the tenancy commences.

A check-out fee is payable by the tenant at the end of the tenancy, currently £180 (2 bedrooms or less) or £240 (3 bedrooms or more). This fee is payable to the landlord however it may be collected by the Landlord's agent on their behalf.

Prior to the end of the tenancy's fixed term you may be offered an extension of the tenancy. Should the landlord agree to a further fixed term tenancy or statutory periodic tenancy a fee of £300 is payable by you to Beresford Residential. Any further extensions or renewals at a later date will also be charged at £300 (subject to a maximum of one renewal/extension charge in any given 12 month period). If this fee has not been paid at least one month before the original/current tenancy expires it will be increased to £400. Should the increased fee remain outstanding following the expiry of the original/current tenancy, the fee will increase to £500.

The above fees are payable so long as they are allowable according to law. Should any future legislation restrict the charges mentioned above, your statutory rights will not be affected by signing this Application.



Terms of Offer

The Holding Deposit & Conditions of Offer

A Holding Deposit is payable upon completing this application & is required before your offer can be presented to the landlord. Following the landlord's acceptance of your offer the property will be withdrawn from the market. **Once your offer has been accepted by the landlord the holding deposit will not be refunded if you withdraw for any reason. Please note that by making payment of the Holding Deposit you agree to this term regardless of whether this form has been signed by you or completed and emailed to us unsigned.** The landlord's acceptance of your offer is '**Subject To Contract**', which means that it is subject to them approving your references and signing the tenancy agreement. Beresford Residential can accept no liability should the landlord decide not to enter into a tenancy agreement with you in respect of the property.

If an independent referencing agency deems your references to be unsatisfactory, your holding deposit will not be returned & you may not be offered a tenancy by the landlord. The only exception will be where references have been deemed unsatisfactory based on information declared on this application. Your references may be deemed unsatisfactory if you have an adverse credit history, if your landlord provides a negative reference, or if your employer does not confirm the details provided to us on this form.

If the Landlord rejects your offer the holding deposit will be returned by direct bank transfer within 5 working days.

If any revised offer is made following completion of this application, you agree that the original Holding Deposit will be carried over and this Holding Deposit will continue to be subject to these terms.

Any requests relating to furniture, fixtures, fittings, cleaning, decorating or general maintenance must be detailed on page one of this application. Additional requests made at a later date will not be provided for. Not all properties are professionally cleaned between tenancies, so please request this if required. If agreed you will then be expected to have the property professional cleaning prior to vacating.

Requests, conditions or contract terms discussed during your viewing must be detailed on this application form as only information noted on this form will be submitted to the landlord. If there are any items of furniture that you require to be included please note this down, as you should not rely on information provided verbally during viewings.

The minimum tenancy term is 12 months & notice may not be given during the fixed term unless a break-clause is offered by the landlord. There is no break-clause in our standard contract and there will be no early termination option unless a break-clause is requested on page one of this application.

In addition to the fees payable by you as detailed in this document, the landlord will also pay us fees to administer the new tenancy and they will also pay us fees to arrange any renewal or extension of this tenancy. These fees vary according to a number of factors but exact details are available upon request.

Referencing & Tenancy Agreement Signing

A referencing agency will request references from your employer & landlord, and conduct a credit search. Each tenant (& guarantor if applicable) must submit the online forms within 48 hours of your offer being accepted otherwise the property will be placed back on the market and your holding deposit will not be returned. Each tenant (& guarantor if applicable) must supply approved original documentation showing proof of identity (passport or photo driving license) and proof of address (bank statement or utility bill). You may also be required to supply up to six month's worth of bank statements.

You may be asked to use a digital platform to sign the tenancy agreement electronically and if we request that you sign the tenancy agreement via this method then you agree to do this. A sample of our standard tenancy agreement can be accessed via the following link: https://mr3.homeflow.co.uk/files/site_asset/image/3324/5431/3_Tenancy_Agreement_DPS.pdf?1494760859

Redress Scheme & Client Money Protection & 'How to Rent' Booklet

Beresford Residential Limited are members of The Property Ombudsman and are covered by the NFOPP Client Money Protection Scheme.

A copy of the current 'How to Rent' booklet has been attached to this document and by completing this application form you confirm receipt of this booklet. You also confirm that you agree to accept service of notices and other documents given under or in connection with the tenancy via email to the email address(es) provided on this application (or subsequently provided to us).

Right To Rent ID Check

It is a legal requirement to present an original approved document proving your residency or immigration status. An original document must be presented in branch at the earliest possible opportunity and you will not be able to take up occupancy of the property until all tenants have presented approved documents.

Refunds

Bank details for future rent payments will be provided on your tenancy agreement. Any payments made to us in error that require a refund to be issued will incur an administration charge of £10+VAT.

Tenant 1	Full Name:		Date of Birth:	
Phone Number:		Email Address:		
Full Address & Postcode:				
Time at Address:		Reason for Leaving:		
Current Rental Payment:		Residential Status:	Private Tenant / Living w. Family / Other	
Landlord Name:		Landlord Phone No.:		
Occupation:		Employer:		
Length of Time with Current Employer:		Employment Status:	Perm / Fixed-Term Contract / Temp Self-Employed / Full-Time Student	
If on a fixed-term contract, confirm start & end date:		Start:	End:	
Basic Annual Salary (before tax):	£	Additional Income:		
Do you have any adverse credit or CCJ's?	YES / NO	Do you Smoke?	YES / NO	
Can you provide a positive landlord reference?	YES / NO	Have you ever been in rent arrears?	YES / NO	
Do you have any Children?	YES / NO	Do you have any Pets?	YES / NO	
Can you provide a UK based Guarantor?	YES / NO	Details of Pets:		
<p>By completing and returning this form I confirm that the information I have provided is correct to the best of my knowledge and that I agree to the attached "Terms of Offer" page & "Additional Fees" section:</p>				
Signed:	Name:			Date:

Tenant 2	Full Name:		Date of Birth:	
Phone Number:		Email Address:		
Full Address & Postcode:				
Time at Address:		Reason for Leaving:		
Current Rental Payment:		Residential Status:	Private Tenant / Living w. Family / Other	
Landlord Name:		Landlord Phone No.:		
Occupation:		Employer:		
Length of Time with Current Employer:		Employment Status:	Perm / Fixed-Term Contract / Temp Self-Employed / Full-Time Student	
If on a fixed-term contract, confirm start & end date:		Start:	End:	
Basic Annual Salary (before tax):	£	Additional Income:		
Do you have any adverse credit or CCJ's?	YES / NO	Do you Smoke?	YES / NO	
Can you provide a positive landlord reference?	YES / NO	Have you ever been in rent arrears?	YES / NO	
Do you have any Children?	YES / NO	Do you have any Pets?	YES / NO	
Can you provide a UK based Guarantor?	YES / NO	Details of Pets:		
<p>By completing and returning this form I confirm that the information I have provided is correct to the best of my knowledge and that I agree to the attached "Terms of Offer" page & "Additional Fees" section:</p>				
Signed:	Name:			Date:

Tenant 3	Full Name:		Date of Birth:	
Phone Number:		Email Address:		
Full Address & Postcode:				
Time at Address:		Reason for Leaving:		
Current Rental Payment:		Residential Status:	Private Tenant / Living w. Family / Other	
Landlord Name:		Landlord Phone No.:		
Occupation:		Employer:		
Length of Time with Current Employer:		Employment Status:	Perm / Fixed-Term Contract / Temp Self-Employed / Full-Time Student	
If on a fixed-term contract, confirm start & end date:		Start:	End:	
Basic Annual Salary (before tax):	£	Additional Income:		
Do you have any adverse credit or CCJ's?	YES / NO	Do you Smoke?	YES / NO	
Can you provide a positive landlord reference?	YES / NO	Have you ever been in rent arrears?	YES / NO	
Do you have any Children?	YES / NO	Do you have any Pets?	YES / NO	
Can you provide a UK based Guarantor?	YES / NO	Details of Pets:		
<p>By completing and returning this form I confirm that the information I have provided is correct to the best of my knowledge and that I agree to the attached "Terms of Offer" page & "Additional Fees" section:</p>				
Signed:	Name:			Date:

Tenant 4	Full Name:		Date of Birth:	
Phone Number:		Email Address:		
Full Address & Postcode:				
Time at Address:		Reason for Leaving:		
Current Rental Payment:		Residential Status:	Private Tenant / Living w. Family / Other	
Landlord Name:		Landlord Phone No.:		
Occupation:		Employer:		
Length of Time with Current Employer:		Employment Status:	Perm / Fixed-Term Contract / Temp Self-Employed / Full-Time Student	
If on a fixed-term contract, confirm start & end date:		Start:	End:	
Basic Annual Salary (before tax):	£	Additional Income:		
Do you have any adverse credit or CCJ's?	YES / NO	Do you Smoke?	YES / NO	
Can you provide a positive landlord reference?	YES / NO	Have you ever been in rent arrears?	YES / NO	
Do you have any Children?	YES / NO	Do you have any Pets?	YES / NO	
Can you provide a UK based Guarantor?	YES / NO	Details of Pets:		
<p>By completing and returning this form I confirm that the information I have provided is correct to the best of my knowledge and that I agree to the attached "Terms of Offer" page & "Additional Fees" section:</p>				
Signed:	Name:			Date:



'How To Rent' Booklet

This information is frequently updated. Search on GOV.UK for [How to rent](#)

The online version contains links you can click on to get more information. If you do not have internet access, ask your local library to help.

1. Assured shorthold tenancies

When you enter an [assured shorthold tenancy](#) – the most common type – you are entering into a contractual arrangement. This gives you some important rights but also some responsibilities.

This guide will help you to understand what questions to ask, what your rights are, and what responsibilities you have. This will help you create a positive relationship with your landlord, but we also tell you how to get help if things go wrong.

When you rent a home, people sometimes expect you to make a quick decision, or to sign documents before you've had time to think about them.

Your landlord must provide you with a copy of this booklet, so use the checklist and keep it safe to protect yourself from problems at every stage.

Who is this guide for?

This guide is for people who are about to rent a house or flat.

Most of it will equally apply if you are in a shared property but in certain cases [your rights and responsibilities will vary](#).

The guide does not cover [lodgers](#) or people with licences – nor tenants where the property is not their main or only home.

2. Before you start

- How long do you want the tenancy for? You can ask for a tenancy to be any time between 6 months and 7 years long.
- What can you afford? Think about how much rent you can afford to pay: 35% of your take-home pay is the most that many people can afford, but this depends on what your other outgoings are (for example, whether you have children).
- If you are on housing benefit or Universal Credit, there is no reason that it should affect your ability to pay rent. But check with this [online calculator](#) to see if you can afford to live in the area you want.
- Decide which area you would like to live in and how you are going to look for a rented home. The larger the area where you are prepared to look, the better the chance of finding the right home for you.
- Have your documents ready. Landlords and agents will want to confirm your identity, [immigration status](#), credit history and possibly employment status.
- Do you have the right to rent property in the UK? Landlords must check that all people aged over 18 living in their property as their only or main home have the right to rent. They will need to make copies of [your documents](#) and [return your original documents to you](#).
- Will you need a rent guarantee? Some landlords might ask someone to [guarantee your rent](#). If you don't have a guarantor, ask [Shelter](#) for help.

3. Renting from a landlord or a letting agent?

Direct from the landlord

Look for landlords who belong to an [accreditation scheme](#). Your [local authority](#) can advise you about accreditation schemes operating in your area.

The [National Landlords Association](#) and the [Residential Landlords Association](#) run national schemes.

If you're in London, there's the [London Rental Standard](#).

Watch out for scams! Be clear who you are handing money over to, and why.

Through a letting agent

Find out what fees (and costs) you will be charged and when you need to pay them. By law, a breakdown of all fees should be clearly visible to you in the agent's office and on their website.

What independent complaints scheme is the agent a member of? Do they offer client money protection? By law, this information should also be clearly visible to you.

Are they accredited through a professional body like [ARLA](#), [NALS](#), [RICS](#) or [UKALA](#)? This means they have the right protection for their clients' money, and safeguards you if they go bust or misuse your funds (such as rent payments and your deposit). Look for the SAFEagent sign too.

4. Looking for your new home

Questions to ask

- Deposit protection. If the landlord asks for a deposit, check that it will be protected in a government approved scheme. Some schemes hold the money, and some insure it.
- You may be able to access a bond or guarantee scheme that will help you put the deposit together.
- How long is the tenancy for? There is usually a fixed period of 6 or 12 months. If you want more security, you can ask for a longer fixed period of up to 7 years. Many landlords are happy to offer longer tenancies.
- Children, smoking and pets. Check if there any rules about them, as well as for other things such as keeping a bike, dealing with refuse and recycling.
- Check who is responsible for bills such as electricity, gas, water and council tax. You or the landlord? Usually the tenant pays for these.
- Fixtures and fittings. Check you are happy with them, as it is unlikely that you will be able to get them changed once you have moved in.
- Smoke alarms - and carbon monoxide detectors if you have solid fuel appliances. Check these are provided. If not, your landlord must install them. They could save your life.

If the building becomes unfit to live in. Check that the tenancy agreement excuses you from paying rent should the building become unfit to live in because of a fire or flood.

Check who your landlord is

They could be subletting – renting you a property that they are renting from someone else. If they are subletting, check that the property owner has consented.

Find out who you should speak to if any repairs need doing.

Ask whether the property is mortgaged.

Landlords should let you know about this upfront, because you may be asked to leave the property if the landlord does not pay their mortgage payments.

Houses in Multiple Occupation (HMOs)

HMOs are usually properties in which unrelated people share facilities such as the kitchen or bathroom.

Large HMOs (more than 2 floors, and more than 4 people) need to be licensed. Check your landlord has done that. In large HMOs, landlords must by law give tenants a statement of the terms on which they live in the property.

5. When you've found a place

Check the paperwork

- Make sure you have a written tenancy agreement and read it carefully to understand your rights and responsibilities. The landlord or agent usually provides one but you can request to use a different version. The government has published a model tenancy agreement that can be used.
- If you have any concerns about the agreement, seek advice before you sign.
- Agree an inventory (or check-in report) with your landlord and, as an extra safeguard, make sure that you take photos. This will make things easier if there is a dispute about the deposit at the end of the tenancy. If you are happy with the inventory, sign it and keep a copy.
- Remember to take meter readings when you move in. This will help make sure you don't pay for the previous tenant's bills.
- Contact details. Make sure that you have the correct contact details for the landlord or agent, including a telephone number you can use in case of an emergency.
- Code of practice. Check that whoever is managing the property is following a code of practice.

The landlord must provide you with:

- A copy of this guide "How to rent: the checklist for renting in England" either via a link or as a printed copy.
- A gas safety certificate. The landlord must provide one each year, if there is a gas installation.
- Deposit paperwork. If you have provided a deposit, the landlord must protect it in a government approved scheme. Make sure you get the official information from the scheme, and that you understand how to get your money back at the end of the tenancy. Keep this information safe as you will need it later.
- The Energy Performance Certificate. This will affect your energy bills and the landlord must provide one (except for Houses in Multiple Occupation).

If your landlord doesn't provide these, they can't evict you until they do.

The landlord should provide you with:



A record of any electrical inspections. All appliances must be safe and checks every 5 years are recommended.

6. Living in your rented home

The tenant must:

- Pay the rent on time. If you don't, you could lose your home because you have broken your tenancy agreement. If you have problems, [Gov.uk](https://www.gov.uk) has links to further advice.
- Look after the property. But get your landlord's permission before attempting repairs or decorating. It's worth getting contents insurance to cover your possessions too, because the landlord's insurance won't cover your things.
- Be considerate to the neighbours. You could be evicted for anti-social behaviour if you aren't.
- Not take in a lodger or sub-let without checking whether you need permission from your landlord.

And also you, the tenant, should:

- Make sure you know how to operate the boiler and other appliances and know where the stop cock, fuse box and any meters are located.
- Regularly test your smoke alarms and carbon monoxide detector – at least once a month.
- Report any need for repairs to your landlord. There will be a risk to your deposit if a minor repair turns into a major problem because you did not report it.

The landlord must:

- Maintain the structure and exterior of the property.
- Fit smoke alarms on every floor and carbon monoxide alarms in rooms using solid fuels – such as coal and wood – and make sure they are working at the start of your tenancy. If they are not there, ask your landlord to install them.
- Deal with any problems with the water, electricity and gas supply.
- Maintain any appliances and furniture they have supplied.
- Carry out most repairs. If something is not working, report it to the landlord (or their agent) as soon as you can.
- Arrange an annual gas safety check by a Gas Safe engineer (where there are any gas appliances).
- Give at least 24 hours notice of visits for things like repairs – the landlord cannot walk in whenever they like.
- Get a licence for the property, if it is a licensable property.

And also the landlord should:

- Insure the building to cover the costs of any damage from flood or fire.

7. At the end of the fixed period

If you want to stay

Should you wish to extend your tenancy after any initial fixed period, there are a number of important issues to consider. Check [Shelter's website](#) for advice.

Do you want to sign up to a new fixed term?

There may be costs for this, particularly if you rent through an agent. If not, you will be on a 'rolling periodic tenancy'. This means you carry on as before but with no fixed term – you can leave at any time by giving one month's notice. Or your landlord can end the contract at two months' notice.

Your landlord might want to increase your rent

Your landlord can increase your rent by agreement, or as set out in your tenancy agreement, or by following a procedure set out in law.

If you or the landlord want to end the tenancy

There are things that both landlords and tenants must do at the end of the tenancy:

Giving notice

It is a legal requirement for landlords to give you proper notice if they want you to leave. Normally, the landlord must allow any fixed period of the tenancy to have expired, and they must have given at least two months' notice.

Your tenancy agreement should say how much notice you must give the landlord if you want to leave the property – one month's notice is typical.

Return of deposit

Try to be present when the property is inspected to check whether any of the tenancy deposit should be deducted to cover damage or cleaning costs (a 'check-out inventory'). If you do not agree with proposed deductions contact the relevant deposit protection scheme.

Rent

Make sure that your rent payments are up to date. Do not keep back rent because you think that it will be taken out of the deposit.

Bills

Do not leave bills unpaid. This might have an impact on your references and credit rating.

Clear up

Remove all your possessions, clean the house, take meter readings, return all the keys and give a forwarding address. The landlord is entitled to dispose of possessions left in the property after, typically, 14 days.

8. If things go wrong

There are often legal protections in place for the most common problems that you may experience during the tenancy – the following links will tell you what they are or where to look for help:

- If you are having financial problems, or are falling into rent arrears, speak to your landlord as they may be helpful, and are likely to be more sympathetic if you talk to them about any difficulties early on. Should you need further help contact [Citizens Advice](#) or [Shelter](#) as soon as possible.
- If the property is in an unsafe condition and your landlord won't repair it – contact your [local authority](#). They have powers to make landlords deal with serious health and safety hazards.
- If you have a serious complaint that has been checked by your local authority, your landlord cannot evict you for six months, and must repair the fault.
- Unannounced visits and harassment from your landlord – contact your [local authority](#), or if more urgent dial 999.
- If you are being [forced out illegally](#), [contact the police](#). If your landlord wants you to leave the property, they must notify you in writing, with the [right amount of notice](#) – you can only be legally removed from the property with a court order.

If you are concerned about finding another place to live, then contact the Housing Department of your [local authority](#). Depending on your circumstances, they may have a legal duty to help you find accommodation and, even if not, they can provide advice.

The local authority should not wait until you are evicted before taking action to help you.

If you are reading a print version of this guide and need more information on the links, email PRSRReview@communities.gsi.gov.uk