

APPLICATION TO RENT ACCOMMODATION
FURNISHED OR UNFURNISHED 2012



These notes apply to all applicants and tenants of ESRA Property Services Ltd. Please ensure that they are read fully and understood, do ask for more information if required. These notes are binding on all applicants and tenants of ESRA Property Services Ltd and form part of the Tenancy Agreement.

Your full details:
First name
Surname
Mr / Mrs / Ms / Miss / Dr
Date of birth
Passport No and country of issue
National Insurance number
Do you smoke? Yes / No
Contact telephone number
Email address

Present details:
Present address in full
Period at address
Home telephone number
Have you any adverse credit history? Yes / No
Previous address (if less than 3 years)

Property you wish to rent:
Property address
Preferred start date
Length of tenancy 6 or 12 months
Rental amount £
Deposit amount £
Please state that the property you are applying for is to be your principal home Yes / No
How did you hear about ESRA Property Services Ltd

APPLICATION TO RENT ACCOMMODATION
FURNISHED OR UNFURNISHED 2012



Further Applicant:

First name

Surname

Mr / Mrs / Ms / Miss / Dr

Date of birth

Passport No and country of issue

National Insurance Number

Do you smoke? Yes / No

Contact telephone number

Email address

Present details:

Present address in full

Period at address

Home telephone number

Have you any adverse credit history? Yes / No

Previous address (if less than 3 years)

The Application Form

This application form must be filled in, initialled on each page, signed and returned to our office.

The Application fee of £230.00 (VAT included) must be paid in full before the application can be processed. This is a non-refundable fee.

The Reference Form

The reference fee for a 6 month tenancy is £65.00 per person and for a 12 month tenancy is £120.00 per person. This fee is required upon making your application. We will process your application and inform you once your references have been received. The reference form must be filled in and returned to us with the application form, it is very important that you do fill in this form in its entirety as missed information from you could delay the reference process.

The Holding Deposit

A holding deposit of £200.00 must be paid in full at the same time of making an application. Once you have paid the holding deposit, we will withdraw the property from the market, stop advertising and cancel any prior booked viewings.

The holding deposit will be set against the full Dilapidation Deposit.

You will be required when signing the Tenancy Agreement to pay a Dilapidation Deposit, this is usually one and a half times the monthly rental value, the £200.00 that you would have already paid will be set against the amount of this deposit.

Your deposit will be protected within the TDPS (Tenant Deposit Protection Scheme) and a certificate will be supplied to you.

APPLICATION TO RENT ACCOMMODATION
FURNISHED OR UNFURNISHED 2012



Your identity

Before we are able to sign a Tenancy Agreement with you, we are required under the Anti Money Laundering Regulations to obtain proof of identity. It will therefore be necessary for us to see and copy your current Passport/Driving license or an acceptable form of photographic ID.

Authorisation

By signing this application you consent to ESRA Property Services carrying out a reference/credit check for the purpose of you renting a property from us.

All information we hold on you is confidential and protected under the Data Protection Act 1998.

Before we can confirm the details of your let

We must have received confirmation back from the reference company that your reference is satisfactory. You would have to pay your dilapidation deposit in full.

We will need to sign the Tenancy Agreement and confirm your let.

Your first apportioned rent will be due as cleared funds in our account no later than 2 weeks prior to your confirmed start date.

A Satisfactory reference may not necessarily guarantee the applicant the tenancy, all terms are 'subject to contract'.

Our Bank Details

Bank name: Lloyds TSB Bank

Sort Code : 30-91-74

Acc No : 23831460

Acc name : Client Account - ESRA Property Services Ltd

Our International Bank Details

IBAN No GB07LOYD 30917423831460

SWIFT (or BIC) LOYDGB21206

Any bank charges incurred will be solely the responsibility of the applicant/tenant

Tenancy Agreement

A draft tenancy agreement will be provided once you have completed your application. Then the Assured Shorthold Tenancy Agreement will be signed by both ourselves and the tenant (and a guarantor if applicable).

Please note we do not offer Periodic Tenancy (monthly roll on) we only offer renewals with a minimum 6 month period Assured Shorthold Tenancy Agreements.

Guarantors

A guarantor will be required if the applicant is not in full time employment or they are unable to provide the financial references we require. The guarantor must be resident in the UK and must also fill in a reference form as guarantor. He will be party to the contract and will sign accordingly which will make him liable for the payment of rent, if the tenant should default and any other costs for damage which are not covered by the dilapidation deposit at the end of the tenancy. In the case of joint tenancies, each individual will be a co-signatory of the Tenancy Agreement. In such cases where a guarantor has been required, the guarantor must be prepared to cover the whole of the rent and not just a proportion.

APPLICATION TO RENT ACCOMMODATION FURNISHED OR UNFURNISHED 2012



Dilapidation Deposit

The Dilapidation deposit will be protected in a Deposit Scheme, throughout the duration of the tenancy, full details will be provided to you. It is held to cover dilapidations to the fixtures and fittings of the property, subject to an apportionment or allowance for fair wear and tear, and other unexpected relevant costs caused by the breach of any of the Tenant's obligations under the Tenancy Agreement. This will be returned to the tenant after the end of the tenancy subject to the final inspection/check - out

ESRA Property Services is a member of My Deposits and The Deposit Protection Service. Full details will be provided giving you the details of where your deposit is and how it has been protected.

Under no circumstances may the Dilapidation deposit be utilised by the tenant towards the payment of rent, in full or in part, during the period of the tenancy.

In the event of a dispute, the tenant or agent/landlord can contact the ADR (Alternative Dispute Resolution) Service that is provided by the deposit scheme. This must be done within 10 days after the tenancy has ended.

Tenant's contents insurance

It is a term of the tenancy agreement that all tenants take out contents insurance with accidental damage. Tenants must insure their personal items so that if the unfortunate happens the landlord can not be held liable for their loss. If you already have contents insurance you must supply us with a copy of your insurance certificate which has the new property address on it. If you are unable to provide a valid certificate you will be required to take out a policy. We can provide details which may help you.

Inventory

The tenant will be given a full inventory at the check-in. Please note that all properties are let as seen at the time of viewing and requests for extra furniture or works to the property will not generally be considered after the tenancy period has begun. The inventory is a detailed list of all the fixtures and fitting at the property, listed and itemised in detail with photographic images. The tenant must return the inventory 7 days after the check-in. It is essential that the tenant validates the inventory to confirm its accuracy. Any queries or discrepancies relating to the description or content must be addressed to ESRA within 7 days. If you do not return the inventory, then it will be deemed to be accepted as correct by you.

Check-in

The check-in can not take place until we have received all your payments. These funds must be cleared into our bank account prior to a check-in.

Your first apportioned rent will be calculated from the day you start your tenancy. Thereafter your rent will need to be paid by the first of each consecutive month. The rent must be in our account no later than the first of the month.

Should your tenancy commence on any date after the 15th of the month, then you will need to pay your rent from that date to the end of that month plus rent for the next complete month.

Should your tenancy commence on any date before the 15th of the month, then you will need to pay rent to the end of that month only.

On check-in the tenant will be provided with a 'Welcome Pack', which will include useful information about the property, details of the utility providers and it is the tenant's responsibility to contact the utility providers with their details and readings, including the council tax and TV license for the property.

APPLICATION TO RENT ACCOMMODATION FURNISHED OR UNFURNISHED 2012



Quarterly Property Visits

ESRA Property Service carries out quarterly property visits on all managed properties which form part of our obligations to our landlords. On check-in you will be informed of the date of your first property visit and thereafter you will be informed at least one month in advance. Tenants do not need to be present on the day of the visit but should leave copies of paid utility bills and other relevant paper work out - clearly marked for our attention.

Any other visits to the property, due to maintenance or viewings for what ever reason, the tenant will always be informed 24 hours in advance, unless it is an emergency.

White goods in unfurnished accommodation

In some unfurnished accommodation the landlord may provide white goods (ie; fridge, washing machine). As a general rule other than on a landlord's specific instruction if these white goods become uneconomical to repair, they may not be replaced but will be removed from the property.

Maintenance

All maintenance issues must be reported as soon as possible to ESRA. A tenant has an implied covenant to act in a "tenant-like manner". Broadly, this means the tenant is to report any disrepair promptly to take reasonable steps to ensure that neither the tenant nor guests damage the property, its fixtures and fittings: to do the minor day to day things any home-occupier would normally do ie: replace light bulbs, fit batteries in the smoke detectors if and when required, tighten an odd screw which may come loose on a door handle etc... to keep the property reasonably warm and aired to help prevent condensation or freezing of pipes, to leave the property secure when absent from it; to keep the garden and other areas reasonably tidy and free from rubbish. The landlord will maintain the services of the building.

The tenant must report to ESRA any serious problems with electric, gas or water immediately. ESRA will then advise you on what steps are to be taken.

At the end of the tenancy

2 months prior of the end of the tenancy agreement, ESRA will write to you with an offer of renewal tenancy instructed by the landlord, unless the property is no longer available. If the tenant does not wish to renew the tenancy, they must write to ESRA confirming this within 5 working days. ESRA will then write back to the tenant confirming the full check-out details to include date and time.

Please note we do not offer Periodic Tenancy (monthly roll on) we only offer renewals with a minimum 6 month period Assured Shorthold Tenancy Agreements

If the tenant wishes to renew the tenancy, again they need to write to ESRA within 5 working days to confirm this. ESRA will then send you the new tenancy agreement to sign and an invoice for the renewal fee.

Check-out

If you have not renewed your tenancy, your check-out letter with full details will be sent to you. On the day/time of your check out, that has already been confirmed with you, the inventory clerk will go through each item on your initial inventory. This is the day you hand back all keys to the property. Again we must emphasise how important it is to return your initial inventory with any comments or notes you may have, these will be taken into consideration at the check-out. However, if you did not return your initial inventory then this will be deemed correct in all matters.

APPLICATION TO RENT ACCOMMODATION
FURNISHED OR UNFURNISHED 2012



Property Misdescriptions Act

Every effort has been made to ensure that the information you have been given about the property for which you are making an application is correct. If there are any items which you are not sure about you must ask.

Rent Review - Housing Act 1988 Section 13

The Landlord can propose a new rent under Section 13 - however this must be a reasonable rent review and this must be proposed at least 52 weeks from the date on which the rent was last increased. However, the landlord can propose a rent review earlier on a new start date.

Complaints

ESRA Property Services aims to provide a high level of service at all times, but if you have a complaint about ESRA Property Services, please contact the office for a copy of our complaints procedure.

Termination of the tenancy

An Assured Shorthold Tenancy Agreement is a fixed term contract and is therefore a legally binding document for the set term which you have agreed and signed. This can not normally than be ended before the expiration of the fixed period. However, if the tenant has to leave the property earlier than this date, due to unforeseen circumstances, you will need to confirm the exact date in writing to ESRA. Once we have received written confirmation from you of the actual date that you wish to leave, ESRA will begin to advertise the property for a new tenant.

Please note that you will remain responsible for payment of all rents and utilities until a new tenancy has been confirmed or until the original termination date of the original tenancy agreement has expired, whichever is sooner. There will be a fee for an early release from tenancy.

Declaration

We confirm that we are making an application for the fore mentioned property, which we have viewed. We have read and understood this application form in full. By signing the application we consent to ESRA carrying out a credit check on us for the purpose of renting a property from them.

Signed.....

Dated.....

(Print name).....

1 Barnwell House
Barnwell Drive
Cambridge
CB5 8UU

Telephone: 01223 414400
Fax: 01223 414401
Email: info@esrapropertyservices.co.uk

APPLICATION TO RENT ACCOMMODATION
FURNISHED OR UNFURNISHED 2012



FEE INFORMATION FOR TENANTS 2012

Please note that all fees are inclusive of VAT @ 20%

VAT No: 998 3584 41

These fees include VAT and are read in conjunction with our Tenancy Agreement. Terms and fees are subject to change. You will be notified of changes in fees.

Application fee for initial tenancy	£230.00
Charge for additional applicant on the tenancy	£30.00
Referencing fee for a 6 month period	£65.00
Referencing fee for a 12 month period	£120.00
No refund is available under any circumstances once references have been submitted	
Fee for renewal of tenancy	£110.00
Fee for adding a new tenant during the tenancy	£110.00
Late payment fee	£25.00
Further late payment fee	£80.00
Supplying a reference	£30.00
Charge for provision of access outside office hours	£50.00
Early release from tenancy fee - 1 month	£100.00
Early release from tenancy fee - 2 months	£200.00
Plus +	£100.00
Check-out charges: these will be deducted from your deposit	
Studio apartment	£54.00
1 Bedroom Property	£76.00
2 Bedroom Property	£86.00
3 Bedroom Property	£96.00
4 Bedroom Property	£108.00
Plus +	£118.00
Additional check-out and check-in charge - this will only apply if the tenant does not turn up	£50.00
An administration fee of 10% on the total cost of deductions at the end of the tenancy may apply	