

**PLEASE ONLY FILL THIS FORM OUT IF YOU HAVE VIEWED THE PROPERTY OR A MEMBER OF STAFF HAS REQUESTED YOU DO SO.**

## Tenant Property Sign Up

Please note this is not a legally binding form and no property will be fully secured for occupation until the lease has been signed. Filling in this form however does mean that you have begun the process of securing a property and subject to payment of the reservation fee the property will be removed from the market. Once landlords agreement, references, credit checks and approval of all information received has been achieved a lease can be issued for the property.

**PROPERTY:** ..... **DATE OF MOVE IN** .....

**LENGTH OF TENACY:**..... months

### Tenant 1

Full Name.....

Address.....Postcode.....

Tel:.....Email.....

### Tenant 2

Full Name.....

Address.....Postcode.....

Tel:.....Email.....

### Tenant 3

Full Name.....

Address.....Postcode.....

Tel:.....Email.....

### Tenant 4

Full Name.....

Address.....Postcode.....

Tel:.....Email.....

## Alexander May Lettings Fees – In line with government legislation 1<sup>st</sup> June 2019.

1. The holding deposit will be 1 week's rent. This will be deducted from your first month's rent payable if the transaction completes and a lease is signed.
2. The tenancy must be signed within 15 calendar days of the holding deposit being received.
3. If you do not progress documentation on time and the 15 days elapses we will keep the holding deposit.
4. If you pull out for any reason after the holding deposit has been paid we will keep your holding deposit.
5. If you fail to fully disclose information or use false information to secure a property we will keep your holding deposit.
6. If the landlord pulls out your holding deposit will be refunded.

### Tenants Schedule of Fees

1 week rental as holding deposit (Yearly rent divided by 52) = £.....

Our administration Includes referencing of all tenants, administration, credit check and preparing the tenancy agreement. Please note property is only secured when the holding fee is paid, checks completed and lease is signed.

- **Additional Referencing per Tenant – Included**
- **Guarantor Reference & Agreement - Included**

In some instances, a guarantor may be required for a landlord to approve a tenancy. This could be because the proposed tenant does not have sufficient income to pass the affordability test of the reference and are relying on supplementary income from other sources (e.g. Students). It is within the Landlords discretion to allow a proposed tenant to allow a Guarantor to underwrite a tenancy in the event of a failed reference/credit check. Guarantors must be a homeowner and have lived in the UK for at least 3 years. Where there are multiple guarantors, for example in shared accommodation, the guarantor agreement and credit check fee apply to each tenant.

- **Inventory & Schedule of Condition - Paid by the landlord at check in.**
- **Sign up and Handover - Included**
- **Check out fee – Landlord to pay**

The inventory and schedule of condition is the document which sets out the list of contents, internal structure and condition of items within the property. It is this document that will form the basis of the end of tenancy check out and dilapidations report. It therefore protects both the landlord and tenant from claims for damages which may or may not have occurred and is therefore essential in the unfortunate event of a dispute. The landlord covers the cost of the document preparation and check in charge.

- **Tenancy renewal fee is £84.00 Including VAT – Paid by landlord**

You will either renew your tenancy at the end of its term or vacate the property. Alexander May do not support rolling contracts

- **Adding a pet to a tenancy - Included**

This will be added should any landlord agree to pets at their property and should you bring a pet to the property.

## PROPERTY SPECIFIC CHARGES:

There now follows a list of charges and payments specific to the property you are leasing.

Holding Deposit: £.....- 1 Weeks Rent

Deposit: £..... - 5 Weeks Rent

Rent: £.....- 1 month in advance (1<sup>st</sup> month is less because of holding deposit) £.....

## REFERENCING INFORMATION:

Your information above will be submitted to our credit reference agency.

They will contact you by email and you will need to fill in the forms for referencing and credit checks online. We will be notified when complete as well as the results etc.

## RIGHT TO RENT CHECKS:

You will also be asked to provide ID documents to confirm your right to rent in the UK. All adults who will be living in the property as their main residence will need to provide a valid ID and present the originals to the Agency for verification. You will also be asked to sign a permission form to allow us to copy and store the document and check your right to rent status.

## PERMISSIBLE TENANT FEES

- o Interest will be charged on any rent over 14 days late. This will be at 3% above base rate.
- o Lost key fee is £44.00 including VAT in addition to any charges incurred to gain entry or for any specialist keys or access fobs etc.
- o Change of tenant to an existing lease, deed of surrender £120 including VAT

## IMPORTANT NOTE:

These terms only apply to Assured Shorthold Tenancies. Please refer to us if this is a corporate let.

I/We have read and understood the tenant fees, specific charges and referencing etc outlined above (3 pages) and agree to be bound by the same. 1<sup>st</sup> applicant may sign on behalf of the others if applicable.

Lead Applicant Signature.....Print name accepted if completed online.

Please note we do not accept cash payments nor do we take card payments on premises.  
All fees should be paid by bank transfer (online or otherwise) to the following bank account.  
Please ensure you put the property address as the reference.

**Nat West Bank**  
**Alexander May Client Account**  
**Bank Account No : 86917145**  
**Sort Code: 60-17-12**

**Account Name: Alexander May Property Ltd Client Account.**  
**Payment should be made swiftly as it is our policy to move swiftly to lease signing in the interest of tenant and landlord**