

## TENANT APPLICATION FORM

Please complete ONE FORM PER TENANT over the age of 18 and return to us as soon as possible

Property address applying for:	
Rental amount:	
Length of tenancy agreed:	
Tenant's full name:	
Date of Birth:	
Contact number:	
Email address:	
Annual Salary:	
Is a Guarantor required:	yes / no
Guarantors Name:	
Guarantors Email address:	
Guarantors contact number:	
Next of kin name:	
Next of kin contact number:	
Children and ages:	
Pets:	
Smokers:	yes / no
Provisional check in date:	
Do you have any adverse credit history:	yes / no
Do you have a criminal record:	yes / no
Will you be paying the Deposit:	yes / no
If not who is paying the Deposit:	
Booking deposit paid - please circle	Debit card / credit card / bank transfer / cash / cheque
I herby confirm that the above information is true and accurate, and I agree that the payment of the booking deposit is on the understanding that I have read and signed the attached Agreement to Grant a Tenancy	
Signed & Dated:	



## CONTRACTUAL AGREEMENT TO GRANT A TENANCY AT SOME FUTURE DATE

This is a legally binding conditional contract in which the parties agree to create a tenancy at a specific future date. If either party is uncertain about the implications of signing this document, they should seek legal advice before doing so. This agreement is not a tenancy of any sort. The Holding Deposit is not covered by Tenancy Deposit Protection legislation in accordance with the Tenant Fees Act 2019 Schedule 2 Para 7. When the tenancy starts, if it is an Assured Shorthold, the tenancy deposit will then need to comply with this legislation.

**Landlord's Name:**  
**Address**

**Prospective Tenant's Name:**  
**Address**

**Address** of the property the Prospective Tenant proposes to rent:

**Date** the proposed tenancy is to commence:

This is an agreement to set up a tenancy of the above property address from a future date. This agreement is subject to:

- A. Satisfactory references/credit status being established.
- B. The property still being available for the Landlord to let, for example not damaged by fire or flood etc
- C. Any current occupants moving out before the anticipated commencement date.
- D. All relevant occupiers passing Right to Rent checks under the Immigration Act 2014.

**Holding Deposit** In consideration of the Landlord agreeing to process this application and stop advertising the property for the Prospective Tenant, the Prospective Tenant agrees to pay a Holding Deposit of £~.

The proposed rent is £ ~ per week/month/ .....

### **Costs:**

Should the Prospective Tenant:

1. Withdraw from this contract before entering into the tenancy agreement,
2. Provide false information for referencing,
3. Fail to act reasonably to enter into the tenancy before the deadline for agreement,
4. Fail Right to Rent checks,

they will be liable for the reasonable costs incurred by the Landlord and his Agent up to the value of the Holding Deposit.

The following costs will be deducted from the Holding Deposit. Any surplus of the Holding Deposit will be returned to the Prospective Tenant, without interest, as soon as possible. A refund to any one of the joint and several Prospective Tenants will be considered adequate as a total refund to all concerned. The costs that may be deducted from the Holding Deposit can include, but are not limited to, the following:

1. Costs of any references or credit checks sought
2. Costs of any administration undertaken to prepare for the tenancy
3. Costs of re-advertising the property to let
4. Costs of any guarantor agreements
5. Costs, in lieu of rent, of keeping the property empty for the tenant

**Withdrawal by the landlord:**

Should the Landlord withdraw from this agreement, including the events listed in A to C above, the Prospective Tenant will be entitled to return of the entire Holding Deposit and may be entitled to compensation for any reasonable losses incurred as a result of the Landlord's default.

Who will be paying the Holding Deposit? .....

If the tenancy proceeds, please sign to confirm it is permitted to transfer the Holding Deposit to the Tenancy Deposit. ....

It is agreed that the Deadline for Agreement for this tenancy will be .....  
The deadline for agreement is the date by which the agreement needs to be completed or the Holding Deposit will become refundable unless one of the events listed in Schedule 2 of the Tenant Fees Act 2019 occurs.

Signed: .....

Signed: .....

Date: .....

Date: .....

**For the Prospective Tenant**

**For the Landlord**