

**First Four pages to be completed and retained by HAS Property Management.**

Address of Property to be rented

Name(s) of applicant(s):

Contact Telephone number

Name of Guarantor (if applicable)

**Guarantor must be a home owner and able to provide proof in the form of Mortgage Statement, Solicitors Letter or Title Deeds.**

Rental Agreed and Rent Due in Advance

Deposit to be paid

Housing Benefit Applicant

Current/Previous Employment Details/Reference Received

Verified (Initials and Date)

Current/Previous Landlord/Reference Received

Verified (initials and date)

Character Reference

Verified (initials and date)

Professional Reference

Verified (Initials and Date)

Alternative Reference

Verified (initials and date)

ID Provided

Verified (Initials and date)

Bank Card

Photographic ID

Ni Proof

HOLDING FEE TAKEN/LEGAL FEE REQUIRED

THE PROPRERTY WILL BE HELD NO LONGER THAN 1 WEEK UNLESS PREVIOUSLY AGREED

£.....RECEIVED YES/NO DATE.....

DEPOSIT REQUIRED

£.....RECEIVED YES/NO DATE.....

RENT IN ADVANCE

£.....RECEIVED YES/NO DATE.....

## SCALE OF CHARGES

Please read the following notes and sign to acknowledge that you understand and agree

- 1. Tenant Identity and Credit Check Fee (£60.00 incl VAT)** is payable for each Applicant on the Tenancy, and is non-refundable whether the Application is successful or not. Should the Applicant give any false information or if any information is found not to be incorrect, the Application will be unsuccessful and all fees will be NON REFUNDABLE.
- 2. Legal Document Fee (£150.00 incl VAT)** will be payable by the Applicant at the point of making the Application and will hold the property until the Tenancy Agreement is signed, at which point the fee will revert to our Agency Fee, and will not be refunded to you at either this point or on the vacation of the property. Should the landlord decline the Application the fee will be refunded. Should you decline to proceed with the Application the fee is non-refundable.
- 3. Guarantor Fee (£60.00 incl VAT)** will be payable by each person agreeing to act as Guarantor for the Applicant during the Tenancy. Should the Guarantor or Applicant give any false information or if any information is found not to be incorrect, the Application will be unsuccessful and all fees will be NON REFUNDABLE.
- 4. Guarantor Identity and Credit Check Fee (£60.00 incl VAT)** will be payable by each person agreeing to act as Guarantor for the Applicant during the Fixed Term of the Tenancy and during the Periodic Statutory Tenancy following the Fixed Term. Should the Guarantor or Applicant give any false information or if any information is found not to be incorrect, the Application will be unsuccessful and all fees will be NON REFUNDABLE.
- 5. New Tenancy Fee (£120.00 incl VAT)** will be payable by the Applicant at the end of the Fixed Term should a new Tenancy be requested by the Landlord and accepted by the Tenant.
- 6. Deposit Re-registration Fee (£45.00 incl VAT)**- will be payable by the Applicant at the end of the Fixed Term when a new tenancy is being drawn up at the end of the Fixed Term.
- 7. Returned Cheque Fee & Standing Order Refund Fees (£42.00 incl VAT)** will be payable by the Applicant should any cheque be returned at any point during the tenancy or a Standing Order not be cancelled upon vacation of the premises.
- 8. Late Payment Fee (£30.00 incl VAT)** will be payable by the Applicant if the Rent is not paid in full on the date outlined in the Tenancy Agreement. The Applicant will be responsible for ensuring that the rent is paid before or on the date outlined in the Tenancy Agreement.
- 9. Missed Appointment Fee (£40.00 incl VAT)** will be payable by the Applicant if any arranged appointment is missed. For example, if an appointment is made for a Contractor to undertake repairs at the property or an appointment is made for the property to be inspected, and the Applicant fails to attend the appointment, the Fee will be charged to the Applicant.
- 10. Tenancy Check-Out Fee/ Deposit Release Administration Fee (£60.00 incl VAT)** will be payable at the end of the Tenancy. Our representative will meet you at the property on the termination of your Tenancy to inspect the Property. Should the property not be left in an acceptable condition in compliance with the Tenancy Notes, the cost of any repairs or cleaning will be deducted from your Deposit. Each subsequent visit to check the property will be charged at an additional **£60.00**.
- 11. Reference Request Fee (£50.00 incl VAT)** will be payable by the Tenant if they require HAS to provide them with a reference at the end of their tenancy

**I HAVE READ AND UNDERSTOOD THE ABOVE AND I AGREE TO THE FEES AND CONDITIONS**

SIGNED ..... PRINT .....

DATED.....

**TERMS AND CONDITIONS FOR TENANTS**

**Please read the following notes and sign to acknowledge that you understand and agree**

**REFERENCES**

All references must be forwarded to HAS Property Management within 7 days of an Application. Any references that fail to reach our offices within the time stated may result in the Application being declined and the loss of any Fees paid by you. DO NOT MAKE THE APPLICATION UNLESS YOU CAN COMPLY WITH THE REFERENCES TIME SCALE

**START DATE OF TENANCY**

Upon making an Application, a date for the start of the Tenancy will be agreed. Should you fail to meet the start date of the Tenancy, the Application may be declined, which will result in the loss of any Fees you have paid. You do not need to move into the property on the start date, but the rent must be paid from the start date.

**DEPOSIT**

We will hold the Deposit as an Agent for the Landlord without interest accruing to the Tenant. The Deposit will not be used as rent at any time. The Deposit will be used against any damage caused (other than wear and tear) or outgoing expenses on the property. It is important you read the notes on vacating the property at the end of the Tenancy.

**JOINT SEVERALLY LIABLE**

All Applicants on the Tenancy Agreement are jointly and severally liable and responsible for payment of the rent and compliance with all Clauses within the Tenancy Agreement. Adults not named on the Tenancy Agreement must not live at the property. Unless there is a break clause contained within the Tenancy Agreement you are committed to stay and pay the rent for the full fixed term.

**LEGAL DOCUMENT FEE**

Please note that the completion of this application form or payment of any Legal Document Fee does not signify acceptance by us of an application. Several applications may be received for the same property and the final choice is down to the Landlord or the Landlords Agents.

**TENANTS EXPENSES**

Tenants are responsible for Council Tax, and Services such as gas, electricity telephone, oil water and sewage so please allow for this when working out expenses and outgoings.

**I HAVE READ AND UNDERSTOOD THE ABOVE AND I AGREE TO THE CONDITIONS**

SIGNED ..... PRINT .....

DATED.....

*Part or all of the information contained within this application may be shared with a third party*

**DEPOSIT RETENTION AND RETURN AGREEMENT**

This document outlines who will be nominated as the Lead Tenant and Joint Tenant on the Tenancy Agreement, and who will be responsible for negotiating any retention for rent arrears or dilapidations.

**ADDRESS**.....

We confirm and understand that the nominated Lead Tenant for the Tenancy Agreement for the above property is.....

The full deposit, less any agreed retention, will be returned to the Lead Tenant when vacating the above-mentioned property.

If the Lead Tenant is not available at the time of vacation to negotiate any retention and to receive the full or remaining deposit back, we confirm that the Joint Tenant is authorised to negotiate any proposed retention, and that the full or remaining deposit can be returned to

..... as the Joint Tenant.

**Lead tenant**

**Joint Tenant**

Name .....

Name.....

Signed .....

Signed .....

Date .....

Date.....

**H.A.S. Property Management**  
**Tenants Guidance Notes**  
**Please read through carefully**

Name.....

Property Applied for.....

Agreed moving date.....

Holding Fee required     £150.00 per application/                      Received on.....

Credit Check Required     £60.00 per person    Total Number of applicants -.....

Total Paid for Credit Checks     £ .....                      Received on.....

Guarantor Fees Required   £60.00 per application                      Received on.....

Guarantor Credit Check Fees £ 60.00 per application                      Received on.....

Rental Figure Agreed per month     £                      Deposit required £

Please note all monies must be cleared funds as we will have to wait for cheques to clear which will delay the process and in the case of the holding fee this delay may result in another applicant being accepted for the property.

The holding fee is non refundable, the only exception to this is if you are declined for the property. The holding fee is not part of your dilapidation deposit and therefore will not be deducted from it. If you decline to take the property at any time you will lose your holding fee.

The deposit and rent in advance will be due in full cleared funds on the agreed moving date.

Please note we do not keep change in the office.

If you are claiming housing benefit you will need to complete your form as much as you can and bring it to our offices at least 48 hours before you are moving into the property.

If you are claiming housing benefit, the day you move in you will need to collect your completed form from our offices and take it with your tenancy agreement to the housing benefit offices in Wellington Square, once you have handed the form in and obtained a receipt for our files you will be given a set of keys.

Only one set of keys will be issued for each property.

At the end of your tenancy agreement, you may be given the option to renew your contract, if you do not want to you must let us have in writing a minimum of one months notice if your rent is paid on a monthly basis or 4 weeks notice if your rent is paid on a weekly basis.

**PLEASE ENSURE YOU ARE ABLE TO PROVIDE:**

- Bank statements (3 Months)
- Pay Slips (3 Months)
- NI Proof (benefit letter/pay slips)
- Photo ID and Bank Card
- References (3x references with contact numbers to verify)
- Credit check to clear (If you are aware, please inform us, as failure to do so will result in your application being rejected. If your default etc has been cleared, we will require proof of this repayment)

On the day you move in you will need to take your meter readings, we would advise you to keep a copy of the readings once you have contacted all the relevant utility suppliers with your details, it is also a good idea to forward a copy to our offices so we may keep them on file.

If you have any queries with anything in the property please let us know in writing within 48 hours, e.g. If you see a mark on the paintwork and we have it on file it will make returning deposits easier on vacation.

If you have any queries, please contact us in advance of moving in, any problems that are only mentioned on your moving day may not be able to be rectified immediately.

Any other information

.....

I have read and understand the guidelines set out above

SIGNED .....PRINT ..... DATED.....

**H.A.S. Property Management**  
**CONFIDENTIAL PERSONAL APPLICATION FOR RENTED PROPERTY**

A separate application must be completed for each adult –**PLEASE COMPLETE IN CAPITAL LETTERS**

**To be received in advance (all monies must be in cleared funds)**

Deposit, References, Advance rent payments, 'top up' payments, Legal document fees

NAME.....

MAIDEN/PREVIOUS NAME (IF APPLICABLE).....

DATE OF BIRTH...../...../.....AGE ON APPLICATION..... SINGLE..... MARRIED..... OTHER.....

NATIONAL INSURANCE NUMBER.....PROOF.....NATIONALITY.....

CONTACT NUMBER.....EMAIL.....

NEXT OF KIN..... RELATIONSHIP.....CONTACT No.....

YOUR CURRENT ADDRESS.....

.....POSTCODE.....

REASON FOR LEAVING CURRENT PROPERTY.....

TIME AT CURRENT ADDRESS.....YEARS.....MONTHS IS IT RENTED.....

PREVIOUS ADDRESS.....

.....POSTCODE.....TIME AT THIS ADDRESS.....

PROPERTY APPLIED FOR.....

RENT AGREED .....DEPOSIT AGREED ..... PROPOSED MOVING IN DATE.....

ARE THERE ANY CHILDREN TO BE LIVING AT THE PROPERTY YES/NO **if Yes provide details below**

NAMES: 1 ..... Age ..... Gender .....Date of Birth .....

NAMES: 2 ..... Age ..... Gender .....Date of Birth .....

NAMES: 3 ..... Age ..... Gender .....Date of Birth .....

ARE YOU OR ANY MEMBER OF YOUR FAMILY A SMOKER YES/NO

DO YOU HAVE ANY PETS YES/NO - DETAILS OF PETS.....

WILL YOU BE CLAIMING HOUSING BENEFIT YES/NO

WHERE DID YOU SEE THIS PROPERTY ADVERTISED? .....

**EMPLOYMENT DETAILS**

CURRENT EMPLOYER.....

ADDRESS OF EMPLOYER.....

.....

TELEPHONE.....EMAIL.....

OCCUPATION.....POSITION HELD.....

LENGTH OF TIME EMPLOYED.....YEARS.....MONTHS

ANNUAL GROSS SALARY ..... WEEKLY/MONTHLY TAKE HOME .....

REFERENCE RECEIVED AND VERIFIED YES /NO

**DETAILS IF CURRENTLY UNEMPLOYED**

TIME UNEMPLOYED.....YEARS.....MONTHS

COUNCIL BENEFIT NUMBER (IF CURRENTLY CLAIMING).....

ADDRESS HOUSING BENEFIT CURRENTLY CLAIMED FOR.....

.....

**BENEFIT DETAILS**

ARE YOU CLAIMING UNEMPLOYMENT BENEFIT

YES/NO WEEKLY BENEFIT £.....

ARE YOU CLAIMING INCOME SUPPORT

YES/NO WEEKLY BENEFIT £.....

ARE YOU CLAIMING FAMILY TAX CREDITS

YES/NO WEEKLY BENEFIT £.....

ARE YOU CLAIMING SICKNESS BENEFIT

YES/NO WEEKLY BENEFIT £.....

ARE YOU CLAIMING ANY OTHER BENEFITS

YES/NO WEEKLY BENEFIT £.....

TOTAL WEEKLY BENEFIT CLAIMED £.....

**BANK REFERENCE**

BANK NAME.....

BRANCH DETAILS AND ADDRESS.....

.....

SORT CODE.....ACCOUNT NUMBER.....

Signed by applicant.....

Should you prefer, copies of your most recent 3 months bank statements may be provided instead of the formal Bank reference as should we apply for a reference on your behalf a fee will be payable.

Are you able to provide Bank Statements YES/NO (IF YES, NO CHARGE WILL BE TAKEN)

**HOMEOWNER GUARANTOR DETAILS (IF APPLICABLE) –a separate application form must be completed by the guarantor and proof of ownership supplied.**

NAME OF GUARANTOR.....

ADDRESS OF GUARANTOR.....

.....

RELATIONSHIP TO APPLICANT .....

CONTACT TELEPHONE NUMBER .....

ANY OTHER INFORMATION .....

.....

**RIGHT TO RENT**

DO YOU HAVE PERMISSION TO LIVE IN THE UK? YES/NO

IS THIS PERMISSION TIME LIMITED? YES/NO

PROOF OF ELIGIBILITY RECEIVED YES/NO IS THIS DOCUMENT GENUINE? YES/NO

PASSPORT DRIVING LICENSE VISA

WILL THIS PROPERTY BE YOUR MAIN HOME? YES/NO



**REFERENCES**

**All references obtained MUST be INDEPENDENT and not a relative of the applicant.**

**ALL REFERENCES MUST BE COLLECTED AND FORWARDED TO H.A.S. PROPERTY MANAGEMENT  
WITHIN 7 DAYS OF YOUR APPLICATION BEING RECEIVED.**

**ANY REFERENCES THAT FAIL TO REACH OUR OFFICES WITHIN THE TIME STATED  
MAY RESULT IN THE LOSS OF YOUR HOLDING FEE.**

Alongside filling in this form, all applicants will need to provide written references within one week of you submitting the application and paying the admin fee. These references will be verified by a representative of HAS Property Management and therefore a contact number must be supplied on all references.

A minimum of three references are required and these must be handed to us or emailed to HAS Property Management within 1 week. If for whatever reason you cannot provide these references, your application will be unsuccessful and you will lose your holding fee.

All references must be recent and dated.

If for any reason the references provided are not able to support your application, you will forfeit your holding fee paid to HAS Property Management and we will be unable to go ahead with the application.

I agree that I have read and understood the conditions regarding referencing for the property.

SIGNED .....

DATE .....

**PROFESSIONAL REFERENCE (Colleague, solicitor, accountant)**

NAME OF REFEREE .....

CONTACT ADDRESS .....

.....

TELEPHONE NUMBER ..... EMAIL .....

RELATIONSHIP TO APPLICANT .....

REFERENCE RECEIVED AND VERIFIED YES/NO

**CURRENT LANDLORDS REFERENCE**

NAME OF REFEREE.....

ADDRESS OF REFEREE .....

.....

TELEPHONE NUMBER ..... EMAIL: .....

ADDRESS OF PROPERTY RENTED.....

REFERENCE RECEIVED AND VERIFIED YES/NO

Landlord's details given to R.B/K.E YES/NO

Landlord contacted YES/NO .....

**PREVIOUS LANDLORD REFERENCE**

NAME OF REFEREE .....

CONTACT ADDRESS .....

.....

TELEPHONE NUMBER ..... EMAIL .....

RELATION TO APPLICANT .....

ADDRESS OF PROPERTY RENTED .....

REFERENCE RECEIVED AND VERIFIED YES/NO

Landlord contacted YES/NO .....

**ALTERNATIVE REFERENCE (eg. Character reference- not family)**

NAME OF REFEREE .....

CONTACT ADDRESS .....

.....

TELEPHONE NUMBER ..... EMAIL .....

RELATIONSHIP TO APPLICANT .....

REFERENCE RECEIVED AND VERIFIED YES/NO

**CREDIT HISTORY – ANSWER ALL QUESTIONS**

DO YOU HOLD ANY CREDIT CARDS

YES/NO

IF YES, WHICH TYPE .....

HAVE YOU EVER BEEN BANKRUPT

YES/NO

HAVE YOU EVER HAD A COUNTY COURT JUDGEMENT

YES/NO

HAVE YOU EVER HAD ANY CREDIT DEFAULTS

YES/NO

ARE YOU CURRENTLY IN ARREARS WITH EITHER MORTGAGE OR RENTAL PROPERTY

YES/NO

ARE YOU CURRENTLY IN DISPUTE WITH YOUR CURRENT OR PREVIOUS LANDLORD WITH REGARDS TO RENT OR DEPOSIT REGISTRATION?

YES/ NO

IF ANSWERED YES TO ANY OF THE ABOVE, PLEASE GIVE DETAILS

**On applying for this property a Tenant Check will be made with the National Landlords Association to Formally Verify your Identity :**

**Please Note:**  
This check is at a cost to the tenant of £60.00 for the first person and a further £60.00 for each subsequent adult to be entered on the contract (including any guarantor). The signing of this form automatically authorizes HAS to apply for this check to be obtained. The following information for each applicant/guarantor to be checked is required:

- Full name
- Date of birth
- Current/previous addresses- 3 years' worth
- Ni Number
- Contact number

**RENTAL DETAILS**

KEYS – We will provide you with one set of keys.

DEPOSIT – Deposits will only be returned if the full term of the agreement is adhered to and there are no breaches of the Tenancy Agreement.

I authorize you to obtain all necessary references and make any enquiries you feel Appropriate to fully consider my application to rent a property from you.

SIGNED .....

PRINT NAME .....

DATED .....



### **Data Protection and Privacy Information**

By signing this document you are giving your authority for HAS Property Management to securely hold all information contained within this application form on our systems. HAS Property Management confirm that the information will not be shared, sold or transmitted to any other party. Full details of our privacy and data protection policy can be found on the HAS Property Management website:

<http://www.haspropertymanagement.co.uk/data-protection-protection-information-tenants/>

Name:

Signature:

Date:

## SCALE OF CHARGES

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## **TERMS & CONDITIONS FOR TENANTS**

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..... as the Joint Tenant.

**Lead tenant**

**Joint Tenant**

Name .....

Name.....

Signed .....

Signed .....

Date .....

Date.....

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