

Classic Lettings



Tenancy Agreement 2014

PROPERTY TO RENT:			
First Applicant		Second Applicant	
Full Name:		Full Name:	
D.O.B		D.O.B	
National Insurance:		National Insurance:	
T -		T -	
E -		E -	
Current Address:		Current Address:	
Postcode:		Postcode:	
Owned or Rented? How long at this address?		Owned or Rented? How long at this address?	
Smoker YES / NO Have you been declared bankrupt YES / NO		Smoker YES / NO Have you been declared bankrupt YES / NO	
Any CCJs or IVAs?		Any CCJs or IVAs?	
Previous Address (If less than 12 months at current)		Previous Address (If less than 12 months at current)	
Postcode:		Postcode:	
Owned or Rented? How long at this address?		Owned or Rented? How long at this address?	
Driving License: _____ Mail sort _____		Driving License: _____ Mail sort _____	
PostCode:		PostCode:	
Passport Number		Passport Number	
Employment Information		Employment Information	
Current Employer:		Current Employer:	
Address:		Address:	
Postcode:		Postcode:	
Contact Name:		Contact Name:	
T-		T -	
E -		E -	
Time with Employer:	Permanent or Temporary?	Time With Employer:	Permanent or Temporary?
Full or Part Time?	Position:	Full or Part Time?	Position:
Annual Income:		Annual Income:	
Self-Employment Information (Where Applicable)		Self-Employment Information (Where Applicable)	
Business Name:		Business Name:	
Trading Address:		Trading Address:	
Postcode:		Postcode:	
Business Telephone -		Business Telephone -	
Business Email -		Business Email -	

Number Of Years Trading:		Number Of Years Trading:	
Account Name:		Account Name:	
Account Address:		Account Address:	
Postcode:		Postcode:	
Accountant Email:		Accountant Email:	
Accountant T -		Accountant T -	
Landlord Details (If Applicable)		Landlord Details (If Applicable)	
Name of Landlord or Letting Agent:		Name of Landlord or Letting Agent:	
Address:		Address:	
Postcode:		Postcode:	
T -		T -	
E -		E -	
Previous Landlord (If less than 12 Months) :		Previous Landlord (If less than 12 Months) :	
Name of Landlord or Letting Agent:		Name of Landlord or Letting Agent:	
Address:		Address:	
Postcode:		Postcode:	
T -		T -	
E -		E -	
Bank Details for Rent Payments		Bank Details for Rent Payments	
Bank Name:		Bank Name:	
Bank Address:		Bank Address:	
Postcode:		Postcode:	
Account Name:		Account Name:	
Sort Code:	Account Number:	Sort Code:	Account Number:
Character Reference		Character Reference	
Name:		Name:	
Address:		Address:	
Postcode:		Postcode:	
T -		T -	
E -		E -	
Emergency Contact:		Emergency Contact:	
Name:		Name:	
Address:		Address:	
Postcode:		Postcode:	
T -		T -	
E -		E -	

Terms & Conditions

Prior to Tenancy

All viewings must be arranged and/or accompanied by a representative of Classic Lettings Ltd.

The Property is offered as seen unless agreed specifically in writing prior to the commencement of the tenancy.

All properties will continue to be shown by Classic Lettings Ltd until such time as an Application Fee is received. Properties are offered on a first come first served basis but tenancies are subject to satisfactory references and contract.

In order to proceed with a potential tenancy, an Application Fee will be payable, details of which are shown under 'Fees'. Any child under the age of 18 will be treated as an occupant and not a tenant and will not be required to pay an Application Fee. All occupants over 18 will be treated as Applicants, subject to the discretion of Classic Lettings Ltd.

It is important to note that your Application Fee will not be refunded where you decide not to continue with your application or references prove to be unsatisfactory. Should the Landlord withdraw the property, we will refund the Application Fee in full.

We will provide you with a Tenancy Application Form to be filled in and signed after payment of your Application Fee and a copy will be provided. Failure to fill in the form correctly or providing inadequate information will cause unnecessary delays in the referencing procedure.

Upon receipt of satisfactory references a date for occupation can be set. On this date we will meet you at the property or at our offices in order for the Tenancy Agreement to be signed and other move-in paperwork completed. Please note that all monies payable on move-in must be received in cleared funds or cash on or before the day of move-in. A comprehensive inventory will be supplied for you to check upon move-in; this will then be used for checking-out at the end of the tenancy.

The deposit will be returned at the end of the tenancy subject to the property being vacated in a clean and tidy condition, in accordance with the Inventory, and there being no dilapidations and losses or repairs required.

During the Tenancy

Inspections of the property will be carried out at regular intervals to ensure compliance with the terms of the tenancy agreement. This will be an opportunity for you to raise any problems you may have.

If Classic Lettings Ltd is fully managing the property we will hold a set of keys so that inspections can be carried out in your absence if necessary. You will always be notified in advance of our visit so that arrangements can be made.

Rent is collected calendar monthly in advance by bank standing order payable on the same day each month.

Utilities

The tenant is responsible for payment of all domestic utility bills and Council Tax, unless agreed otherwise. Classic Lettings Ltd will notify the relevant companies of the change of occupancy and advise them of any meter readings as necessary. The tenant must not change the suppliers of gas and electricity without written authorisation from the Landlord or Classic Lettings Ltd.

It is the responsibility of the tenant to ensure that a current Television Licence is held at the property.

It is the tenant's responsibility to organise telephone connections, satellite, cable television and internet connections, should they require them.

Insurance

Your Landlord will have buildings insurance on the property together with basic contents insurance but it is your responsibility to take out adequate contents insurance to cover your personal furniture and effects. Please speak with us should you require further advice.

Tenants' Obligations:

Day to day maintenance of the property is your responsibility. For example, minor works such as blocked sinks, bleeding radiators etc together with maintaining the garden to the standard found at the start of your tenancy.

Any gas or electrical problems should be reported to us immediately.

Any work instructed by you without authority or consent from Classic Lettings Ltd or your Landlord will result in you being liable for any costs incurred.

Should the property be left unattended at any time, it is your responsibility to ensure that it is properly secured.

During the winter, it is your responsibility to ensure that sufficient steps are taken to prevent the freezing-up of the water and heating system.

FEES 2014

APPLICATION FEE'S		Total
APPLICATION FEE – First Applicant		£150.00
APPLICATION FEE – Second Tenant and subsequent applicants or guarantor £100.00 per applicant.		£
TOTAL :		£
MOVE IN COSTS		
TENANCY AGREEMENT : Payable upon move- in		£50.00
DEPOSIT : One month's rent plus £250.00		£
RENT :		£
TOTAL:		£

RENEWEL OF TENANCY AGREEMENT, IF REQUIRED	£50.00
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PAYMENT OF FEES			
Bank Transfer, Card Payment or Cash accepted			
Bank: HSBC	Account Name: Classic Lettings Ltd	Sort Code 40- 08-32	Account Number: 82129426

An Application Fee does not reserve the right for a tenancy at any of the properties offered by Classic Lettings Ltd. All offers are treated as subject to contract and Landlords approval. The Landlord has the right to withdraw the property at any point without prejudice until contracts have been signed.

I/We hereby agree to Classic Lettings Ltd taking up any references and enquiries as necessary including a credit check with the appropriate licensed credit reference agency. I/We understand that any checks may be recorded by the credit agency.

I/We hereby agree to Classic Lettings Ltd using any information obtained to process my application to rent a property through this agency and to forward any details to the Landlord and Utility Companies as deemed necessary. I/We confirm that we have read, understood and agree to the Terms and Conditions contained herein, which form part of any subsequent Tenancy Agreement. I/We declare that the information provided on the Application Form is true and accurate.

Signature of First Applicant:	Date:
Print Name:	
Signature of Second Applicant:	
Print Name:	Date: