



### **IMPORTANT NOTICE FOR PROSPECTIVE TENANTS**

We would like to draw your attention to the following, which need to be considered prior to entering into the tenancy:

#### **APPLICATION**

1: All applications must be accompanied by the appropriate administration fee. This fee is **NON-REFUNDABLE** unless the landlord withdraws the property.

2: Tenant Assessment Application Forms must be completed and returned within 48 hours of paying the administration fee. If we do not receive the completed and signed forms, we will immediately re-advertise the property **AND YOU WILL FORFEIT THE ADMINISTRATION FEE.**

3: The tenancy commencement date must be the available date of the property. Any other date can only be with our written agreement. In principle, properties **WILL NOT BE HELD FOR MORE THAN 10 DAYS** after the application, or the due date if later.

4: As part of the tenant assessment, ability to pay the rent will be assessed. Normally this means that an application will be automatically declined **IF THE RENT EXCEEDS 40% OF THE TENANTS TOTAL GUARANTEED INCOME** or if the applicant has an adverse credit history. However, as an alternative, you may be possible to provide a UK resident guarantor (this will attract an additional administration fee) or pay 6 months in advance.

#### **PRIOR TO COMPLETING THE TENANCY AGREEMENT**

5: **ALL PARTIES MUST BE PRESENT TO SIGN THE AGREEMENT.** Should someone not be available to sign, then an authorisation letter must be must be given to the other parties to authorise them to sign all documentation on their behalf.

6: All monies are to be in cleared funds, i.e. bankers draft or cash, before the commencement of the tenancy (not building society or personal cheques).

7: If by agreement the commencement of the tenancy is more than 10 days from the date of paying the administration fee, a **HOLDING DEPOSIT** will be required. The amount required will be **the first month's rent**, which is non-refundable if any application is withdrawn by the prospective tenant. Once the application is successful and the tenancy signed, this amount will be offset against the initial deposit and rent due.

8: In addition to the first months rent, we will require a deposit of 1 1/2 times the rent and the insurance premium referred to below, payable on or before the commencement date in cleared funds.

9: A standing order or direct debit mandate must be signed for future rents. Where there is more than one applicant, we would recommend that a joint account be set up for one payment being made each month. Payment is due each month on the day before the start day for the tenancy (i.e. if start date 16<sup>th</sup>, the mandate date will be 15<sup>th</sup> each month)

10: At the end of the tenancy after the premises have been vacated, the Agent will check the property against the opening Inventory & Condition report supplied to the Tenant at the start of the tenancy. The charge to the Tenant will be £99.88

#### **COMPULSORY ACCIDENTAL DAMAGE INSURANCE**

As part of our terms and conditions for entering into a tenancy agreement, all Tenants will be required to have an insurance policy, which will protect tenant's liabilities in respect of the accidental damage of Landlord's contents, fixtures and fittings. As it may be difficult for Tenants to arrange insurance cover for their contents, personal possessions and the potential liabilities towards the accidental damage of Landlord's contents, fixtures and fittings, we can provide such a policy, which also provides Tenants Contents insurance.

Our block policy provides , inter alia, and **subject to an excess of £100** , the following cover for contents in the home:

*Standard cover* (at £90 per annum):

£7500 of cover for contents (higher limits available as an option).

£3000 of cover for accidental damage to Landlord's contents and fixtures

*Premier Cover* (at £125 per annum):

£10,000 of cover for contents

£3000 of cover for accidental damage to Landlord's contents and fittings  
Personal possessions up to £1000, cycles up to £300 (see full details of policy)

Additional cover is available at a higher premium.

The cost under the block policy is per year per household (inclusive of Insurance Premium Tax) and this premium is payable prior to the commencement of the tenancy agreement, as specified in the Tenancy Agreement. The above comments are to provide a guide to the cover available. For full details, please request a copy of the Insurance Policy produced by Royal & Sun Alliance.

#### **TENANT ASSESSMENT INFORMATION**

To enable prospective tenants to enter into a tenancy agreement, appropriate references must be provided by all applicants for a property.

To carry out the tenant assessment, the following mandatory information must be provided:

##### **About the prospective tenant:**

Name, date of birth and sex

Current & previous addresses in last 3 years

Next of kin name, address and contact numbers

National insurance number

Proof of Residency - Passport (for copying) and Bill with name on

Name of Personal Reference

##### **About the employment:**

Job title and annual salary

Employers name / accountants name and addresses,

Contact names and email address and phone number

##### **About your existing tenancy (if applicable)**

Agents/landlords name and address

Email address of telephone number

About your bank account

The information is requested is detailed on a Tenant Assessment Application Form, for which your consent must be given to enable our agents or us to obtain the information from the contacts given or public records.

Dated: 01 May 2007.

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