

# Essex-Lettings.co.uk

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“ 1 Stop Lettings & Residential Property Management Services ”

## New Applicants Deposit and Offer Pack.



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26 Station Parade, Elm Park, Hornchurch, Essex. RM12 5AB



# New Tenancy Offer Sheet

Property Address: .....

Tenant 1 Name ..... Tel:.....

Tenant 1 Address: .....

Tenant 2 Name ..... Tel:.....

Tenant 3 Name ..... Tel:.....

Tenant 4 Name ..... Tel:.....

Length of Tenancy: ..... Rent per Month: .....

Estimated Move in Date:.....

Tenants Requests:.....

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## Notes

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# Tenants' checklist

To secure a property you will be required to leave a holding deposit (see holding deposit agreement). This will be an amount of £300.00 paid as either Cash or a Banker Draft.

## **Prior to moving in we require from you the following-:**

One calendar months rent in advance (less the holding deposit).

One-calendar months rent as a security deposit.

(Additional One-calendar month rent in advance DSS applicants only)

There is an **administration** charge of **£75.00** per adult moving into the property.

## **References**

The following are the references we expect to be able to take up satisfactorily, A Credit Check, Employers or Accountants Reference, Previous Landlord Reference or Character Reference if this is your first time Renting & a guarantor (if applicable)

## **Services**

It is YOUR responsibility to inform all utilities (Gas, Water, Electricity, Telephone and Council Tax) that you will be taking over the premises.

## **Insurance**

It is very important that you take steps to insure your personal belongings as the landlord is only obliged to insure his/her own goods and the building.

We are happy to provide you with a free quote from a specialist Tenants insurer.

## **Completion of contract: -**

Once we have satisfactory references ALL Tenants will be expected to attend our offices to sign the Tenancy Agreement.

## **Paying the Balance of moving in money**

The remaining amount of money required MUST be cleared in OUR account at least 72 hours before you are due to move in, if paying by personal cheque please allow 10 days for payment to clear.

Signed: \_\_\_\_\_

Date \_\_\_\_\_

# **Holding Deposit Agreement**

Whereas \_\_\_\_\_

Wishes to take a Tenancy of the Property \_\_\_\_\_

\_\_\_\_\_ for a period of \_\_\_\_\_ months

at a rent of £\_\_\_\_\_ and has paid to 1 Stop Lettings a holding deposit of £300.00 we will hold the deposit & will reserve the property for the benefit of the applicant for a period of 7 days subject to the following conditions:-

The applicant will supply all references as agreed within this time and they will be satisfactory to the Landlord or Landlords Agent, if they are not satisfactory for whatever reason the deposit will be retained as a fee toward administration and marketing costs.

The Landlord may withdraw the property prior to commencement of the tenancy in which case the deposit will be repaid to the applicant.

The applicant may cancel at any time prior to the signing of the tenancy agreement; however the deposit will be retained as a fee towards administration and marketing costs.

I / We agree to pay a holding deposit of £300.00 under the terms and conditions above.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name(s): \_\_\_\_\_

## **Important Notes to ALL Prospective Tenants.**

Before setting up a tenancy, we will take up references on you. We use Homelet Referencing Service, the largest tenant referencing service in the UK, to do this.

In order to assist you in finding the right property speedily, it is important that you supply us with mandatory information to reference you properly.

It is essential that **all** the information requested is supplied and the form is fully completed and legible. Missing information **will** delay your application and may endanger your choice of property.

When completing the reference application form, you will need to have the following information / supporting documents with you:

The full address of your current property, *including Post Code*

If less than 3 years at your current address, a list of all your addresses with post codes and dates of occupation.

The full company name, address and post code of your employer (if applicable)

A contact name, telephone fax number and email address for your employer.

A contact name / company name, address, telephone number and fax number of current letting agent and landlord (if applicable) All telephone and fax numbers given must include **the full STD code**.

Proof of identity and proof of residency covering the last six months by producing at least one of the following:

A driving licence with your current address **or** a recent utility company bill no more than 3 months old **or** a recent mobile bill **or** a recent council tax bill in your name at your current address **or** a signed and dated letter from your employer's human resources department or finance director showing the name of the individual and position within the company **or** a copy of your current tenancy agreement.

**Bank statements, DSS / pensions pass book / Benefit vouchers are not acceptable as proof of residency. Please ensure that ALL referees you have nominated have been advised that they will be contacted by a referencing agency.**

### **Applying for a Property:**

The following information is intended for anyone wishing to apply for a property through Essex-Lettings.co.uk.

#### **References:**

We require all applicants to complete a referencing form, which will then be checked by an independent referencing agency. The cost of referencing is £75.00 per adult and must be paid in advance.

**The submission of a referencing application is no guarantee of tenancy.**

A final decision as to whether or not a tenancy can proceed will depend upon the responses received and will be made in consultation with the landlord.

#### **Deposit:**

A deposit is required for all tenancies and must be received by us prior to the signing of the tenancy agreement. If you pay by cheque, a minimum of five working days must be allowed for it to clear. The amount of deposit is as follows:

##### ***Private Tenants***

The deposit is equal to one calendar month's rent. This deposit is in addition to the first month's rent, which must also be paid in advance.

##### ***Housing Benefit Tenants***

The deposit is equal to one calendar month's rent. If the property is covered by the Bond Board, and you wish to apply for a bond, we **MUST** have confirmation that this has been agreed in writing before the tenancy can commence.

#### **Identification:**

We require two forms of identification. These could be a birth certificate, a full driving licence, a full ten-year passport, a new-style National Insurance card or a Cheque Guarantee Card.

#### **Agreement:**

We will provide you with an advanced copy of a tenancy agreement. You should use this opportunity to read the document and to obtain independent legal advice. The document you sign is a legally binding agreement. If you do have any question about the tenancy please contact us prior to the commencement of the tenancy. However, providing an advanced copy of the agreement does not guarantee you a tenancy; it is simply to provide you with an opportunity to review the agreement.

### **Housing Benefit Tenants:**

#### **Proof of Entitlement:**

If you intend to claim Housing Benefit you must provide us with proof that you are receiving benefit from the Benefits Agency (B.A.) e.g. Income Support. A recently dated letter from the Benefits Agency is required stating that you are in receipt of benefit and the name of the benefit you receive.

Claim Form:

You will need to obtain a Housing Benefit claim form. You can obtain a claim form by contacting the relevant council, complete as much of the form as possible before coming to the office, do NOT post the claim form.

Finally:

Once you have provided all of the necessary documentation contact us on the above telephone number. We will then make arrangements to proceed with your application.

Once satisfactory references have been received and a tenancy has been agreed with the landlord we will arrange an appointment at our offices to sign paperwork and take keys.