**IMPORTANT INFORMATION**

**You are applying for a tenancy and must complete the tenancy application and provide associated documents as outlined below. This application requires you to provide personal information which will be provided to Rent4Sure who will carry out credit and referencing checks and provide us with a report on your suitability as a tenant.**

**In completing the application, you agree that the application can be passed to them for this purpose.**

 **We will not share this information with any 3rd party other than our client without your consent.**

**More information about how we hold and process your data is available on our website newtonhuxley.co.uk.**

**REFERENCING**

Please complete in full and sign the Credit check and Referencing forms. You will be sent a link to complete these online. We will apply for Employers and previous Landlord references, where applicable. If you are Self Employed we will require a reference from an Accountant and/or 3 years Inland Revenue proof of earnings, alternatively it may be possible to make an advance rent payment but this is at the discretion of the Landlord.

Please note: The tenancy is always Subject to Contract and subject to satisfactory References and Credit Checks.

**IDENTIFICATION**

**At the point of referencing we will need to see a valid Passport, Residence permit (if Non EU, Non EEA Passport Holders), and Proof of Address dated within the last 3 months e.g. Bank Statement, Utility bill. These documents are required to comply with Right to Rent legislation and Anti-Money Laundering regulations. This applies to all occupants aged 18 years and over and Guarantors.**

**BANKER’S STANDING ORDER**

Prior to taking the tenancy we will provide a standing order mandate for the principle or joint signatures.

**TENANCY AGREEMENT**

A copy of this document will be sent to you prior to the tenancy and all parties named will be required to read and initial each page and sign at the end together with a witness (not relative) signature.

**PROPERTY MANAGEMENT**

In the event that the property is managed by Newton Huxley all matters of maintenance will be referred to and dealt with by this agency, we will also make periodic visits to the property (usually 6 monthly) by prior arrangement.

If we are instructed on a tenant find/introduction basis, you will be provided with all the Landlord contact details who will deal directly with maintenance issues.

**TENANT FEE STRUCTURE**

Company referencing and administration £300 Including vat

Tenant referencing and administration per person: £240.00 Including vat

Tenancy Renewal: £90 Including vat

Guarantor referencing and administration: £114 Including vat

Permitted occupier added to tenancy (over 18): £54 Including vat

Please note: Administration costs must be paid when returning the completed application forms.

Your landlord may have paid for an inventory and check in. In this case you will be required to pay the checkout charge. This is to make sure there is an independent and unbiased record of the condition of the property before you begin your tenancy and after you vacate:

 Furnished Unfurnished

One Bedroom £172 Including vat £160 Including vat

Two Bedrooms £204 Including vat £172 Including vat

Three Bedrooms £224 Including vat £204 Including vat

Four Bedrooms £244 Including vat £214 Including vat

Five Bedrooms £268 Including vat £232 Including vat

**Property Address:**

**Tenants Names:**

**Move in Date:**

**Rent in Advance:**

**Administration Costs: (including VAT)**

**Security Deposit**

**TOTAL (payable prior to commencement of tenancy)**

**£**

The holding deposit of £500.00 will be deducted from the total amount payable.

**Contract Terms:**

6 months [ ] 12 months [ ] 18 months [ ] 24 months [ ] 36 months [ ]

**Conditions to offer:**

**1.**

**2.**

**3.**

**4.**

3

**DECLARATION**

I/We have read, understand and agree to the fee structure and terms as confirmed under ‘Important Information’ detailed in the Tenants Information Page attached. I/We understand that if I/We fail references, do not supply information required to complete references to the agency, fail to declare information, or decide that we no longer want to rent the property I/We will forfeit the £500.00 Holding Deposit. **I confirm I/We will supply all of the Documentation required for Right to Rent Checks i.e. Valid Passport, Residence permit if required and Proof of address (dated within the last 3 months, in the form of a Bank Statement, or Utility bill).**

Where this Agreement is signed away from the Agent’s office in the presence of the Agent’s employee, you have a right to cancel the Agreement. Please see below for information on your right to cancel. *You have the right to cancel this contract within 14 days without giving any reason. The cancellation period will expire after 14 days from the day of the conclusion of the contract.*

*To exercise the right to cancel, you must inform us, NEWTON HUXLEY, by post to: Belhaven House, Walton Road, East Molesey, Surrey, KT8 0DP Or by e-mail to:* *lettings@newtonhuxley.co.uk* *of your decision to cancel this contract by a clear statement (e.g. a letter sent by post or by email).*

*To meet the cancellation deadline, it is sufficient for you to send your communication concerning your exercise of the right to cancel before the cancellation period has expired.*

***Effects of cancellation***

*If you requested to begin the performance of services during the cancellation period, you shall pay us an amount which is in proportion to what has been performed until you have communicated us your cancellation from this Agreement in comparison with the full coverage of the Agreement.*

**Tenants Signatures:**

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_

**Signed on behalf of Newton Huxley Ltd \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**