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Application for Tenancy

REFERENCES

Credit and other checks are made on all persons aged 18 years and over using a reference agency. Prospective landlords are within their rights to request sight of the replies to these enquiries. Legislation requires that all applicants are subject to a 'Right to Rent' check to prove they can reside in the U.K.

Prospective tenants must be aware that a tenancy cannot commence until Jackie Oliver & Co are in possession of satisfactory references, following which they will be asked to sign a tenancy agreement. Referencing generally takes 2-3 working days.

TENANCY AGREEMENT

A draft copy of the Assured Shorthold Tenancy Agreement is available for prospective tenants to inspect prior to them signing the original. Tenants must ensure they are familiar with the document prior to the start of the tenancy.

RENT & DEPOSIT

The initial month's rent and the deposit monies must be received by bank transfer a minimum of 4 working days before the start of the tenancy. We do not accept cash.

Future rent must be paid monthly in advance by bank transfer.

The deposit remains the property of the tenant and in the majority of cases is held by Jackie Oliver & Co as stakeholders and members of The Tenancy Deposit Scheme. These monies will be held for the duration of the tenancy, against damages and breaches of the tenant's obligations under the terms of the Agreement and shall be refunded to the tenant, without interest within 10 days following the expiry of the Agreement, less any agreed amounts required towards the discharge of the tenant's liability in respect of damages, breakage and breaches. Certain landlords choose to hold their own deposit and register with an approved scheme.

INVENTORY

Most Landlords provide an inventory / schedule of condition. This is prepared in advance to be agreed with the tenant at the start of the tenancy. If a signed copy of the inventory is not returned to the Agent within ten days with any comments or revisions noted, it will be considered that all is in order and the compilation deemed correct.

INSURANCE

Tenants are required to obtain appropriate accidental damage to landlord's fixtures and fittings insurance at the outset of their tenancy. This is a condition of the terms of the tenancy agreement. A copy of the insurance certificate must be supplied within 14 days of the start of the tenancy. Tenants are also advised that all of their own personal items are not covered through this cover and should consider taking out cover to protect these items.

COUNCIL TAX

Tenants are liable for the council tax payable on the property for the term of the lease, whether they are in occupation or not.

UTILITIES & TELEPHONE

Tenants are liable for all utility charges for the duration of the lease unless a property is specifically advertised otherwise. Oil tanks must be filled to the same level as at the start of the tenancy. In addition tenants are liable for any necessary telephone installation costs (subject to the agreement of the Landlord) and all subsequent charges during the term of the tenancy.



RESIDENTIAL
SALES & LETTINGS



MAINTENANCE

Tenants must ensure that the property and all fixtures, fittings and items therein are kept in good repair and MUST report any repairs, damages and remedial works which become necessary either to the Agent (if the property is managed) or directly to the Landlord. It is the tenant’s responsibility to ensure that batteries in the smoke detectors on all floors of the property are functioning at all times and replace batteries during the tenancy. If the property has an open fire or stove the tenant must pay for annual chimney sweeping.

APPLICATION

A referencing application form must be completed for each prospective occupant aged 18 or over. Please ensure that your forms are completed accurately and legibly with all details requested together with original passport (scanned copies are not acceptable) and proof of address i.e. a current bank statement or utility bill (not a mobile phone bill).

It is a legal requirement that all tenants undergo a ‘right to rent’ check. A consent form must be completed for this.

Missing and inaccurate information will delay your application. Incorrect or misleading information will delay the process and jeopardise your application for which a refund will not be made.

FEES (all include vat)

Application fees are payable prior to references being taken up and are non-refundable unless the landlord should withdraw from the arrangement for a reason not linked to the tenant’s suitability or the tenant’s ability to proceed on the agreed terms.

A fee of £175 is payable for the first applicant, every additional applicant thereafter will incur a charge of £75.

If a Guarantor is required, they must complete an application. There is a charge of £100 per guarantor for this.

Changes of tenant during a tenancy (subject to landlord acceptance) are subject to an application fee of £100 per person.

We charge an administration fee of £25 per letter if we have to write to you because your rent is late or if we have to return overpaid rent to you after your tenancy has ended.

You will be signing a Tenancy Agreement which is a legally binding contract. Should you wish to be released from the agreement you will need landlord consent and you will be liable to pay the fees charged to the landlord for arranging the tenancy pro rata to the length of time remaining. Remember your landlord is not obliged to release you.

DECLARATION AND APPLICATION

I/we confirm that I am making a formal application for tenancy and that in signing I understand that the process has started and the application fee is non-refundable.

Name _____ Signed _____ Date _____

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