



150 - 152 Westgate, Wakefield, WF2 9SR

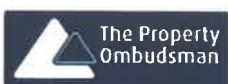
Tel: 01924 200 544

[www.hodsonsproperty.co.uk](http://www.hodsonsproperty.co.uk)

Email: [wakefield@hodsonsproperty.co.uk](mailto:wakefield@hodsonsproperty.co.uk)

# RESIDENTIAL LETTINGS APPLICATION FORM

(STRICTLY PRIVATE & CONFIDENTIAL)



# TENANT FEES SCHEDULE

EXISTING ASSURED SHORTHOLD TENANCIES (ASTS) AND ALL ASSURED TENANCIES



**HODSONS**

[www.hodsonsproperty.uk](http://www.hodsonsproperty.uk)

Holding Deposit	1 Weeks Rent
Security Deposit	5 Weeks Rent
Lost Keys/Security Device	Contractor cost x £x per item
Early Termination of a Tenancy within a Fixed Term	£50.00 inclusive of VAT
Remove a Tenant from Tenancy Agreement	£50.00 Inclusive of VAT
Addition of a New Tenant	£50.00 inclusive of VAT
Changing a Tenant	£50.00 inclusive of VAT
Amend Tenancy to Allow Pet	£50.00 inclusive of VAT
Amend Tenancy to Allow Decorating	£50.00 inclusive of VAT
Late Payment of Rent Charged at a Daily Rate	3.75% pa

Please ask a member of staff if you have any questions about our fees.

CLIENT MONEY PROTECTION:  
[www.propertymark.co.uk](http://www.propertymark.co.uk)

**propertymark**

INDEPENDENT REDRESS:  
[www.\[tpos/theprs\].co.uk](http://www.[tpos/theprs].co.uk)



1/X

**Charges:**

1. Individual Application Form (one for each applicant) we require you to pay a Credit Reference fee of £120.00 inclusive of VAT per person.

This fee is to enable us to undertake the credit referencing and vetting process through Vouch which is a separate company to us. We have no connection with Vouch other than using its services. The fee is not returnable to you once instructions have been given to Vouch.

2. If any Guarantors are required then they will also be requested to complete an Individual Application Form and to pay a separate fee of £50.00 inclusive of VAT per Guarantor.

3. Credit check only Application is £50 inclusive of VAT.

**Process:**

- We will require to see original photographic evidence of identity for all Applicants (i.e. driving licence or passport and Visa, if applicable) as well as proof of address (i.e. a utility bill, bank statement – but not a mobile phone bill) for each applicant.

- In order to verify the contents of your application Vouch will need to share Personal Data with third parties and the Landlord and or Letting Agent where it is necessary to do so. Vouch will comply with all aspects of the Data Protection Act 1988.

- In order to complete your application Vouch will consult with a number of sources to verify the information you provide. The third parties with whom it may be necessary for Vouch to share information relating to your application may include but are not limited to:

- a) Your family, associates and representatives
- b) Suppliers and service providers including utilitease
- c) Your or professional advisors and consultants
- d) Financial organisations
- e) Credit reference agencies
- f) Debt collection and tracing agents
- g) Employment and recruitment companies
- h) Central government

- You agree to permit Vouch to approach third parties including those listed in clause B above. In particular you agree that Vouch may provide Utilitease with your Personal Data if your application is successful to offer you support and assistance regarding your utility services at your new home.

- If the referencing process is satisfactory then we will report to the Landlord and contact you for a move in date.

- We will send you a copy of the Tenancy Agreement to read through before you come in to sign it.

- We will require payment of the first month's rental and Bond payable by bank transfer prior to collecting the keys.

- If the references are not satisfactory then the Credit Reference Fee(s) will not be refunded as those checks will have been carried out.

**The Main Points relating to the Tenancy**

- Applicants must be in full time employment and not in receipt of housing benefits
- The monthly rental will be advised to you. All rents are per calendar month and are paid on a specific day in each month by Standing Order (after the first month’s rental which is paid in advance as explained below)
- A bond or deposit (“Tenants Deposit”) will be required from you and we will advise you of the amount required. The purpose of the Tenants Deposit is to cover damage or breakages at the Property.
- One month’s rental and the Tenants Deposit are payable in advance and must be paid by Bank Transfer. We do not accept cash, personal cheques or Credit Cards.
- The Tenancy will be an Assured Shorthold Tenancy under the 1988 Housing Act (as amended) and the tenancy agreement will be in the form provided by ARLA of which we are a member firm.
- The Tenancy Agreement sets out the obligations imposed on both the Landlord and on you, as Tenant.
- Where you, the Tenant, is more than one person then the Tenancy Agreement applies to all of you together and to each of you on your own. Each of you can be held fully responsible for payment of all rent and all liabilities falling on a tenant as well as for the consequences of any breach of the Tenancy Agreement.
- You will be responsible for informing all utility companies (gas, water, electricity and Council tax) at the start of the tenancy and arranging final readings / accounts at the end of the tenancy.
- The Tenant is responsible for maintaining the gardens at the property to a good standard
- You are strongly advised to take out your own personal contents cover as your possessions are not covered under any insurance put in place by the Landlord. Please note that this is an application to take a tenancy of a Property, not a tenancy itself.
- Although we will deal with this application in accordance with the Code of Practice for Residential Letting Agents issued by the Property Ombudsman and process the application accordingly, the Landlord is not obliged to offer a tenancy to you nor are you obliged to take the tenancy until the Tenancy Agreement has been signed.

Signed by the Applicants: .....

Date:.....

**APPLICATION FOR TENANCY**

<b>PROPERTY ADDRESS:</b>	<b>RENT:</b>
	£

<b>APPLICANT FULL NAME:</b>
<b>D.O.B:</b>
<b>CURRENT ADDRESS: (Please provide previous address if time at this address is less than 3 years)</b>
<b>LENGTH OF TIME AT THIS ADDRESS:</b>
<b>PREVIOUS ADDRESS:</b>

<b>CONTACT PHONE NO.:</b>
<b>(H)</b>
<b>(M)</b>
<b>EMAIL ADDRESS:</b>

<b>RESIDENCY TYPE: (Please circle)</b>			
<b>Home Owner</b>	<b>In Rented</b>	<b>Living with family/friends</b>	<b>Other</b>

<b>MARITAL STATUS: (Please circle)</b>			
<b>Single</b>	<b>Married</b>	<b>Divorced/Separated</b>	<b>Other</b>

<b>NO. OF DEPENDANTS &amp; AGES:</b>

<b>PETS: (Type and amount)</b>	<b>SMOKERS:</b>	
	<b>Yes</b>	<b>No</b>

**CREDIT HISTORY: (Please detail any known CCJ's, Bankruptcy or Adverse Credit)****EMPLOYMENT STATUS: (Please circle)**

Employed	Self Employed	Retired	Other
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Company Name/Accountant:

Address:

Contact Name &amp; Position:

Telephone:

Email Address:

Your Position:

Is this position: (Please circle)	Permanent	Contract	Other
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Gross Salary Per Annum:  
(If self employed please indicate your average earnings from the last year)

£

Start Date:	End Date: (if applicable)
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**LANDLORD/LETTING AGENT DETAILS: (If applicable)**

Name:

Address:

Telephone: (Mobile) (Daytime)

Email Address:

**NEXT OF KIN:**

Name:

Address:

Telephone No.:

Email Address:

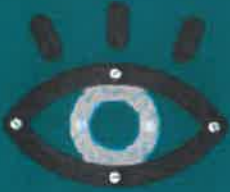
Relationship:



Council, water & energy. Know your legal obligations.



The best deals on broadband.



We can find you the best utility provider.



Save yourself the hassle.

You don't have to wait for us to call, get in touch today!

Tel: **01623 880095** (opt 1)

Text: **07944 691 926**  
(we will call you back)

Email: [support@utilitease.co](mailto:support@utilitease.co)

Web: [www.myutilitease.co.uk](http://www.myutilitease.co.uk)



# Lets get you ready for move in!

Once your application has been accepted we will be in touch to take all the hassle away from sorting your utilities. The first thing we need to do is cover off your legal obligations when it comes to the utility services at your new home. In addition to this and without obligation, we can even help you find the best broadband, TV and energy deals on the market. Make sure you answer our call, it could save you a lot of time, hassle and MONEY!

