

### Reservation & Application Form

Welcome to McLean Property Services, please supply us with the details below. The landlord will be provided with these details and they will be used for completing the reference check.

**Application Process-** All application forms must be completed and signed before an application for a tenancy can be formally considered; these must be returned within 48 hours. **All adults over the age of 18 years old** must be referenced and credit checked and **a non-refundable application fee** of £180 for a single application or £276 for a joint application, along with the reservation/application form. **If a guarantor is required to support your application, a further £60 is applicable.** All fees are inclusive of VAT. We are unable to reserve the property or commence the application until these payments has been received.

Referencing is often carried out via a professional referencing agency. Please complete all information on the form; failure to do so will delay the application process however

All applicants are required to provide 2 forms of ID, e.g. passport/driving license/ and student ID number prior to moving into the property.

**Holding Fee of £200-** Payment of the Holding Fee ensures the accommodation will not be offered to any other applicant by this company until after the planned commencement date. Should the tenancy go ahead this will be deducted from the money due before you move in. If the Landlord/Agency declines the tenancy it will be refunded. Should you decide not to continue with the process for any reason, or incorrect or fraudulent information is given by you or your guarantors in your application, or your reference is declined, or you fail to take up the tenancy by or on the agreed date your holding deposit AND application fee are non-refundable.

The proposed tenancy is offered 'subject to contract' and is conditional upon the receipt of satisfactory reference and/or guarantees; the receipt of cleared funds and the signing by all parties of the tenancy agreement.

McLean Property Services details:

Bank - Nat West

Sort Code: - 54-21-51

Account Number: - 30742412

**IMPORTANT:** Please add your surname to the bank transaction in order that we can identify who it is from

We now offer card payments through our PayPal machine. There is a small fee of 3.4% + 20p applies for every payment via Chip and PIN cards and/or PayPal check-in. Please let me know if you would like to use the card machine as this requires setting up before use.

**Security Deposits-** The security deposit will equate to approx one month's rent and the balance must be paid immediately after the application process. The deposit will be deposited into the governments approved Deposit Protection Scheme [www.depositprotection.com](http://www.depositprotection.com) who will contact you with your repayment ID number. Where the property is managed by the landlord they are responsible for administering the deposit.

**Moving In-** Prior to you moving in, each applicant must sign the Tenancy Agreement and to pay by bankers draft or 'cleared funds' the first month's rent. **Please note we collect rent on 1<sup>st</sup> of every month.** An inventory and schedule of condition will be prepared and you will be given a copy of the report.

**Rental Payments-** A monthly standing order for the rent will be set up by us, payable 3 days before the due date to ensure the rent is in our account on the due date. N.B there will be an administration surcharge for late payments of rent on each occasion.

**Insurance-** It is your responsibility to hold contents insurance for your belongings throughout the period of the tenancy, and in the event of accidental damage to the landlord's contents. We can supply further information upon request.

**Property details:**

Property Address:			
Length of Tenancy		Tenancy start date:	
Rental Amount		Deposit amount:	
Special Conditions:			

**Tenants Details:**

A separate application is required for each adult resident – to avoid delays give full details – this form <b>MUST</b> be completed prior to carrying out credit searches			
<b>Prospective Tenant Details:</b>			
Title: Mr/Mrs/Miss/Ms/Dr/Revd:		Last Name:	
First Name:		Middle Name/s:	
Any Previous Names in Full:			
Address:		Number of dependants & ages:	
Time Spent at this address:		Job title & salary:	
Telephone No's (Include STD)	Home:	Work:	
E-mail address:			
<b>Identification</b> (Please supply NI number with driver's licence or passport, plus photocopy showing your photo)			
Date of Birth:		National Insurance Number:	
Driver's Licence Number:		Passport Number:	
House owner [ ] Council Tenant [ ] Private Tenant [ ] Lodger [ ] Living with relatives/friends [ ] (tick box)			
<b>Answer clearly – write yes or no</b>	Smoker? (this does not necessary disqualify you)	Pets?	
Court Decree?	Bankruptcy?	Evictions?	
Administration Orders?	If you have answered yes to any of these questions, please provide details below (continue onto back of sheet if necessary)		
<b><u>Office Information:</u></b>			
<b>Holding deposit:</b>		<b>Agency fee:</b>	

**Surety Guarantor / Referee** (where applicable)

Full Name:

Occupation:

Yearly Salary:

Address:

Email address:

Telephone:

I will be directly responsible for Council Tax, and for opening accounts with service providers and paying directly to them for **all** services to the property.

I believe the information provided here to be true and authorise the landlord or agent to:

- Carry out credit searches and reference checks and to contact employers, banks, referees, guarantors and credit reference agencies.
- Use the information obtained with third parties to assess credit ratings, make insurance decisions, for fraud prevention and tracing / debt collection.
- Handle all information obtained in strictest confidence and in accordance with the principles of the Data Protection Act 1988.

I understand that the £200 holding deposit plus all agency fees paid is non-refundable/ non-transferable should I decide not to proceed.

I understand that I can request the details of any credit reference agencies used so that I can verify with them the information provided.

I understand that if I default on my tenancy obligations, this information may be released to authorised debt recovery agencies and could affect any future applications I make for tenancies, credit and insurance.

Completing this form does not commit the prospective tenant or landlord to a tenancy. A shared or single tenancy will not be created until **all** applicants have been qualified and have signed the tenancy agreement.

I can confirm that I have read the above and have raised any concerns with the landlord or agent. Prospective tenants should be aware that any false statement made could result in early termination of the tenancy underground 17 of the Housing Act 1996.

**I/We authorise Mclean Property Services to make any enquiries considered necessary to complete the reference check.**

I/We understand and agree with the above terms and conditions and pay the **non-refundable** Reservation Application and Holding Fee/s as shown.

Print name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_