

## *Application for Tenancy and Terms of Business*

**Please read before paying your holding deposit.**

### **YOUR APPLICATION**

- The property will remain available until all application forms have been completed and the holding deposit paid.
- Please provide us with identification in the form of a passport or driving license.
- The completed application does not guarantee the offer of a tenancy. This is subject to satisfactory references and is at the Landlords discretion.

### **REFUNDABLE HOLDING DEPOSIT**

- We will ask you to pay a refundable holding deposit the equivalent to one weeks rent to demonstrate a commitment to rent the property whilst referencing checks take place. Once the holding deposit is paid, we will stop advertising the property, and we will refund the holding deposit once you enter into a tenancy agreement or allocate it to your Tenancy Deposit.
- The holding deposit will also be refunded if the landlord decides not to rent the property to you.
- The 'deadline for agreement' for both parties are usually 15 days after a holding deposit has been received by the agent (unless otherwise agreed in writing).
- We can only retain your holding deposit if you provide false or misleading information which reasonably affects our decision to let the property to you (i.e. calls into question your suitability as a tenant, this can include your behavior in providing the false or misleading information), you fail a right to rent check, withdraw from the proposed agreement (decide not to let) or fail to take all reasonable steps to enter an agreement (i.e. responding to reasonable requests for information required to progress the agreement) when the landlord and/or agent has done so. When we wish to retain the holding deposit, we will set out in writing the reason for this within 7 days of deciding not to enter the agreement or the 'deadline for agreement'.
- If the landlord decides not to offer you a tenancy for reason unconnected with the above, then your deposit will be returned within 7 days.

### **REFERENCING**

- Right to Rent Checks will be carried out under the Immigration Act 2014. You must provide us with documentation which shows you have a legal right to rent in the UK.
- In order to satisfy the referencing criteria your gross monthly income should be 2.5 times the monthly rent and in permanent employment.
- If you have any concerns about your past credit history, please speak to us before paying the holding deposit.

### **DEPOSITS**

- After your application is approved, you will be required to provide a dilapidations deposit equivalent to FIVE WEEKS RENT against breakages or dilapidations over and above normal wear and tear. This deposit can be paid directly to our account or by banker's draft. Funds must be cleared before access to the property will be granted. The deposit may be used to restore the property to tenable condition should our final inspection show this to be necessary or to pay any outstanding rent or other bills. All deposits will be covered by "The Deposit Protection Service" (DPS). All disputes will be handled as per the scheme rules. The Deposit Protection Service Terms and Conditions are attached to this document and can also be found at <https://www.depositprotection.com>.

3 Station Square, Flitwick, Beds. MK45 1DP

Tel: 01525-633300

E-mail: [mail@ppclettings.com](mailto:mail@ppclettings.com)

Web: [www.ppclettings.com](http://www.ppclettings.com)

PPC Property Management Ltd. Company registered office: First Floor, 5 Doolittle Yard, Froghall Road, Ampthill, Beds. UK. MK45 2NW  
Company registered in England and Wales No. 7080417. Vat No. 981 1640 19



#### RENT

- Before the date of occupation your first rent payment and deposit are to be paid either by Bankers Draft, Building Society cheque or directly to our bank. WE CAN NOT ACCEPT PERSONAL CHEQUES OR CASH.
- When the Landlord has instructed PPC as agents to collect the rent each month, we will appoint a lead tenant and a standing order facility will be set up for the total amount of the rental. We regret that we are unable to accept personal cheques or cash in payment for rent. Delayed rent payment causes us considerable extra administration and further delays in our payment to the landlord. Your rent due date will normally be the first of each month which means that your first rent payment will be pro-rated. However, if you move into a property on or after the 20<sup>th</sup> of the month you will be required to pay the pro-rated amount plus the full rent for the following month. Rent will be calculated on a daily rate (Rent x 12/365 x number of days).

#### DEFAULT FEES

- We can only charge a tenant a default fee where this has been written into the tenancy agreement and this can be for a late payment of rent (which is more than 14 days overdue) or a lost key/security device giving access to the housing.

#### CHANGES TO THE TENANCY

- Changes to the tenancy (capped at £50.00 + VAT or reasonable costs if higher) Where a tenant requests a change to the tenancy agreement (e.g. a change of sharer or permission to keep pets on the property) we are entitled to charge up to £50.00 +VAT for the work involved in amending the tenancy agreement or the amount of our reasonable costs if they are higher. The general expectation is that the charge will not exceed £50.00 +VAT

#### EARLY TERMINATION

- Early termination (capped at the landlord's loss and agent's reasonable incurred costs)
- If a tenant requests to leave before the end of their tenancy, we are entitled to charge an early termination fee. This must not exceed the financial loss that a landlord has suffered in permitting, or reasonable costs that have been incurred by the agent in arranging for, the tenant to leave early. This usually means that a landlord must not charge any more than the rent they would have received before the tenancy reaches its end. Our letting fee to landlords is generally 60% of one month's rent including vat.

#### MOVING IN

- You should check carefully the condition of the property and its contents when you move in. The property should be in clean condition and free from damage. If you find anything that is not in good order, then we ask you to report it to us within three days of moving in so that it can be put right or marked on the inventory. **The property is let as seen at the time of the viewing; and requests for extra furniture, appliances or redecoration will normally be considered after the tenancy is entered into.**
- ELECTRICITY AND GAS SUPPLIES: Tenants must contact all the utility companies and supply the ingoing meter readings and arrange for connection to gas, electricity & water. Where known we will endeavour to supply the name of the current supplier responsible for the connection. You have a statutory right to change supplier. To find out who is the current supplier you can contact: -Electricity (0845 8015467) Gas (0870 6081524). At the end of the tenancy you must provide all the utility companies with the final meter readings and settle the accounts. Pre-paid meters may not be installed at any time during the Tenancy, without the consent of the Landlord.
- WATER RATES: Our standard Lease provides that the Tenant is responsible for the payment of water rates. Some properties are on a water meter. You will need to contact Anglian Water to arrange for connection on 0800 919155.
- TELEPHONE / SKY or VIRGIN: Tenants are responsible for any connection or re-connection charge and should contact the telephone company to have the line changed to their name. You will need the written consent of the landlord to have SKY or VIRGIN connected to the property and any damage caused to the property by Sky or Virgin will be deducted from the deposit.
- COUNCIL TAX: This is the responsibility of the Tenant. You need to notify the Council Tax Office of the date that you move in. Our experience shows that they are now very efficient and will track Tenants from property to property for recovery of tax. As Letting Agents, PPC are obliged by law to notify the Council of your occupation, previous address and your forwarding address.

#### PETS

- A Tenant can request permission to keep a pet in the property before the holding deposit is paid and tenancy started. A pet in the property will affect the monthly rental payment. Properties are generally advertised at a high rent if pets are allowed.

#### INSPECTIONS

- Periodically, you will be notified of our intention to conduct an Inspection, for which our passkey will be used. Photographs of the property will be taken during the inspection and reported back to the landlord.

#### FROST DAMAGE

- Frost damage is a risk to all houses left empty during the winter period (November to April) due to possible pipe bursts and flooding. If you are away from the property for any period longer than a day, then we request that you carry out the following procedures:
  - Turn off the mains water supply at the main stopcock and open loft access hatch (if provided).
  - Leave heating on (if necessary, turn down to a low setting)
  - Failure to carry out this procedure could make you liable for any of the damage caused.

#### **INSURANCE**

- As tenant(s), you will be responsible for the safe-keeping of the property and its contents and unless otherwise advised, you will be responsible for insuring the contents of the property and the safe-keeping of your own valuables and effects. The landlord shall not be responsible for consequential damage (e.g. damage by ingress of water, loss of freezer contents etc.) and you should carry appropriate insurance if you wish to be covered against these risks.

#### **GAS APPLIANCES**

- Gas Safety Regulations now apply to both landlords and tenants in rented property. In order to comply with the regulations, it is necessary:
  - That brown or sooty build-up on any gas appliance, or gas escape be reported immediately to your letting agent AND the local gas Board. The emergency number for the Gas Board is 0845 609 1122
  - That ventilators installed in the premises for the correct operation of the gas appliance should not be blocked.
  - That safety checks be carried out every 12 months on any gas appliance in the property. The tenant is required to allow entry with reasonable notice for this purpose. A copy of the record will be made available to the tenant.

#### **ELECTRICAL APPLIANCES**

- For safety reasons, tenants are requested to visually inspect all electrical appliances on a regular basis. In use, cables and flexes can become frayed and casings broken. You should contact PPC as soon as possible should any defect be discovered, or repairs become necessary.
- Where electrical appliances are used outdoors, e.g. lawnmowers etc., they should only be used when connected to an RCD (Residual Current Device) protected mains supply. RCD units are available from most hardware stores and should be checked before use. The Tenant is responsible for keeping all electric lights in good working order and in particular to replace all fuses, bulbs, or fluorescent tubes, as and when necessary.

#### **IMMIGRATION ACT 2014 – Right to Rent Checks**

- Under the Immigration Act 2014 we are required to obtain original acceptable documents. From the list below. We must check in the presence of the holder (in person or via live video link) that documents appear genuine, that the person presenting them is the prospective occupier, the rightful holder and allowed to occupy the property. In addition, we must make a clear copy of each document in a format which cannot later be altered and retain the copy securely: electronically or in hardcopy. We must retain a record of the date on which the check was made and retain the copies securely for at least one year after the tenancy agreement comes to an end.
  - **List A - acceptable documents for Right to Rent Checks. If we see these documents when taking in a tenant, there is no need for a repeat check.**
  - **List A Group 1 – Acceptable single documents**
    - A Passport (current or expired) showing that the holder is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
    - A Passport or National Identity Card (current or expired) showing that the holder is a national of the EEA (European Economic Area) or Switzerland.
    - A Registration Certificate or Document (current or expired) certifying or indicating permanent residence issued by the Home Office, to a National of a European Union, European Economic Area country or Switzerland.
    - A Permanent Residence Card, indefinite leave to remain, indefinite leave to enter or no time limit card issued by the Home Office (current or expired), to a non-EEA national who is a family member of an EEA or Swiss national.

- A Biometric Immigration Document issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK or has no time limit on their stay in the UK. The document must be valid (not expired) at the time the Right to Rent Check is made.
  - A Passport or other Travel Document (current or expired) endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
  - A current Immigration Status Document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person is permitted to stay indefinitely in the UK or has no time limit on their stay in the UK. The document must be valid (not expired) at the time the right to rent check is made.
  - A Certificate of Registration or Naturalization as a British citizen.
- **Group 2 – Acceptable document combinations.**
  - Any two of the following documents when produced in any combination. All documents in List A, Group 2, must be dated to show they were issued within the specified date shown, e.g.: within the last three months. The document must contain the name of the prospective tenant.
    - A full birth or adoption certificate issued in the UK, the Channel Islands, the Isle of Man or Ireland, which includes the name(s) of at least one of the holder’s parents or adoptive parents.
    - A letter issued within the last 3 months confirming the holder’s name, issued by a UK government department or local authority and signed by a named official (giving their name and professional address), or signed by a British passport holder (giving their name, address and passport number), or issued by a person who employs the holder (giving their name and company address) confirming the holders status as an employee.
    - A letter from a UK police force confirming the holder is a victim of crime and personal documents have been stolen, stating the crime reference number, issued within the last 3 months.
    - Evidence (identity card, document of confirmation issued by one of HM forces, confirmation letter issued by the Secretary of State) of the holder’s previous or current service in any of HM’s UK armed forces.
    - A letter from HM Prison Service, the Scottish Prison Service or the Northern Ireland Prison Service confirming the holder’s name, date of birth; or a letter from an officer of the National Offender Management Service in England and Wales, an officer of a local authority in Scotland or an officer of the Probation Board for Northern Ireland.
    - Letter from a UK Further or Higher Education institution confirming the holder’s acceptance on a course of studies.
    - A current full or provisional UK driving licence (a photo card without paper counterpart is acceptable). A current UK firearm or shotgun certificate.
    - Disclosure and Barring Service certificate issued within the last 3 months. NB: Further information, including details of security safeguards included within the certificate, can be found here.
    - Benefits paperwork issued by HMRC, Local Authority or a Job Centre Plus, on behalf of the Department for Work and Pensions or the Northern Ireland Department for Social Development, within the last 3 months.

**PPC Property Management is part of a Client Money Protection Scheme: Client Money Protection – Membership No. CMP003147**

**PPC Property Management is part of an independent Redress Scheme: The Property Ombudsman.**

***Application for Tenancy***

---

Property to be rented:

---

Monthly Rent:

---

Preferred Start Date:

---

Preferred length of Tenancy:

---

How many occupants over 18 will reside in the property in total?

---

Will anyone aged under 18 be residing at the property?

If yes, how many?

---

Do any applicants have pets?

If yes, provide details:

---

Do any applicants smoke?

---

Will any applicants be claiming Housing Benefit?

---

Other information you think the owner should be aware of:

---

Conditions of Application: Please specify any requests or conditions attached to your offer to rent the above property.

---

***Signed:***  
*Applicant 1*

***Signed:***  
*Applicant 2*

Please complete the form below, failure to provide accurate information could result in your application being rejected and hold deposit withheld.

---

**Applicant 1**

---

Title:

---

First Name:

---

Surname:

---

Date of Birth:

---

Current Address:

---

Mobile phone No.

---

Email:

---

Any recent rent arrears?

---

Are you employed?

---

Annual Salary?

---

This Applicants share of the rent: £

---

---

If you have had any recent rent arrears or adverse credit within the last 7 years, please provide details below.

---

---

Source of Income

---

Employed (PAYE)  Self-Employed (Self- Assessment)  Self-Employed (Accountant)  Investments/Saving

---

Other:

---

**I confirm that the information I have provided is accurate and that I have read and understood the terms and conditions details above. I accept that by signing this document I am bound by its contents.**

Signed:

Date:

---

*Please complete the form below, failure to provide accurate information could result in your application being rejected and hold deposit withheld.*

---

**Applicant 2**

---

Title:

First Name:

Surname:

Date of Birth:

Current address:

Mobile phone No.

Email:

Any recent rent arrears?

Are you employed?

Annual Salary?

This Applicants share of the rent:                      £

---

If you have had any recent rent arrears or adverse credit within the last 7 years, please provide details below.

---

Source of Income

---

Employed (PAYE)     Self-Employed (Self- Assessment)     Self-Employed (Accountant)     Investments/Saving

Other:

---

**I confirm that the information I have provided is accurate and that I have read and understood the terms and conditions details above. I accept that by signing this document I am bound by its contents.**

Signed:

Date:

---