



# Tarrants Property Services Ltd

4 Bevan Street East, Lowestoft, Suffolk, NR32 2AA

Telephone: 01502-573177 Email: info@letusletyou.co.uk

## Let Us Let You

### GUARANTOR

Address of Property \_\_\_\_\_

Rent Per Calendar Month £ \_\_\_\_\_ Deposit £ \_\_\_\_\_

**A Guarantor must own their home and have been resident for at least one year**, documents supporting this will be required, i.e. mortgage statement/or solicitor letter. The Guarantor must also be available to visit our office in Lowestoft to sign a Deed of Guarantee and to enable us to verify their proof of identity.

Credit checks will be carried out on the Guarantor. By signing this document and ultimately the Deed of Guarantee you confirm you understand your obligations will stand for the lifetime of the Tenancy. Should the Tenants default in any way with their Tenancy your obligation is as per the Terms and Conditions of their Tenancy Agreement, a draft copy of which is attached with this form, but will also include any Clauses added in The First Schedule at the time the Tenancy Agreement is signed.

Full Name: Mr/Mrs/Miss/Ms First Names: Surname:

Current Address:

Postcode:

Telephone Nos: Email Address: Date of Birth:

Landline:

Mobile:

How Long Have You Been At This Address:

Are You Currently  Employed  Self Employed  Unemployed  Other

If Other, Please Specify:

**If Employed, Name of Employer:**

Employers Address:

Postcode: Telephone Number:

Name of Contact: Email Address of Contact:

Your National Insurance No: Your Job Title:

How Long Have You Been With This Company:

**Income:** PA/PCM/PW Frequency Paid:

**Marital Status:** Single Married Living with someone Divorced Widow/Widower



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### Accountant Reference (if self employed) Your Company Name:

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Name of Accountant:

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Address of Accountant:

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Postcode:

Telephone Number:

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Name of Contact:

Email Address of Contact:

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### Bank Details

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Name of Bank:

Branch:

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Address:

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Name on Account:

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Sort Code:

Account Number:

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### Declaration & Authorisation To Disclose Information

I confirm that to the best of my knowledge and belief the above details are true and correct at the time of completion.

I hereby authorise Tarrants Property Services Ltd to seek references from those named above and to make whatever further enquiries and credit checks are deemed necessary to confirm the details I have provided. I understand I can request the names of any credit reference agency used by Tarrants Property Services Ltd so that I may verify the information held about myself, but also that should I default on the Tenancy Agreement I enter into, the information contained in this application may be released to authorised credit recovery agencies. The information disclosed on this form will be shared with the Property Landlord.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Name Printed In Full: Mr/Mrs/Miss/Ms: \_\_\_\_\_



**INFORMATION FOR APPLICANTS**

- 1 The Holding Deposit is required before any application can be processed.
- 2 Proof of ID will be required for each person who will be residing in the property, including Children.
- 3 If you do not pass the Affordability test with the Referencing Company, we will require a Guarantor, who must be a working homeowner, supporting evidence will be required to prove ownership, i.e. mortgage statement or copy Land Registry Document. The Guarantor will need to attend our office to sign the Deed of Guarantee before the Tenancy can commence.
- 4 The Tenancy will be an Assured Shorthold Tenancy with a minimum term of 6 months. This Tenancy will convert to a Periodic Tenancy at 6 months and 1 day unless Notice is given by either the Tenant or Landlord to expire at the end of the six-month period. The Tenancy Agreement must be signed by all persons aged 18 and over who will reside at the property.
- 5 **Pets** - If pets are allowed the monthly rental amount will be increased by a small percentage.
- 6 Prior to occupancy it is the Tenant's responsibility to arrange connection /transfer of electricity, gas, water, sewerage and Council Tax into their name and to ensure if prepayment meters are in place, the appropriate key or card is obtained to enable them to purchase credit.
- 7 When you sign the Tenancy Agreement you will be given a Written Schedule of Conditions and a CD of supporting photographs. You will have three days to check the accuracy and to inform our office of any amendments or comments. If you do not contact us during this period, acceptance as printed will be assumed and this Schedule of Conditions will stand as evidence when the Check Out is undertaken.
- 8 After the first payment, all rent is to be paid by Standing Order or via Online Transfer. Our Bank Details will be given to you when you sign the Tenancy Agreement.
- 9 Charges will be applied if you break the terms and conditions of your Tenancy Agreement. (Late payment of rent – interest will be added daily at 3% above Bank of England base rate.) (Charges will also be applied if you request alterations to the Tenancy, as an example this could include changing the rent date or add/remove tenant.
- 10 If you apply for a property through us, you are confirming your agreement to look after all areas including, but not exclusively, gardens, garages, driveways etc.
- 11 Regular Property Inspections will be carried out, if the Landlord instructs us to do so. We will endeavour to give reasonable notice and will enter using our keys if you are not available. The purpose of these inspections is to ensure there are no un-noticed repair issues for the landlords' attention and also ensure adequate housekeeping of the property and garden areas is being maintained by tenants.
- 12 The Deposit will be held in a secure Client Account and will be registered with one of the regulating insurance schemes as required by law and their rules followed at the end of the Tenancy. No interest is paid on deposits held and deposits cannot be used against the final month's rent.
- 13 Should you withdraw your application, with-hold information or references are not returned your Holding Deposit will be forfeited. If your application is rejected by the Landlord through no fault of your own, your Holding Deposit will be returned.
- 14 Universal Credit & other Benefits – if you will be claiming this, you will still need to pay the full rent on the day the Tenancy commences and at each date the rent becomes due after that, as all rent is due 'In Advance'.
- 15 We do not have facilities to accept card payments and the first month's rent and deposit protection fee must be paid either by cash or bankers draft. You may transfer payment online, however this will need to be received in our account before the Tenancy can commence. Personal cheques cannot be accepted for this first payment.
- 16 Our aim is to provide a first-class service and to do everything we can to ensure you are satisfied. If you feel that we have fallen short of this standard and you wish to complain, we are Members of a Property Redress Scheme, please contact us in the first instance and we will advise you of the procedure.

**I/We confirm we have read and understood the above conditions and wish to proceed with our Application to Rent.**

Signed (1) \_\_\_\_\_

Printed Name \_\_\_\_\_

Signed (2) \_\_\_\_\_

Printed Name \_\_\_\_\_