

FINN'S

TENANT'S INFORMATION SHEET

TENANCY APPLICATION AND REFERENCES

Should you wish to be considered for the tenancy of a property, we require an application form to be completed by each proposed tenant for referencing purposes. We will usually take up references on all applicants aged eighteen or over and they will be named in the Tenancy Agreement. It is essential that this form is completed accurately and speedily in order to improve your chances of securing a property. It is important that you notify us immediately of any bankruptcy, County Court Judgements or poor credit payment history before any non-refundable good faith payments are processed.

GUARANTORS

On occasions a guarantor may be required. The guarantor (normally a close relative of the applicant) will need to complete a separate reference application form and will be required to sign a Guarantor's Agreement in respect of paying rental payments due in the event of the tenant defaulting. In these cases an additional fee is required (as stated below).

GOOD FAITH DEPOSIT

At the point of agreeing a tenancy in principle, the applicant(s) is required to pay a non-interest bearing good faith payment of £360.00 to secure the property initially, but the offer of the tenancy will be subject to the receipt of satisfactory references. This sum will be deducted from the initial monies required at the commencement of the tenancy. It is important to understand that this payment will not be refunded should you withdraw from the proposed tenancy or if our reference enquiries prove to be unsatisfactory, as the monies will be applied to cover administration costs and in some cases loss of rent to the Landlord where a higher Good Faith Deposit has been paid. However, should the landlord withdraw from offering you the tenancy for any reason other than the unsatisfactory references being declined the good faith payment will be refunded to you in full. In cases where the start of the tenancy is in excess of four weeks from the date the tenancy is offered a larger good faith payment will be necessary, up to a maximum of one month's rent. This is paid under the same terms as the standard £360.00 good faith deposit amount.

RIGHT TO RENT

Before allowing a tenant to live in one of our rental properties, it is now required by law that we carry out checks to ensure that you are allowed to rent in the UK. We do this by checking that you have the valid documentation, such as an EU passport or valid working VISA. In most cases, we will simply require a copy of your UK passport. If this is not possible, a combination of other documentation may be acceptable. For further information, please contact a member of our staff.

PRESCRIBED DOCUMENTATION TO BE GIVEN TO TENANTS

Prior to the commencement of any tenancy, we are required by law to provide the following documentation to prospective tenants: a copy of the Energy Performance Certificate, a copy of the How to Rent Guide in England and Wales and a copy of the Landlord's Gas Safety Certificate (where there are mains or LPG gas appliances at the property). We are also required to comply with the energy performance of buildings (England and Wales) (Amendment) (No 2) Regulations 2016. **Therefore in order to comply with this regulation, by signing our Tenant's Information Sheet, you are agreeing to receive the aforementioned documentation electronically.**

TENANCY DEPOSIT

For all tenancies, a Deposit is payable and this is held by Finn's as Stakeholders for the full term of the tenancy under the Tenancy Deposit Protection Scheme and does not bear interest to the Tenant. The Deposit normally equates to one and a half month's rent. The Deposit is accounted to the Tenant as soon as possible after the end of the tenancy subject to any claims by the Landlord for dilapidations or rent arrears. We shall provide you with full details of the Tenancy Deposit Scheme regulations prior to the tenancy commencing.

RENT PAYMENTS

All rent is payable in advance by bankers' standing order, normally on the first of the month. When a tenancy commences after the first of the month you may be asked to pay the pro rata proportion of rent to the first of the following month in addition to a full month's rent. The amount of the initial rent payment will be confirmed in our offer letter.

TENANTS' FEES

An administration fee of £300.00 plus VAT is payable towards the cost of preparing the Tenancy Agreement, taking up references, preparing the inventory and schedule of condition and notifying the utility companies (not telephone) and includes carrying out a formal checkout with you at the end of the tenancy. This is irrespective of whether there are one or more applicants. Should a Guarantor be required in order to process your application an additional charge of £60.00 plus VAT will be payable. Should your tenancy be renewed for another fixed term at the end of the initial term, our fee will be £100.00 including VAT.

If for any reason, during your tenancy there is a need by the tenant to either substitute one of the joint occupiers/add an additional occupier (subject to the Landlord's agreement) then we will charge an administration fee for referencing, re-registering the deposit of £100.00 plus VAT plus our standard renewal fee charge for preparing a new tenancy agreement as stated above.

INITIAL PAYMENT

The amount of the initial rental payment, tenancy deposit and our administration fee will be confirmed in our tenancy offer letter and must be paid prior to the tenancy commencing and by the following means:

Bankers Draft or Building Society cheque made payable to Finn's LLP, or by BACS (direct transfer into our bank account). For BACS or inter-bank payments our bank account details are:

Lloyds Bank: Sort Code: 30-91-60
Account name: Finn's Clients Account
Account number: 00004566.

We require the funds to be transferred at least five working days prior to the commencement of the tenancy. When making payments please enter and your surname with your payment.

Cash payments are also acceptable up to a maximum of £2000.00.

PLEASE REMEMBER

- **Your reference application form will not be processed until we have received your good faith payment, your right to rent documentation and a signed and dated copy of this form (an electronically signed copy is acceptable).**
- **It is essential that you notify at this stage, of any adverse credit history (such as bankruptcy or county court judgements); provide us with correct information regarding your salary; do not withhold any information that you feel may affect the outcome of the referencing process. The good faith payment will not customarily be refunded should you decide to withdraw from the tenancy or if unsatisfactory references are received and not accepted by the Landlord.**

I/We agree to the above terms and conditions

Signed

Signed

Print Name

Print Name

Date

Date