



Terms & Conditions for Applicants (prospective Tenants)

(Subject to contract)

Thank you for expressing an interest in letting a property with us.

Below are the terms and conditions applicable when renting a property through Skippers Estate Agents Limited.

Please read them carefully and then sign the declaration at the end of this document. Please return this completed form along with required photographic identification and a completed right to rent form. Please note, all applications are accepted strictly on a subject to contract basis.

Application Form

Alongside this form, you will need to complete an online application / referencing form with our preferred referencing provider. We use an independent credit referencing company to decide on your financial suitability for the tenancy. By completing the application form you are consenting to a search of your credit history. In the event of the referencing resulting in your application being declined, we will not be able to give you reasons. This completed application form signifies your formal offer to rent the property and relevant information will be forwarded to the landlord for consideration (this will also include a final report post referencing if you are the successful applicant).

Right to Rent Checks

As part of your legal rights to rent a property in the UK, Skippers must comply by law with the right to rent guidelines. ALL tenants / occupiers must provide the necessary documentation to support their right to reside in the UK prior to the tenancy being granted. You can find further information on acceptable documentation by visiting the Government's website.

Holding Deposit

Upon acceptance of your application by the landlord (subject to contract), we will ask you to pay one week's rent as a holding deposit. This holding deposit amount will be deducted from your first month's rent upon moving into the property. By signing this agreement you are consenting to an extension which allows Skippers to retain the holding deposit money beyond the 15 calendar days specified in the Tenant Fee Act 2019. This will be the period from the 16th day up to the proposed move in date if later.

Upon receipt of cleared funds for your holding deposit, our third party referencing provider will make contact to complete your referencing.

Please note, should your referencing application fail because you have provided false or misleading information, should you withdraw your application for the tenancy or should you fail a right to rent check then your holding deposit will not be refunded.

Payments

We cannot permit entry to the property under any circumstances until the first month's rent and security deposit (damages deposit) have been paid in full. The balance of funds required by your Tenancy Agreement must be paid in cleared funds prior to your move in date. We will require your funds at least 3 working days prior to the commencement date of your tenancy via bank transfer.



Skippers bank account details are:

Bank Name: HSBC

Account Name: Skippers Estate Agents Limited

Sort code: 40-28-26

Account number: 63663140

Your rent is payable as detailed in your tenancy agreement in advance. You will be required to set up a standing order for paying your rent and the details of where to pay your rent to will be provided alongside your tenancy agreement. Rental payment dates will always be on the date in which your tenancy commences. Non payment of rent or late rent will be in breach of your tenancy terms and could lead to additional charges being incurred as well as jeopardising the security of your tenancy. Please allow time for the funds to be transferred from your bank and cleared by our bank so that the payment arrives in time This in turn enables us to pay the Landlord promptly.

Damages / Security Deposit

Prior to moving into the property you will need to pay a security deposit equivalent to 5 week's rent. The deposit is required prior to occupation and is fully refundable at the end of the tenancy providing all terms of the tenancy have been met and the property is returned in a satisfactory condition in accordance with the inventory. This deposit is held by a suitable deposit scheme for the duration of the tenancy. All deposits received will be protected in accordance with the legal requirements. The deposit will be held and registered with the DPS (unless otherwise stated). No interest will be paid on the security deposit. The deposit is not held for rent arrears and may not be used at any time for rent arrears owed to the Landlord. Upon moving out of the property a check out report will be completed which will detail any damages over and above fair wear and tear. Depending on the service your landlord has with us will depend on who contacts you to deal with any deductions to your deposit. Should everything be left in satisfactory condition as set out below, then your deposit will be refunded to you.

Upon moving out you must:

- Clean the property
- Tend to any gardens
- Return all keys
- Cancel your rent standing order mandate
- Read the meters and notify your suppliers
- Confirm details of utility suppliers to us / your landlord & provide a forwarding address
- Re-direct your mail
- Cancel any deliveries

Inventory / schedule of condition

You will be asked to check and countersign the inventory report. If you do not draw any amendments to our attention within 7 days of receipt of the Report, then the inventory will be held to be binding. The counter signing is done via electronic signature.

Guarantors

You may be required to provide a guarantor who can stand surety in case of any breach of the tenancy agreement. A guarantor promises to honour all of the terms of the tenancy except that they will not reside at the property. A suitable guarantor should be a UK resident, have the ability to pass our referencing criteria



and be able to provide proof of identification and their address. They must complete a guarantor application form and they must sign a guarantor deed.

Moving in

All tenants and guarantors must have signed the necessary legal documentation before the legal commencement of the tenancy.

Unless otherwise agreed and confirmed by Skippers in writing before the commencement of the tenancy, Tenants are liable for all payment in respect of gas/oil, electricity, water, sewerage, cable services and any other utilities and supplies to the property, including all telephone charges. Additionally, by law, Tenants must register for council tax.

You should arrange for all relevant services to be transferred into your name from the start date of the tenancy and also ensure that all meters are accurately read and reported.

We will contact you to arrange a convenient moving in appointment once referencing has been successfully completed. At this point a third party will contact you to offer to handle the utilities for your move in day. Your move in appointment will take place at our office.

Insurance

Your personal possessions will not be insured under the Landlord's policy, and you should arrange your own insurance against damage, theft and loss.

By signing this document, you confirm that you have been advised on the need to take out a Tenant Contents insurance policy and that if you have not take out such policy then it is because you already have an adequate policy in place. To help safeguard the return of your security deposit, we strongly recommend that you should take out cover against you causing accidental damage to the Landlord's fixtures and fittings which could significantly reduce the risk to your security deposit.

During your tenancy

It is a requirement within our Landlords terms of business for us to inspect the property within the first three months of your tenancy and then every six months thereafter. You will receive reasonable notice of the inspection date and time and we aim to keep disruption to an absolute minimum. If you are unable to be present, we can access the property without management keys.

Please notify us immediately if any repairs or maintenance are required. We use professional tradesman to ensure a high standard of workmanship and prompt service. With your prior consent, you do not have to be present for repairs to be undertaken, we will arrange for access to the property. Management keys will be held in your nearest office.

Leaving the property early

If for any reason you need to vacate your property prior to the end of the fixed term or the legally recognised end date of your tenancy, you could be liable for an early termination fee in accordance with the Tenant Fees Act. We would confirm in writing at the time what our reasonable fees are that would be owed. You will remain legally responsible for your rent up to the earlier of the end of your fixed tenancy or the date any new tenancy commences.



Tenant Fee Information

Holding Deposit (per tenancy)	One week's rent. This is to reserve a property. Please note: This will be withheld if any relevant person (including any guarantor(s)) withdraw from the tenancy, fail a Right-to-rent check, provide materially significant false or misleading information, or fail to sign their tenancy agreement (and / or deed of guarantee) within 15 calendar days (or other Deadline for agreement as mutually agreed in writing).
Security Deposit (per tenancy)	Five week's rent. This covers damages or defaults on the part of the tenant during the tenancy.
Unpaid rent	Interest at 3% above the Bank of England base rate from the rent due date until paid in order to pursue non-payment of rent. Please note: this will not be levied until the rent is more than 14 days in arrears.
Lost key(s) or other security devices	Tenants are liable to the actual cost of replacing any lost key(s) or other security device(s). If the loss results in locks needing to be changed, the actual costs of a locksmith, new lock and replacement keys for the tenant, landlord any other persons requiring keys will be charged to the tenant. If extra costs are incurred there will be a charge of £15 per hour (inc. VAT) for the time taken replacing lost key(s) or other security device(s).
Variation of contract (Tenant's request)	Up to £50 (inc. VAT) per agreed variation. To cover the costs associated with taking landlord's instructions as well as the preparation and execution of new legal documents.
Change of sharer (tenant's request)	Up to £50 (inc. VAT) per replacement tenant or any reasonable costs incurred if higher. To cover the costs associated with taking landlord's instructions, new tenant referencing and right-to-rent checks, deposit registration as well as the preparation and execution of new legal documents.
Early Termination (tenant's request)	Should the tenant wish to leave their contract early, they shall be liable to the landlord's costs in re-letting the property as well as all rent due under the tenancy until the start date of the replacement tenancy. These costs will be no more than the maximum amount of rent outstanding on the tenancy.



Property being applied for _____			
Proposed rent _____	Proposed start date _____	Tenancy Length _____	Advance rent Yes / No
Pets: Yes / No _____	Smokers Yes / No	Are you aware of any adverse credit history? Yes / No _____	

Full Name & current address	Phone number	Email address	Date of Birth	Occupation & Salary

I / we wish to apply for a tenancy at the above property.

I / we understand that until a tenancy agreement is signed then all arrangements are 'subject to contract' and no tenancy can be guaranteed.

I / we confirm that we have read, understood and agree to be bound by these Terms of Business for Tenants. I / we also confirm that all information provided is accurate and true to the best of my / our knowledge.

Signature of prospective tenant/s:

Signed: _____ Print name: _____ Date: _____

Signed: _____ Print name: _____ Date: _____

Upon returning this completed form, please also complete the attached right to rent form & provide copies of your identification documents and your share code (if applicable).