

TERMS OF BUSINESS FOR TENANTS

The Process

In order that viewings cease you will be required to pay a "Holding Deposit" equivalent to one weeks' rent. This will hold the property for you until you move in. Once your tenancy has commenced this will be offset against any monies owing. You will be required to sign a "Holding Deposit Agreement" to agree to this. If you do not pay the "Holding Deposit" then the property will still be available for viewings to all applicants.

An email address will be required to enable our referencing company to email you a link to commence your online application.

If we receive multiple applications for a property, each application will be discussed with the Landlord(s) and they will make the final decision.

Once a move in date has been agreed, you will be required to attend Wilkinson Grant & Co Limited the Lettings Office in Exeter at a pre-arranged date and time to sign the Tenancy Agreement and pay all outstanding monies in cleared funds i.e. bank transfer.

Timescales

From receipt of your application we work towards a move in date within 10 working days (subject to the property being available then). We must advise you that although we work towards your preferred dates, a date can only be confirmed once your references have passed. The timescale for this is out of our control and relies on your employers and current landlords providing references quickly.

RECEIPT OF THIS APPLICATION FORM IS NOT CONFIRMATION OF MOVE IN DATE.

Credit Referencing

Every individual/company who applies for a tenancy will have a credit reference check carried out on them. Therefore, we require the consent of every individual/company to do this. The reference will be carried out by a company independent of Wilkinson Grant & Co Limited.

We can provide you with details of the company who carry out this search, should you wish to see these results. The references may also be made available to the Landlord should they request to see them.

If you are aware that you have an issue with your credit history, this does not mean you will not be able to apply for a property. If you inform us and the referencing company of this, you may require a guarantor to pay the rent in full for the term of which you are being referenced. If you do not disclose this information at the beginning of making your application, your application will be rejected automatically.

Refunds

Should the Landlord decide to withdraw the property from letting before a Tenancy Agreement has been signed, then we will refund all monies paid. If you successfully complete the referencing process and move in dates have been both agreed and confirmed, and you then fail to take up the tenancy within 5 days of the start date then you will lose your holding deposit.

Qualifying Income

To qualify your income against the rent of the property you are applying for, you must be earning at least the monthly rental multiplied by 30. For example, if the rent is £800 pcm, your income must be £800 x 30 = £24,000 per annum.

This is calculated on the total income of the household per annum and not each individual tenant. If the rent is being shared, the rent allocation will be apportioned accordingly.

Should your income be less than the qualifying amount, you will be required to have a guarantor or pay the full rental amount in advance.

Guarantor

If you require a guarantor they must fulfil the following requirements:

- Honour the terms of the Tenancy Agreement
- Reside in the UK and provide proof of identification
- Have a clean credit reference
- Their income is to be at least the rental amount multiplied by 36
- Complete a guarantor application and pay the guarantor fee
- Sign a Deed of Guarantee

Security Deposit

If the property is managed by Wilkinson Grant & Co. your deposit will be registered with the Deposit Protection Service. If WG are not managing the property the deposit will be forwarded to the landlord for them to register with a deposit scheme of their choice. Alternatively, if applicable you can take out a Zero Deposit Guarantee, for more information please visit zerodeposit.com.

ARLA Propertymark and Client Money Protection

We are members of ARLA Propertymark and we are also backed by a Client Money Protection scheme which guarantees your money is protected. Our Propertymark Scheme reference is C0012070. If you would like to see a copy of our Certificate and client money handling procedures these are available on request.

Tenant Application Form

Property Address:

Proposed Rent:

Proposed Start Date:

Proposed Tenancy Term:

Applicant 1

Title: (Mr/Ms/Mrs/Miss)

Full Name:

Date of Birth:

National Insurance Number:

Contact Telephone Number:

Email:

Current Address:

Residency Type: (Private tenant, home owner, etc.)

Current Landlord or Agency Details:

Credit History Confessions: (Please detail any CCJ'S, Bankruptcies or IVA's whether settled or unsettled)

Children and their ages:

Pets: (If so, what breed) please be aware that there will be an increased rent of £20 per animal per month.

Smoker: Yes No

Time at current address:

Reason for moving:

Annual income: (Salary, Benefits, Pension, Savings etc.)

Employment status:

Company name:

Job Title:

Self-employed

If self-employed you will need to provide at least one years' worth of accounts, a letter from your accountant showing income or current SA302 form, or a reference from your accountant.

Student

If a student you will be required to provide a UK based Guarantor.

Retired

If retired you may be asked for proof of funds e.g. savings or pension income.

Deposit

Please choose from one of the following options:

Cash Deposit (up to equivalent of 6 weeks rent)

Zero Deposit Guarantee (ZDG) (if applicable*)

*Please check if the property you are applying for offers ZDG and request further information from one of the team before deciding.

Charges payable to Wilkinson Grant & Co Lettings where applicable (Inc. of VAT)

Variation of contract or change of Tenant	£50.00
Replacement of lost keys	£50.00
Early release fee	£TBA

Applicant 2

Title: (Mr/Ms/Mrs/Miss)

Full Name:

Date of Birth:

National Insurance Number:

Contact Telephone Number:

Email:

Current Address:

Residency Type: (Private tenant, home owner, etc.)

Current Landlord or Agency Details:

Credit History Confessions: (Please detail any CCJ'S, Bankruptcies or IVA's whether settled or unsettled)

Children and their ages:

Pets: (If so, what breed) please be aware that there will be an increased rent of £20 per animal per month.

Smoker: Yes No

Time at current address:

Reason for moving:

Claimed income annually: (Salary, Benefits, Pension, etc.)

Employment status:

Company name:

Job Title:

Self-employed

If self-employed you will need to provide at least one years' worth of accounts, a letter from your accountant showing income or SA302 form, or a reference from your accountant.

Student

If a student you will be required to provide a UK based Guarantor.

Retired

If retired you may be asked for proof of funds e.g. savings or pension income.

Any special requirements for taking the property (i.e. any particular appliances, décor, cleaning, furniture, etc.):

I/We agree to have received, read and understood the Tenants Terms of Business, and understand that completion and signing of this form creates a contract between ourselves and Wilkinson Grant & Co Limited in Exeter.

I/We have agreed to credit references being carried out against our name/s by a third party.

I/We can confirm that I/We have viewed the property in person. If I/We have been unable to view the property in person I/We understand that a separate Addendum will be signed prior to move in.

YOUR HOLDING DEPOSIT EXPLAINED

Subject to Contract

SUBJECT TO TENANCY AGREEMENT

Property Address:.....

Before your application can be fully considered, you will need to pay to us a "Holding Deposit" equivalent to one weeks' rent for the property you are interested in. This document explains what happens to that holding deposit and the circumstances in which the deposit will/will not be refunded. It is important that you know your legal rights and accordingly you should feel free to seek independent legal advice before signing this or indeed any other document which we might put before you.

Once we have your holding deposit, current legislation stipulates that the necessary paperwork should be completed within 15 days or such longer period as might be agreed.

Only if applicable, it has been agreed that the relevant period will be extended to the number of days shown below, from when we receive your holding deposit.

If at any time during that extended period you decide not to proceed with the tenancy, then your holding deposit will be retained by our firm.

It is agreed that the deadline for completing your application to rent the property specified above thereafter entering into a tenancy agreement will be extended for a period of [_____] days from the date hereof.

If during that period you unreasonably delay in responding to any reasonable request made by our firm, and if it turns out that you have provided us with false or misleading information as part of your tenancy application or if you fail any of the checks which the Landlord is required to undertake under the Immigration Act 2014, then again your holding deposit will not be returned. It will be retained by this firm and your Landlord.

However, if your Landlord decides not to offer you a tenancy for reasons unconnected with the above then your deposit will be refunded within 7 days. Should you be offered and you accept a tenancy with our Landlord, then your holding deposit will be credited to the first months' rent due under that tenancy.

Where, for whatever reason, your holding deposit is neither refunded not credited against any rental liability, you will be provided with written reasons for your holding deposit not being repaid within 7 days.

You will not be asked to pay any fees or charges in connection with your application for a tenancy. However, your application is successful under our standard assured shorthold tenancy agreement, you will be required to pay certain fees for any breach of that tenancy agreement in line with the Tenant Fees Act 2019. In consideration of us processing your tenant application, you agree to pay those fees to us on request.

Completing your application:

Your holding deposit is £ [_____]

Signed by Applicant 1 Signed by Applicant 2.....

Date.....