

Tenancy Fee Declaration Form

Property address:	
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<u>Holding fee for application:</u> <i>One weeks rent. This will be held as confirmation for the tenancy, and the applicant(s) agrees this will be deducted from the initial move in payment.</i>	£
<u>Lost Key fee:</u> <i>Should you require a member of staff to attend the property with a spare key at any time.</i>	£25 + VAT
<u>Property / Contract alteration:</u> <i>Should you request a document to confirm alteration to the property or change to the original tenancy agreement (decorating request, pet request etc.)</i>	£50 + VAT

Data Protection

You hereby consent for Archbold & Edwards to use the following communication details:

Telephone Email Post Social Media Text Message (please delete applicable)

I confirm that I accept that the above may be charged as appropriate during my tenancy, and I agree to the terms and conditions on the reverse of this document.

<u>Rent per calendar month:</u>	£
<u>Deposit</u>	£

<u>Amount to be paid £</u>	
<u>Holding fee paid £</u>	
<u>Total before move in £</u>	
<u>Applicant(s) Full Name(s)</u>	
<u>Signed</u>	
<u>Date:</u>	

TERMS AND CONDITIONS

1. Applications are outsourced and assessed independently by a Credit Referencing Company who will carry out credit searches on you. The agencies will record details of the search whether your application is successful or not. The referencing company may use credit-scoring methods to access your application and to verify your identity. This may leave a “footprint” on your credit file.
2. A credit reference result usually takes up to 14 working days, and a tenancy can't commence until a satisfactory reference can be obtained. Should the application not be successful, with the landlord's approval you may be able to appoint a guarantor.
3. All fees are non-refundable, however, should the landlord decide to withdraw from the agreement a full refund of the holding application will be made.
4. Due to the confidential information required, we are unfortunately unable to provide you with an explanation, should we not be able to provide you with the tenancy you require.
5. The rent payable is per calendar month, and is to be paid via standing order.
6. In the case of joint tenancies only one standing order payment can be made.
7. On completion of satisfactory references, a time will be agreed for you to attend the office to sign the tenancy agreement and make the payment for the first months rent and deposit. This will need to be paid by bacs transfer to the account details below:

Lloyds Bank

Archbold & Edwards Ltd

Sort Code 30-96-11

Account Number 44370768

Ref: (property address)

8. All negotiations are “subject to contract” and the tenancy start date cannot be relied upon until satisfactory references are obtained, and the landlord has given full permission for the tenancy to start and the tenancy agreement has been signed.
9. A draft copy of the tenancy agreement is available upon request. We advise you to read this thoroughly before signing.
10. Each applicant for the property must sign a separate application form.

Before keys are released on the day of move in, Archbold & Edwards must have completed a right to rent check for each tenant, which includes taking copies of each applicant(s) passport. If you do not have a passport please speak to a member of staff to find out an alternative form of ID will be acceptable.