



SheltonEstates.co.uk



01954 212 400

Homes, flats and offices to let and for sale

# Application for tenancy

The following information will be used to administrate your tenancy

Proposed tenancy address (please use block letters throughout)

.....

..... Post code .....

Names of each tenant

Tenant 1 – First name ..... Surname .....

Phones – Mobile ..... Landline .....

E-mail .....

Tenant 2 – First name ..... Surname .....

Phones – Mobile ..... Landline .....

E-mail .....

Tenant 3 – First name ..... Surname .....

Phones – Mobile ..... Landline .....

E-mail .....

Tenant 4 – First name ..... Surname .....

Phones – Mobile ..... Landline .....

E-mail .....



Proposed start / move in date ..... / ..... / .....

Monthly rent £ .....

Length of tenancy .....

Holding deposit £500.00 – payable upon signing this agreement

Full deposit £ .....

## Summary of charges

One month's rent in advance £ .....

Security deposit £ .....

Reference / administration fee £ .....

Guarantor references £ .....

**TOTAL** £ .....

Less holding deposit received £ .....

**BALANCE – MONIES DUE** £ .....

### Signed

Tenant 1..... Date .....

Tenant 2..... Date .....

Tenant 3..... Date .....

Tenant 4..... Date .....





## Payment

**Bankers draft**

Made payable to Sheltons of Shelford Limited.

**Other cheque(s)**

Made payable to Sheltons of Shelford Limited – please allow seven working days for clearance

**Bank transfer**

Barclays Bank PLC  
Cambridge  
ST Andrews Street Branch

**Account name**

Sheltons of Shelford Limited

**Sort code**

20-17-19

**Account number**

03225089

**Swift code**

BARCGB22

**IBAN**

GB16 BARC 2017 1903 2250 89



## Summary of tenant's agreement

### Guarantor

In certain circumstances, a guarantor may be required to guarantee the rent for the tenancy. The guarantor must be a UK resident with adequate means to cover the rent payment. The guarantor will be asked to sign a Guarantor Agreement.

### Rent payment

Rent must be paid by the rent due date each month. The due date is the day of the month on which the tenancy commenced. Payment should be made by standing order. Share groups must arrange to make one joint payment.

### Inventory

An inventory of contents and schedule of condition will be prepared for each fully managed property by an independent inventory clerk. You will be asked to check the property against the inventory and detail any discrepancies to the inventory clerk. *It is essential you do check the inventory as it will be used for the end of tenancy check out.* Tenants will be charged for the end of tenancy check out.

### Utilities

Utilities will be on and working when you move into your rental property. On the inventory, the meter readings will be displayed – *it is recommended that you check the meter readings when you move in.*

***Please do not have the utilities disconnected – the next tenant will need them!***

### Council Tax and water rates

You must make arrangements to pay the Council Tax and water rates during the term of the tenancy.

### Insurance

The owner will take responsibility for insuring the building.

It is recommended all tenants have contents insurance in place to cover accidental damage and liability. Any suitable policy will be accepted – a good policy provided by a local firm can be found at [www.tenantinsurance.nwbrown.co.uk](http://www.tenantinsurance.nwbrown.co.uk) (a leaflet for the same policy can be provided with this application for tenancy form).

### Third parties

At no time will a member of Shelton Estates staff enter into dialogue, correspondence or contact of any kind regarding the tenancy with any third parties, whether related to a tenant or not. Only tenants listed on the tenancy agreement are relevant to any issues regarding the tenancy.

In the case of two or more tenants residing at the property, any correspondence about the tenancy will be conducted with one designated tenant rather than all tenants on the agreement. If there is a guarantor on the tenancy, only financial matters relating to the tenancy will be discussed.

### Termination

When you wish to leave the property you must give **one month's written notice ending on the last day of a period of the tenancy.** The owner is required to give a minimum of two months' notice ending on the last day of a period of the tenancy.

### Deposit

To indicate your serious intentions to proceed with renting the property, as with most lettings agencies, we require a holding deposit be paid.

This must be in the form of debit / credit card or bankers draft, otherwise the property will not effectively be secured. It will be held against our expenses in processing your application, and if your application is successful, will be deducted from your total deposit due.

This payment does not oblige our client to let the property concerned or any other property to you and it does not commit the landlord to granting a tenancy or constitute an offer of tenancy. No interest will be paid on this or any deposit to which you are, or may be, entitled.

If your application is unsuccessful because you or any proposed joint tenant change your mind and withdraw, or because we, the referencing agency or the landlord deem your references unsatisfactory, or the commencement date is delayed by you for more than seven days from the date of signature, then no money will be refunded to you. However, if the landlord decides not to proceed for any other reason then we will return your money in full.

In the event of money being returned to you, all refunds are by bank transfer or card refund only and in the form of one payment, and in the case of a group tenancy, to one single designated tenant. You should allow a minimum of seven working days for dispatch of this refund.

If the tenancy completes, the holding deposit is deducted from the total deposit, leaving the balance of the deposit only, payable upon completion of the tenancy agreement, prior to commencement and move-in. Should the tenant decide not to take the property, the holding deposit is not refundable. If a tenancy agreement is entered into, the total deposit will be registered with *My Deposits* within thirty days of the start of the tenancy.

The deposit, which is usually equal to 1.5 x one month's rent, will be protected with *My Deposits* – details will be contained in the tenancy agreement. If there are any disputes at the end of the tenancy with regards to the deposit which cannot be mediated by us as agents, they can be independently adjudicated by *My Deposits*, whose decision will be final.

A forwarding address will need to be provided for the return of all deposits. Deposit returns are not split between individual tenants.

### Emergency maintenance

Shelton Estates' contact number for out-of-hours / emergency plumbing and electrical issues when our office is closed is **01223 292 295**.

*This number is to be used in preference to any other contractor and only in the strict circumstance of an emergency – not for routine or non-emergency repairs. Misuse will result in the tenant being charged for the call-out.*

Our office hours are Monday to Friday, 9.00 am to 5.00 pm.