

For office use only:

- ☐ Landlord Confirmed
- ☐ Holding Deposit Paid
- ☐ Uploaded
- ☐ Scanned

Reference Company used



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## Tenant Application & Offer Form

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Tenant Name (s):

Property Applied For:

# Bassets' Tenant Fee Information

The 'How to Rent' Guide is available from our office or from [www.gov.uk/government/publications/how-to-rent](http://www.gov.uk/government/publications/how-to-rent)

For other useful information please visit [bassets.co.uk/tenant-hub/](http://bassets.co.uk/tenant-hub/)

Pre- Tenancy Tenant Costs (All fees include VAT where appropriate)	
Holding Deposit (If a successful these monies will be used towards the rent and deposit unless already returned).	One week's rent
Administration Referencing Fee (Company Let)	£300 per Let
Pet Surcharge (Dog/Cat)	3% of the monthly rent (rounded down to the nearest £)
Pet Surcharge (multiple or other)	By agreement re potential, additional wear & tear
Damage Bond Deposit <ul style="list-style-type: none"><li>Assured Shorthold Tenancy Let</li><li>Garage</li><li>Company Let</li></ul>	Five weeks' rent One month's rent plus £250 One and a half months' rent
Tenancy Tenant 'Default Fees' & Agent 'Permitted Charges'	
Early Termination Fee (Default Fee)	An appropriate fee taking into account the length of the original fixed Tenancy and the extra cost incurred in re-letting the property early
Replacement Key or Security Device (Default Fee)	The cost of the replacement Key or Device
Late Rent payment (Default Fee)	Interest charged at Bank of England rate plus 3%
Any Change in Tenancy or to the Tenancy Agreement (Permitted Charge)	£60 including VAT
Missed Appointments (Permitted Charge) (e.g. where access has been agreed via the Tenant for a contractor)	The amount of any loss suffered by the Landlord
Other Tenant Charges	
Out of Hours/Emergency Call Out (e.g. requiring a spare key from the Agent as they are locked out of their property)	A charge of £30 per hour will be levied (based on time and a half) plus mileage
Arranging Post Tenancy Works (e.g. To cover the costs of arranging post Tenancy works that the Tenant is responsible for i.e. carpet cleaning, general cleaning)	Relevant compensation to the Landlord or Bassets for arranging such works

## Payment of Move In Monies

The balance of Monies required by your Tenancy Agreement must be paid in cleared funds prior to the actual move in date, or the Deadline for Agreement Date (if sooner). Consequently, when paying by banker's draft, cash paid directly into our account, BACS or debit card, you need to pay at least 5 working days beforehand to allow enough time for funds to clear. Payment by cash in any of our offices is not acceptable, sorry.

Bassets' bank details are:

**Bank Name:** Natwest PLC  
**Account Name:** Bassets Property Services Ltd  
**Account Number:** 47079959  
**Sort Code:** 54-41-19

*Please quote either your full name or the address of the property if you are making a payment via BACS.*

# Terms & Conditions for Applicants (Prospective Tenants) (Subject to Contract)

Below are the terms and conditions applicable when renting a property through Bassets Property Services Ltd.

Please read them carefully and sign the declaration at the end of this section. Please return this completed form along with any required photographic identification. **Please note that all applications are accepted strictly only on a 'subject to contract' basis.** Please note all monetary references include VAT.

## Registering Your Interest in a Property, Holding Deposit and Referencing

1. By paying a Holding Deposit of one week's rent you have registering your interest in renting the property. A Deadline for Agreement Date will typically be the advertised Availability Date for the property. The date will be specified in the email accompanying this form.

This completed application form will constitute your formal offer to rent the property; and relevant information will be forwarded to the landlord for consideration. We'll check the form before asking you to pay the Holding Deposit. Only once the offer is accepted by the landlord and the Holding Deposit paid in cleared funds will we the referencing process start. At this point we will then forward you a link to our preferred referencing agency to complete the appropriate information.

2. Prospective Tenants can only move into the property provided that all monies have been paid in cleared funds and confirmation of the Tenants' acceptability has been advised to us by the Landlord. This applies even if satisfactory references have been received. Prior to the date of move in, the Damage Bond Deposit (see clause 11) must be paid in **cleared funds** by banker's draft, cash paid directly into our account, debit card payment or BACS. Payment should be made **5 working days ahead** to ensure there is sufficient time for the money to clear.
3. Once the Holding Deposit is received and reference information has been completed by all adults (those over 18) who wish to take up residence in the property (and are thus likely to be parties to the eventual Tenancy Agreement), Bassets will apply start your references using a professional, independent referencing company which is fully registered and compliant with all relevant legislation including The Consumer Credit Act 1974 and General Data Protection Regulations (GDPR), with the results taking around 4 to 7 working days to be returned (one you complete the required information online). They will include a formal credit check, employer's/accountant's reference and a previous Landlord reference (checking rent was paid on time with no arrears, the property was left in an appropriate condition and the landlord would rent to you again). To pass referencing your basic salary or income needs to be equivalent of 30 times the monthly rent. If savings this will need to cover the rental payments for the duration of the agreed tenancy.

As part of this process, Bassets is required to check that ALL Prospective Tenants comply with the Government's Right to Rent guidelines. You will be asked to provide proof of your right to rent. In most cases a passport will suffice, however if you're a non UK, EU or Swiss National (all of whom have an unlimited right to rent) you may need to provide further details to confirm your right to reside in the UK. Please ask Bassets for further information.

4. As the Landlord's Agent, Bassets reserves the right, without explanation and at any time, to refuse you a Tenancy for one or all of their Landlord's properties. Bassets' decision will be final and binding. Because of data protection requirements under GDPR, Bassets cannot enter into any discussions or explanations on any such decision.
5. The Landlord or Agent must repay the Holding Deposit to you if:
  - i. The Landlord and Tenant enter into a Tenancy Agreement (in this event, the Holding Deposit will be used to offset the Damage Bond Deposit, see clause 16);
  - ii. The Landlord decides before the Deadline for Agreement Date not to enter into a Tenancy Agreement;
  - iii. The Landlord and the Tenant fail to enter into a Tenancy Agreement before the Deadline for Agreement Date.

6. The Landlord or Agent can retain the Holding Deposit if:
  - i. The Tenant fails a Right to Rent check regardless of when the Deposit was accepted.
  - ii. The Tenant provides false or misleading information, which the Landlord is reasonably entitled to consider in deciding whether to grant a Tenancy because this materially affects their suitability to rent the property.
  - iii. The Tenant notifies the Landlord before the Deadline for Agreement Date that they have decided no longer to enter into a Tenancy Agreement.
  - iv. The Tenant fails to take all reasonable steps to enter in a Tenancy Agreement.
7. Bassets will contact you to agree a formal moving in/tenancy start date once referencing has been completed successfully. At this point a third party will contact you to offer to handle the utilities for your move in day.
8. Bassets uses a third party to act on behalf of the Tenant and Landlord to notify the local council, water supplier(s) and energy provider(s) in line with your tenancy start date and secondly to supply notifications to the local council, water supplier(s) and energy providers(s) from the date that you vacate the property. This company will only use your information for the purpose of council and utility registration, closing of council and utility accounts and energy/media comparisons upon your arrival. Information will only be provided to other service providers based on your express permission given to one of the service concierge managers. This company is fully compliant with GDPR.

**You are still advised to contact the local council, water supplier(s) and energy provider(s) to do a change of Tenancy notification and set up payment.**

9. Any fees and payments due to Bassets (rent and Damage Bond Deposit currently exempted) will carry VAT at the rate applicable on the date they are raised.
10. Any repayment of the Holding Fee, Damage Bond Deposit or any other monies at any time by Bassets will always be made by BACS. If any fees were originally paid by cheque, they will not be returned until they have been fully cleared in Bassets' bank account.

### **Damage Bond Deposit**

11. Prior to moving into the property you will need to pay the Damage Bond Deposit which is held by a suitably approved Deposit scheme for the duration of the Tenancy. At the end of the Tenancy, the Deposit may be used to offset any damage, costs, outstanding rent or charges relating to the property or your Tenancy. **The Damage Bond Deposit is equivalent to 5 weeks' rent and must be paid 5 days prior to the date of move in, or the Deadline for Agreement Date if sooner, in cleared funds by banker's draft, cash paid directly into our account, by debit card payment or by BACS.**
12. You may not, at any time, use the Damage Bond Deposit in respect of rent arrears owed to the Landlord and/or any outstanding fees due to Bassets (as set out in the Tenancy Agreement). Payment of rent from the Damage Bond Deposit shall not, under any circumstances, be construed as discharging your liability to pay the rent due under the terms of the Tenancy Agreement.
13. **Where a Landlord agrees that a pet is acceptable, a higher rental figure may be charged in line with the published rates or as otherwise agreed.**

### **Moving In**

14. Unless otherwise agreed and confirmed by Bassets in writing before the Tenancy commences, Tenants are liable for all payments in respect of gas, 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.
15. **The move-in appointment will take place at Bassets' Salisbury Office** These appointments can only take place **Monday to Friday between 1.00pm and 5.00pm and Saturdays between 1.00pm and 3pm.**
16. Upon move in, the original Holding Deposit will be put towards the Damage Bond Deposit and rent.

17. Please note that to avoid embarrassment and incurring additional costs, **under no circumstances will Tenants be allowed to move into a property unless and until** all necessary payments have been made in full and in cleared funds.
18. All Tenants and guarantors must have signed the necessary legal documentation **before** the legal commencement of the Tenancy i.e. taking up authorised occupancy.
19. Tenants are advised that although BT points, TV aerial or cable points may be present, there is no guarantee they are live and it is the Tenants' responsibility to make these active if attention is needed.
20. If for any reason you vacate your property prior to the end of the fixed term or the legally recognised legal 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 and the date any new Tenancy commences.
21. **Rental payment dates will always be the date on which the Tenancy commenced (as stated on your Tenancy Agreement)** and the rent is payable monthly in advance (where the property is managed by Bassets rather than by the Landlord). Tenants are expected to make the necessary arrangements to ensure that rents can always be paid monthly on the commencement date of the Tenancy. Rents must always be paid by standing order and a form for this purpose will be issued to you at the move-in appointment. This standing order form must be completed and either taken to your bank or set up by you (through online banking) for the appropriate rental payment each month. 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.
22. Any outstanding fees or rentals payments due, but remaining unpaid, at the end of the Tenancy will be deducted from the Damage Bond Deposit before it is returned to you. If the Damage Bond Deposit is insufficient to cover such charges, you will remain personally liable to Bassets or the Landlord for all such outstanding monies.
23. At the end of your Tenancy, an End of Tenancy Inspection appointment will be booked (normally the next working day after your Tenancy ends). **All keys must be returned to Bassets Salisbury Office before 5pm on the last day of your Tenancy.** The full rent will continue to be payable either until Bassets receive all keys or expiration of your Tenancy, whichever event occurs later.
24. Providing all matters are in order, and any deductions are agreed and covered by the Damage Bond Deposit held, you can normally expect the return of the net balance due from the original Damage Bond Deposit within approximately 21 days. If you do not return the property in an appropriate condition, this is a breach of the Tenancy terms. If works and repairs are required to be carried out, Bassets or your Landlord may seek damages and compensation from the Damage Bond Deposit.
25. As referred to above, the Damage Bond Deposit will always be returned by BACS and will be sent to the ex-tenant's bank as detailed on the 'Leaving Information' form which must be completed and returned with the keys. **Damage Bond Deposits cannot be returned unless this form is returned. Failure to return the form will delay any payment.**

## Insurance

26. I confirm that I have been advised on the need to take out a Tenant 'Contents' policy and that if I have not taken out such a policy it is only because I already have adequate cover in place which my existing insurer has confirmed is not prejudiced in any way by me now renting a property as Tenants. I therefore accept full responsibility for any future public liability claim made against me and which for any reason may not be fully met by my existing insurer.

### Tenant Liability Insurance

To help safeguard the return of your Damage Deposit Bond, we strongly recommend that Tenant/s take out appropriate Tenant 'Liability' insurance to protect the Tenant's liability in respect of accidental damage caused to the Landlord's furniture, fixtures and fittings at the property as described in the attached inventory, under the terms of the Assured Shorthold Tenancy.

## Guarantors

27. You may be required to provide a guarantor who can stand surety in case of any breach of the Tenancy Agreement, before your suitability for any property can be fully determined. Bassets will provide you with a guarantor application form for your guarantor to complete and have witnessed together with a covering letter, which will explain their commitments. You should, wherever possible, submit the completed guarantor application form to Bassets at the same time as your own application form. If you do not, and the guarantor has not been fully referenced by your proposed moving in date, then unfortunately your Tenancy commencement will have to be delayed.

## Client Money Protection

28. As part of our professional association with ARLA Propertymark, Bassets holds your money in a separate client account with The Propertymark Client Money Protection Scheme which is independently inspected annually and government approved. This is then backed by a Client Money Protection scheme which means your money is safe if the worst was to happen.

Please visit [www.bassets.co.uk/tenant-hub/](http://www.bassets.co.uk/tenant-hub/) for a copy of our Client Money Protection Certificate. This means we can proudly display the ARLA Propertymark logo in recognition of this extra protection for our clients and customers.

## DECLARATION:

I have read and understood the terms and conditions of renting a property through Bassets Property Services Ltd.

I confirm I have been provided with a tariff of monies due and fees in connection with any proposed Tenancy. I agree to comply with them at all times if I am granted a Tenancy. I confirm I understand that as part of their duties, Bassets may be required to release any forwarding address to the Inland Revenue, local Authority, Utilities and/or the police once any Tenancy granted has come to an end.

I consent to Bassets:

- Serving all documents using the email address provided in this form.
- Retaining the Holding Deposit until the advertised Availability Date (or as otherwise stated in the accompanying email.
- Using my contact details in any monitoring/survey process required to comply with data protection legislation (in particular the General Data Protection Regulations or any successor legislation), the processing of such data being carried out under the lawful basis of the company's legitimate business interests.

I confirm that I have been advised that Bassets has referral arrangements with Vouch Online, Rent4Sure, Homeshift, Just Move In and A-Plan Insurance Services. I am aware and accept that a referral fee of between £5 and £50 may become payable depending on the company as well as the number and type of services used.

Applicant's Signature

Applicant's Signature

Date                      /                      /

# Full Reference Application Form

Please return this application to Bassets Lettings. Asterisks (\*) indicate a field is mandatory. Once you have submitted your application form, any contact made with you regarding your reference application will be our preferred referencing company. **Please fill in the form using block capitals.**

**\*\*If you have had any recent rent arrears, adverse credit, CCJ or other poor credit within the last 10 years (or longer ago if still outstanding), please provide FULL details on the 'Additional Information' page. Failure to do so will mean a failed reference and the loss of your Holding Deposit.**

## Agency Details

Letting Agent Name\*

Bassets Property Services Ltd

Letting Agent ID\*

2642

## Property Details

Building/House Number\*

Building/House Name\*

Address Line 1\*

Address Line 2\*

Town\*

County\*

Postcode\*

Total Monthly Rent\*

Will the rental property be the prospective occupier's only or main residence?\*

Yes

No

## Tenancy Details

Start Date of Tenancy (dd/mm/yyyy)\*

Length of Tenancy (months)\*

Share of Rent (per Tenant)\*

## Applicant's Contact Details

Title (e.g. Mr, Mrs, etc.)\* First Name\*

Middle Name\*

Last Name\*

Previous Full Name (if your name has changed in the last 12 months)

Date of Birth (dd/mm/yyyy)\*

Telephone Number\*

Mobile Number\*

Email Address (we consent that all documents can be served using this email address)



### Applicant's Current Address Details

Building/House Name\*

Building/House Number\*

Town\*

Address Line 1\*

County\*

Address Line 2\*

Postcode\*

What is your current residency position? If 'Tenant', please complete the section titled 'Landlord / Agency Details below.

Tenant

Owner

Live with Parents

Family/Friends

### Landlord/Agency Details of your Current Address

**This section is only to be completed if you are currently renting another property.**

Building/House Name\*

Building/House Number\*

Town\*

Address Line 1\*

County\*

Address Line 2\*

Postcode\*

Name of Landlord/Letting Agent\*

Contact Email Address\*

Contact Telephone Number\*

Title (e.g. Mr, Mrs, etc.)

Contact First Name\*

Contact Last Name\*

### Applicant's Details

Marital Status\*

Do you Smoke?\*

Do you have Pets?\*

Any recent Arrears or Adverse Credit?\*

Car Make/Model

Registration Number

*If you have had any recent arrears or adverse credit within the last 10 years, please provide details on the 'Additional Information' page.*



## Identification

National Insurance Number\*

Identification Type (e.g. passport, etc)

Identification Number\*

Bank Account Number\*

Bank Account Sort Code\*

## Source of Income

Employed (PAYE)

Self-Employed

Investments/Savings

Benefits

Other

Employer/Accountant Name\*

Annual Income Amount\*

Your Position/Role

Time With Employer

Title (e.g. Mr, Mrs, etc.)

Contact First Name\*

Contact Last Name\*

Primary Contact Number\*

Secondary Contact Number\*

Contact Email\*

Comments/Further Information (if you have further income sources, please specify these on the next sheet)

## Additional Income

Please specify details of any other income sources you may have.

Future Employer\*

Second Employer\*

Pension Administrator\*

Accountant\*

Benefits/Other\*

Company Name\*

Contact Address\*

Contact Name\*

Contact Position\*

Contact Telephone\*

Contact Email\*

Your Position\*

Permanent\*

Contract\*

Contract Details (Months/Hours Per Week)\*

Gross Salary/Pension/Drawings per annum\*

Start Date\*

End Date (if applicable)\*

### Additional Address Details

If you have been at your current address for less than three years then please provide details of all previous addresses in the last three years below.

Previous Address and Post Code\*

Period at Address\* (dd/mm/yyyy – dd/mm/yyyy)

Previous Address and Post Code\*

Period at Address\* (dd/mm/yyyy - dd/mm/yyyy)

### Additional Applicant Details

Please give further details to the questions below.

Nationality\*

Please give any details of any pets you have\*

Please give full names and ages (including dates of birth) of any children that will be living at the property permanently during the course of the Tenancy\*

### Next of Kin

Please give next of kin details.

Full Name\*

Relationship\*

Address\*

Telephone\*

Email\*

***\*\*If you have had any recent rent arrears or adverse credit, CCJ or other poor credit within the last 10 years (or longer ago if still outstanding), please provide FULL details on the 'Additional Information' page. Failure to do so will mean a failed reference and the loss of your Holding Deposit.***



## Special Conditions or Requests

Please give details of any conditions or requests agreed during the course of the viewings that may lead to amendments being made to a standard Tenancy Agreement or the property (i.e. any furniture to be removed, works to be carried out etc). Only items listed here will be discussed with the Landlord.

Details\*

## Right to Rent

You are now required by law to show original copies of your identification before referencing can start. Please confirm your identification. If your identification is a passport then you will only need to show this one document. Any other identification will require you to show two different types.

Passport\*

Full or Provisional  
UK Driving  
License\*

UK Birth or  
Adoption  
Certificate\*

Benefits  
Paperwork\*

A Letter of  
Testimony from an  
Employer\*

A Letter of Testimony  
from a UK Passport  
Holder\*

☐☐☐☐☐☐

Full details of the requirements for Right to Rent checks can be found at:

[www.gov.uk/government/publications/right-to-rent-document-checks-a-user-guide](http://www.gov.uk/government/publications/right-to-rent-document-checks-a-user-guide)

## Third Party Utility Management & Complimentary 'Move In' Service

Bassets has partnered with a third party who acts on Bassets' behalf to notify the local council, water supplier(s) and energy provider(s) in line with your Tenancy start date and secondly to supply notifications to the local council, water supplier(s) and energy providers(s) from the date that you vacate the property.

The company can also help to setup a range of optional services including Broadband and removals. You will be contacted directly by this company once you have passed referencing. Your information will only be used for the purpose of council and utility registration, closing of council and utility accounts and energy/ media comparisons upon your arrival. Call center comparisons are completely optional for you (the Tenant) and you can opt out at any time.

This FREE service is offered to make your move experience as smooth as possible. To comply with GDPR, please confirm below you are happy to be contacted for these additional services?

Yes ☐ I would like some help.

No ☐ I will arrange this myself.

## Terms and Conditions

By signing this reference form you confirm that you have read and agree with Bassets' Terms and Conditions which were given to you at the same time as receiving the reference forms.

☐

I have read and agree with Bassets' Terms and Conditions\*

## Authorisation & Consent

I confirm that the information provided in this application form is true, accurate and complete. I understand that the information that I have submitted will be used in order to assess my suitability to be granted a Tenancy Agreement, or to be named on the Tenancy Agreement as a guarantor, and I give my consent to the information that I have provided being shared with third parties for this purpose.

I understand and agree that current or former employers, Landlords and letting agents may be asked to provide additional information about me or to verify information that I have provided, calls for which may be recorded for training and monitoring purposes.

I further agree that the information that I have provided will be submitted to credit reference agencies so that a credit check can be conducted. I expressly acknowledge that the appointed Referencing company is not entitled to disclose a copy of my credit report to me but that I may obtain a copy of the report by applying to the relevant credit reference agency directly. I understand that I may be refused a Tenancy, or may be found unsuitable to act as a guarantor, as a result of the searches and references obtained by Vouch Online Limited or Rent4Sure Ltd. I agree that I shall not seek to hold the referencing company liable for such refusal, nor shall I seek to bring any claim against the referencing company for any loss or damage suffered by me as a result of such refusal.

I understand that information which I provide or which is collected about me may be retained on file or stored electronically in accordance within the provisions of the General Data Protection Regulations (GDPR). Furthermore,

I consent to Bassets using my contact details in any monitoring/survey process required to comply with data protection legislation (in particular the General Data Protection Regulations or any successor legislation), the processing of such data being carried out under the lawful basis of the company's legitimate business interests.

**I consent that all documents can be served using the email address provided in this application form.**

☐ By ticking this box, the applicant is happy for the referencing company to be provided with the information contained in this application form. This will be for the purposes of conducting a full reference including, but not limited to, credit score, employment and previous landlord checks.

**Applicant Name\***

**Applicant Signature\***

**Date (dd/mm/yyyy)\***

Rent4sure Limited and Vouch Online Limited fully comply with GDPR. Vouch Online full privacy policy and a data protection fact sheet are available at [www.vouch.co.uk/privacy](http://www.vouch.co.uk/privacy) or <https://www.vouch.co.uk/dataprotection>. Rent4sure Limited's full privacy policy and a data protection fact sheet are available at [www.rent4sure.co.uk](http://www.rent4sure.co.uk)



Additional Information

If you need to provide any previous addresses, names, credit history or other credentials please describe them below.

# Tenant Checklist

- 1) Complete the Tenant Application /Offer form and, if required, the guarantor forms.
- 2) Return the Tenant Application and guarantor forms to Bassets by hand, by post or scan them in a compatible format (ideally PDF).
- 3) Supply Bassets with a copy of your passport and any other identification documents necessary (see clause 3 and Right to Rent section of the form).
- 4) Offer sent to landlord to consider. If accepted
- 5) Pay your Holding Deposit to Bassets to register your interest and offer in the property.
- 6) Complete the online referencing information form for our preferred referencing company.
- 7) Confirm your preferred move in date with Bassets which will be confirmed once referencing has been completed. At this point Bassets will book a move-in appointment for you to come into the office to collect your keys.
- 8) 5 days prior to your move-in day, pay your Damage Deposit Bond to Bassets in cleared funds.
- 9) Attend your move-in appointment at Bassets to complete the move-in process and collect keys to your new home (after 1pm).
- 10) Contact the local council, water supplier(s) and energy providers(s) (details given to you at the move-in appointment and only applicable if you have not used the third party service) to set up payment.
- 11) Ensure that a standing order is set up for subsequent rental payments. It is the Tenants' responsibility to set this up at the start of the Tenancy AND cancel it at the end of the Tenancy.
- 12) Once you have received the inventory, thoroughly read the document and note any anomalies or changes required. Then return the signed inventory checklist form (given on move in) to Bassets.



# Different in so many ways

[www.bassets.co.uk](http://www.bassets.co.uk)

## **Bassets Salisbury**

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Bassets Estate Agent



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Bassetslettings