



homefinders

For office use only:

Emp ref recd
Credit check recd
Guarantor letter recd
Landlord ref recd

TENANT REGISTRATION FORM

PROPERTY APPLIED FOR:
LENGTH OF LET REQUIRED:
TENANCY START DATE:

APPLICANT'S PERSONAL DETAILS

FORENAMES: TITLE:
SURNAME:
MARITAL STATUS: MARRIED SINGLE LIVING WITH PARTNER
WILL YOU HAVE CHILDREN LIVING WITH YOU? YES / NO (if yes, please state ages) :
E-MAIL ADDRESS:
TELEPHONE NOS: WORK HOME MOBILE
DATE OF BIRTH: NATIONALITY:
PROOF OF IDENTIFICATION PROVIDED:
CURRENT ADDRESS:
PERIOD AT ADDRESS: YEARS MONTHS
IS THIS PROPERTY RENTED: YES / NO If no, please explain your situation in space below
IF YES PLEASE PROVIDE NAME & ADDRESS OF LETTING AGENT OR LANDLORD BELOW:
.....
.....
HAVE YOU ANY COUNTY COURT JUDGEMENTS, COURT DECREES, BANKRUPTCY OR
ADMINISTRATION ORDERS, OR CRIMINAL CONVICTIONS? YES / NO
(If Yes, please detail on a separate sheet)
PREVIOUS ADDRESS(ES) Where have you been living during the last 3 years?
Please provide previous address(es) and dates of residency (over 3 months), attaching a separate sheet if necessary
Address 2:
PERIOD AT ADDRESS: YEARS MONTHS
Address 3:
PERIOD AT ADDRESS: YEARS MONTHS

GUARANTOR DETAILS

(Only needed if applicant is not in full time permanent employment)

**** NB: Guarantor should have sufficient provable income and be living and working in the UK ****

GUARANTOR NAME: SURNAME: TITLE:

FORENAMES:

RELATIONSHIP:

ADDRESS OF GUARANTOR:

.....

.....

TELEPHONE NO: HOME: OTHER:

PREVIOUS ADDRESS:

(IF LESS THAN TWO YEARS

AT CURRENT ADDRESS)

APPLICANT'S DECLARATION

I, the undersigned, confirm that I have read and agree to Homefinders Terms and Conditions, and I hereby confirm that the information provided by me is to the best of my knowledge true and I have no objections to the information being verified by whatever means deemed necessary. I understand that the results of the findings may be forwarded to the landlord of the property and may be accessed again should I default on my rental payment. I agree to Homefinders searching the files of a Credit Reference Agency and IDS Ltd., the insurance industry's data collection agency, which will keep a record of that search. I also understand that no details of the searches will be given to me by the letting agent and/or landlord, but I may request the name and address of the Credit Reference Agency to whom I may apply for a copy of any information provided. I also confirm that in the event of my defaulting on the rental payment, that any such default may be recorded with the Credit Reference Agency and IDS Ltd, who may supply the information to other credit companies or insurers in the quest for responsible granting of tenancies, insurance and credit.

SIGNATURE.....DATE.....

**PLEASE NOTE ALL OUR PROPERTIES ARE NON-SMOKING
PROPERTIES UNLESS STATED OTHERWISE**



homefinders

I, the undersigned, hereby confirm that I accept and agree to Homefinders obtaining information and confirmation that I am employed at:

Company Name:

Applicant's Name (printed) :

Date:

Applicant's Signature :

HOMEFINDERS TERMS & CONDITIONS

For applicants applying to rent a property

1. A non-refundable administration fee of £84.00 plus VAT (£98.70 inclusive of VAT) per person and a contract fee of £66.00 plus VAT (£77.55 inclusive of VAT) per property is required to hold the property pending the obtaining of references.
2. References will be required from the applicant's employer, and letting agent / landlord, if currently renting. A bank reference may also be obtained.
3. Homefinders reserve the right to consult a Credit Referencing Agency and to reject an application without explanation.
4. Proof of identification will be required (e.g. a passport, driving licence etc. must be shown.)
5. The first month's rent is required, together with a refundable damages deposit equivalent to one and a half month's rent and the check-out fee, in cleared funds, prior to the commencement of the tenancy.

Check-out fee:-

- Properties up to 4 bedrooms - £47.00 plus VAT
- Properties with more than 4 bedrooms - £10.00 plus VAT per bedroom
- Single rooms in a shared property - £20.00 plus VAT

Please note, when funds are paid prior to the commencement of the tenancy, the tenancy agreement remains strictly subject to contract. Possession of the property will only be possible after all monies have been paid in cleared funds, but the tenant will remain liable for the rent from the date the tenancy commences.

6. If, after paying the administration and contract fees, the applicant decides, for whatever reason, not to take the property, fees will not be refunded. However the check-out fee will be refunded. For properties reserved more than two weeks in advance of move in, the first rental payment will be required to be paid in advance; in this instance these rental monies will not be refundable if the applicant decides not to proceed.
7. Should the Landlord decide not to let the property for any reason other than non-receipt of satisfactory references, all fees, rent and deposit paid by the tenant will be refunded. It is understood that the Landlord and Homefinders will not be liable for any compensation whatsoever.
8. The refundable damages deposit will be used as security for the performance of the tenant's obligations and safeguard against damages and shall be repayable, without interest, at the end of the tenancy or when the property is vacated, whichever is later, after deduction of any sums required to compensate the Landlord for loss or damage to the property or if the tenant is in breach of the tenancy agreement whether wholly or in part. Evidence must also be produced of payment of utility charges and Council Tax before any refund of deposit is made.

From 6th April 2007, all Landlords or their Agents were required to join a statutory tenancy deposit scheme if they take deposits. For your information; Homefinders is a member of the TDSRA (Tenancy Deposit Scheme for Regulated Agents) which is an insurance-backed deposit protection and dispute resolution scheme run by The Dispute Service Limited, and during the Tenancy Homefinders will hold the Deposit as Stakeholder (unless otherwise stated).

9. The tenant is responsible for registering for Council Tax at the local Council office and paying Council Tax throughout their occupation of the property, unless otherwise stated.
10. All properties advertised through Homefinders are let at a rent **exclusive** of all utility charges, including water rates, unless otherwise stated.
11. The prospective tenant(s) need to satisfy themselves that there is a suitable phone connection for their requirements and / or that they can organise internet access (if required). Homefinders takes no responsibility for the provision of telephone lines or cable connection and makes no claim as to the suitability or provision of such services.
12. Tenants are required to vacate the property no later than 2pm on the last day of the Tenancy and to return all keys to the Landlord's Agent no later than 2pm on the last day of the Tenancy.
13. If keys are not returned to Homefinders on the last day of the tenancy (as specified above), a penalty charge will be incurred by the tenant. The charges are £25 plus VAT, for every day the key is not returned to us. Also, £50 plus VAT, on day 5 if the key has still not been returned for the cost of a replacement lock change or key cutting: the Landlord may decide to waive part of this charge depending on circumstances.