Application for a Rental Property, Requirements & Procedures

Please ensure that you read this document prior to signing & paying

**PROPERTY APPLYING FOR:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**What date are you looking to commence the tenancy? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Pay the equivalent to one week’s rent, as a holding deposit to reserve the property.
* Once you have paid a holding deposit you need to supply the documents listed below to our office within 5 calendar days.
* The one week holding deposit will hold the property for you, for up to 15 calendar days.
* Within 15 calendar days the tenancy agreement must be entered into and the first month’s rent is due and payable. This may be extended to a maximum of 28 days via mutual agreement.
* Once the Referencing/Application process is complete you will be contacted to agree your tenancy start date. On the tenancy start date you will need to pay the first month’s rent + the equivalent of an additional 4 week’s rent as a deposit. The 5 week’s will then be registered and protected with the DPS (Deposit Protection Scheme).
* The Lease will then be emailed for E Signing, the keys will need to be collected from our office, all tenants must be present so that we can verify your ID, unless this has been done at the viewing.

**Documents required for all occupants over the age of 18 years.**

* Tenant’s application form
* Passport or other official photo ID
* Immigration Status Sharecode (If applicable)
* Last three wage slips or any other proof of income (working tax credit, accounts if self-employed)
* Last three months bank statements
* Employment reference confirming contract type.
* Proof of current address
* Guarantor application form
* Guarantor photo ID
* Proof of guarantor’s home ownership (mortgage statement/buildings insurance)

**AFFORDABILTY CHECK**

Rent £400pcm/Income £12,000 +

Rent £500pcm/Income £15,000 +

Rent £600pcm/Income £18,000 +

Rent £700pcm/Income £21,000 +

Rent £800pcm/Income £24,000 +

Rent £900pcm/Income £27,000 +

**Please make sure that you can supply all the information before paying the deposit. It is non-refundable in the event that you fail to complete the above. Please note a homeowner guarantor is mandatory for all tenancies.**

The person who is ultimately paying the property deposit is **Tenant One**.  
The full deposit will later be registered with the DPS in this tenant’s name. Please complete your details below:

**TENANT ONE**

|  |  |  |  |
| --- | --- | --- | --- |
| FULL NAME |  | | |
| CONTACT NUMBER |  | EMAIL |  |

**TENANT TWO**

|  |  |  |  |
| --- | --- | --- | --- |
| FULL NAME |  | | |
| CONTACT NUMBER |  | EMAIL |  |

**You are signing this as confirmation you have read the above and understand the deposit is non-refundable, if you are not able to satisfy all the requirements, as set out on Page 1, If you have any CCJ’s, Bankruptcy etc. please disclose before signing.**

|  |  |  |  |
| --- | --- | --- | --- |
| **TENANT ONE** SIGNATURE |  | DATE |  |
| **TENANT TWO** SIGNATURE |  | DATE |  |

**TENANTS DETAILS**

|  |  |
| --- | --- |
| **TENANT ONE:** I HAVE PAID THE HOLDING DEPOSIT OF | **£** |
| DATE PAID |  |

**HOLDING DEPOSIT EXTENTION**

***I agree that Regency Estates (if applicable) can continue to hold my holding deposit for a further 14 days whilst the preparation of the tenancy agreement is processed. (Further extensions will not be granted).***

**TENANT**

|  |  |  |  |
| --- | --- | --- | --- |
| SIGNED |  | | |
| PRINT NAME |  | DATE |  |

**Data Protection**Tenant Shop Limited, registered office Inchora House, Building X92, Cody Technology Park, Farnborough, Hampshire, GU14 0LX is fully compliant with the data protection act 2018 and is registered with the Information Commissioners Office registration number Z305733X**.** Tenant Shop limited will only use your information for the purposes set out above. Tenant Shop is a trading style of Tenant Shop Limited which is an appointed representative of Albany Park Limited, which is authorised and regulated by the Financial Conduct Authority. Financial Services Register number for Albany Park Limited is 304130 and 741081 for Tenant Shop Limited trading as Tenant Shop. This is regarding Insurance products only. You can alter your options, exercise the right of restricted processing or opt out at any time by emailing [customerservices@mytenantshop.co.uk](mailto:customerservices@mytenantshop.co.uk)

Regency Estates is a member of the Propertymark Client Money Protection Scheme.

Lanecape Ltd trading as Regency Estates. Scheme ref number C0126604.