



John Shepherd
LETTINGS

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BIRMINGHAM

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COMPANY APPLICATION FORM

RE: _____

Please complete and return the attached application form to the office as soon as possible, together with a payment in the sum of £100.00 per person to reserve the property (£200.00 for a Company), **Subject to Contract**.

In the event that your application is successful, the following amounts will be come due:

| | |
|---------------|---------|
| Rent: | £ _____ |
| Deposit: | £ _____ |
| Admin Fee | £ _____ |
| TOTAL: | £ _____ |

Your payment received to reserve the property will be offset against your deposit amount, payable upon a successful application – see declaration attached.

This application is "Subject to Contract and satisfactory references".

We trust you find this in order. Should you require further assistance or have any queries, please do not hesitate to contact us:

Administration Support Team
Tel: 0121 354 2079
Email: adminsupport@johnshepherdlettings.com

Rental payments: The rent will be paid each month by single banker's standing order 3 days before the date shown on the Tenancy Agreement/Commencement date and charges will be made if reminders are necessary.

The (Security) Deposit usually and unless otherwise agreed and verified in the Terms and Conditions of the Tenancy Agreement will be equal to one month's Rent plus £200.00 and held by the Agent or Landlord subject to the Tenancy Deposit Protection Scheme (Housing Act 2004).

John Shepherd Lettings Limited
Specialist in Residential Lettings and Property Management
Registered in England – 06841027
VAT Registration Number: 977 8931 41



Lettings Negotiator Branch
Property Ref No. Date

Please complete all sections of this form to help us process your application quickly. Due to the confidential nature of the information required and supplied, we regret no explanation can be given in we are unable to arrange a tenancy for you.

Company Tenancy Application

Property Details

Address
 Postcode
Rent pcm Proposed Start Date Tenancy Term

Applicant Details

Full Name of Company
Contact Name Tel No.
Address
 Postcode
Tel No. Fax No.
Email Address
No. of years in business Registered Company No.
Registered Office Address
 Postcode

N.B. Please ensure that the company number and address is absolutely correct. An additional fee of £30.00 will be payable for every subsequent credit check required.

Guarantor Details This section is only to be completed if advised

Name Tel No.
Address
*Previous address including postcodes and occupation dates, if at above address for less than **3 years**.*

 Postcode

Guarantor's Bank Account Details

Bank/Building Soc
Address Postcode
Name Account Held in Sort Code Account No.



Letting Consultant Branch
Property Ref No. Date

Reference Details

Solicitor's Name: Tel No
Solicitor's Address:
 Postcode

Chartered Accountant's Name Tel No.
Chartered Accountant's Address
 Post Code

Trade/Other Ref. Name Tel. No.

Other Ref. Address
 Postcode

Banker's Name Tel. No.
Banker's Address
 Postcode

Will rental payments be made by Standing Order? YES NO If yes, please give account details

Account Name
Account Number Sort Code

If rental payment will NOT be made by Standing Order please give name and address to be invoiced:

Name
Address Postcode

Permitted Occupants (if names are known)

Adult's Full Names

Children's Full

Authorised Signatory for Tenancy Agreements

Name Position



COMPANY TENANCY APPLICATION FORM – DECLARATION

As a prospective tenant, personal or company, I agree with The Agent that:

1. The information given on this Tenancy Application is correct and complete. I understand that it will be relied upon by The Agent and their Clients in determining my suitability as a tenant. I have paid the minimum sum of £100 to The Agent (£200 for a Company) as a reservation deposit, subject to contract and satisfactory references.
2. The reservation deposit is not refundable if I should withdraw from the proposed Tenancy, but, if for any reason (other than no. 3 below) the prospective landlord does not proceed it will be refunded. Your payment received will be off set against your (security) deposit amount upon commencement of the let, payable upon a successful application.
3. The reservation deposit will not be refunded and the proposed letting will not proceed if at the date hereof there are any satisfied or unsatisfied High Court or County Court Judgements or Default payments recorded in my name, or criminal record found against me.
4. For the purpose of the Council Tax the property will be used throughout the tenancy as my sole or main residence.
5. Share of Costs: There will be an administrative charge calculated as follows:

| | |
|---------------------------|------------------|
| 1 – 2 Applicants | £175 plus VAT |
| 3 Applicants | £195.00 plus VAT |
| 4 Applicants | £225.00 plus VAT |
| Each additional applicant | £55 plus VAT |
| Company Let | £295 plus VAT |
| Guarantor | £55 plus VAT |

Should my tenancy be extended there will be a charge of £50 plus VAT
For the Check-out Inspection there will be administration charge £25 plus VAT
6. Settlement: If the letting proceeds, the balance due will be paid by me either by Cash, Banker's Draft or Building Society cheque on or before the tenancy commencement date. Alternatively the balance may be paid by **Debit Card** (i.e. Maestro) subject to £1.00 surcharge or by **Visa or MasterCard** subject to 2.75% surcharge.
7. Rental Payments: **The rent will be paid each month by Single Bankers Standing Order 3 days before the date shown on the Tenancy Agreement and charges will be made if reminders are necessary.**
8. The (security) deposit usually and unless otherwise agreed and verified in the Terms and Conditions of the Tenancy Agreement will be equal to one months rent plus £200 and held by The Agent for and on behalf of the landlord for the duration of the Tenancy (and any period of extension). The deposit will be returned to me, less any charges for damage or cleaning, rental reminders and Statutory Notices and provided there are no unresolved disputes, as soon as possible after the end of the Tenancy. For the Check-out Inspection and checking of the Inventory & Schedule of Condition at the end of the tenancy there will be an administration charge of £25 plus VAT which will be deducted from the deposit, if not paid direct.
9. All sums deposited with The Agent are held in a client account in accordance with ARLA regulations as security for the charges to which they relate and in no circumstances will I be entitled to claim interest on such, nor can the deposit be used by me instead of paying rent.
- 10*. Landlords and Agents have a responsibility to hold and administer all tenancy (security) deposits for Assured Shorthold Tenancies (AST) under an approved Tenancy Deposit Protection Scheme governed by the Housing Act 2004. As Agents we have joined the Tenancy Deposit Scheme (TDS), run by The Dispute Service Limited, which is an insured based scheme backed by RICS, ARLA and NAEA and all deposits for those properties managed by us as the Agent will be protected under the TDS scheme. For further information please refer to your tenancy agreement, leaflet entitled 'Information for Landlords and Tenants' or visit the TDS website; www.tds.gb.com.
11. The Agent will endeavour to ensure that gas, electricity and water services are connected, but are unable to guarantee connection. Connection of the gas, electricity, water and telephone is the responsibility of the ingoing tenants/occupant(s). The preferred utility supplier is Southern Electric and a transfer details form will be provided the tenant/occupant(s) upon ingoing at point of check-in. If the tenant chooses to use another utility supplier, then they are responsible for ensuring the accounts are returned to the landlords preferred supplier at the end of the letting. If the tenant wishes to change the utility supplier, the tenant agrees to give the landlord written notice of the new supplier details. In the event the accounts are not returned to the landlords preferred supplier at the end of the letting, there will be an administration charge of £30.00 for the work involved in returning the accounts to the landlords preferred supplier
12. No contractual relationship arises in respect of a prospective tenant of the Property until the Tenancy Agreement is signed by all parties, exchanged and dated.
13. I confirm that the above information is true and complete to the best of my knowledge. I have no objection to this information being verified by whatever means necessary. I also give my Employer/Accountant permission to disclose details of my salary/income to: CHECKERS UK LIMITED – 19 BUTTERCUP DRIVE, ELSEA PARK, BOURNE, Lincs., PE10 0PZ
14. Value Added Tax (VAT) applies and will be charged in addition to all fees at the rates correct at the time of providing the service.

* If you have selected a property available through our "Introduction Only" service, the security deposit will be held in one of three approved Deposit Protection Schemes and this will be selected by your Landlord. See Terms and Conditions of your Tenancy Agreement for more information.

Information supplied by you will be held on our computer records in accordance with the company's notification under the Data Protection Act 1998. We may use this information, or share it with our credit reference providers for account administration (including debt tracing and collection), credit, insurance, utility providers, local authorities to make property and rental decisions. We may record sensitive personal data as defined in the 1998 Data Protection Act. We confirm that progress of this application may be made available to agents, landlords and co-applicants. You are entitled to ask for a copy of the information held about you subject to the payment of an administration fee that will be notified to you on application and will not exceed the value set by statute. You have the right to request that it be amended if it is found to be incorrect.

PLEASE RETURN YOUR APPLICATION FORM AS SOON AS POSSIBLE. "SUBJECT TO CONTRACT"

APPLICANT'S / COMPANY
AUTHORISED SIGNATURE

Authorised Signature

DATE