

Tenant's Terms of Business

Property Address: _____

Proposed tenancy start date: _____

Tenant 1: _____

Tenant 2: _____

Permitted Occupier(s): _____

Children: _____

Payable at the time of application:

Agency fees Applicable	Amount	Cash, Card, or Bacs.	Date	Taken by initials
Application fees (£150 for a single applicant, £250 for two applicants, If there are more than 2 applicants £50 will be payable per additional applicant)	£		/ /	
Guarantor fees	£		/ /	
Total amount due today – This fee is non refundable	£		/ /	

All documents must be provided immediately and your reference must pass within 7 days, if your reference does not pass within 7 days the property will be put back on the market, and your fees will NOT be refunded.

Payable when references have passed:

Deposit applicable	Amount	Cash, Card, or Bacs.	Date	Taken by initials
Holding Deposit (Becomes the tenancy bond upon move in)	£		/ /	
Total	£		/ /	

Payable 3 days of move in:

Rent Applicable	Amount	Cash, Card, or Bacs.	Date	Taken by initials
Rent payable in advance __ month(s)	£		/ /	
Total	£		/ /	

(If this is being paid by card or cheque then the amount must be paid 5 days prior to move in, failure to do this may see us decline to move you into a property on the day of your chose)

I can confirm I have read and understood all of the above:

Tenant 1 _____ Tenant 2 _____

Fees that are be applicable during your tenancy:

Tenancy renewal fee (should you choose to renew your tenancy onto another fixed term tenancy then this fee is applicable)	£50
Late payment fee (Should your rent not be paid on the date set out in your tenancy agreement, without prior written consent then this fee will be applicable).	£25
Early Release fee (Should you ask to be released during your tenancy, then this will be applicable, your rent will still be liable until a new move to the property)	£300
Missed Appointment fee (Should an appointment with a Keymove representative be missed, then this fee will be applicable).	£35
Key replacement (Should a key be lost or broken then this fee will be applicable)	£10 per key
Lock Replacement (Should the keys for the property be lost or broken and the landlord requests for the safety of the property the locks are changed then this fee will be applicable).	£60 per lock

Conditions:

1. The Admin/Reference Fee is payable per person and covers the costs of referencing, credit checking, agreement preparation and ancillary costs. It is NON-REFUNDABLE. Completed application forms must be returned within 3days of the reference/admin fee has been paid. Failure to return the completed application forms within these timescales will result in the property being put back on the market to let.
2. Payment of the Holding Deposit/Bond ensures that the above accommodation will not be offered to any other applicant by this company until after the above-entered planned commencement date. These are NON-REFUNDABLE DEPOSITS and will be forfeit as liquidated damages in the event that you withdraw or otherwise fail to take up the tenancy by or on the above date. If, however, this Agency or the Landlord decline to grant the tenancy due to anything other than failed referencing it will be refunded, less the Agency Admin fee/s.

The Holding Deposit MUST be paid within 48hrs of References being accepted.

On completion of the signing of the tenancy agreement the Holding Deposit becomes the required bond on the property and it will be registered in accordance to the required legislation.

Are you paying the proposed holding deposit/ bond yourself is another person paying it for you?

Me [] Someone else []

If someone else, please provide us with their name and address below.

Name: _____ Address: _____

I can confirm I have read and understood all of the above:

Tenant 1 _____ Tenant 2 _____

3. First Advance Rent means the rent that you pay for the first month on the day that the tenancy is signed. The amount payable by you on the day you sign the tenancy agreement will ONLY be accepted in the form of either Cash, Payment by Debit card (foc) or Credit card (3% charge) or Online Bank Transfer (details of which will be provided on request) .
PERSONAL OR BUILDING SOCIETY CHEQUES CAN NOT BE ACCEPTED,
4. The proposed tenancy is offered 'subject to contract' and is conditional upon:
 - a) The receipt of satisfactory references and/or guarantees
 - b) The receipt of cleared funds as above
 - c) The signing by all parties of the tenancy agreement.
5. Particulars of the above accommodation and proposed tenancy have been described to you in good faith from information received, and no responsibility will be accepted for errors, omissions or mis-statements.
6. It is important that you read and understand the terms and conditions of this application. This tenancy fee schedule forms part of the application for tenancy and is to be used in conjunction with the referencing forms provided. If there is anything you do not understand or do not wish to agree to, then please discuss it with a Keymove representative.
7. Applications are independently assessed by a Credit Referencing Company who will make searches about you at credit reference agencies. The agencies will record details of the search whether or not your application proceeds. The Credit Referencing Company may use credit-scoring methods to assess your application and verify your identity.
8. A credit reference result is normally obtained within 48 hours and a tenancy cannot commence until a reference suitable to the Landlord has been obtained. If a Guarantor is required they will have to complete an application form to cover the tenancy and a Guarantor fee will be applicable.
9. If the application passes the credit check and the Landlord declines to proceed, a full refund of the admin fee will be made.
10. The rent is payable per calendar month exclusive of any bills payable monthly in advance by Standing Order.
11. The Security Deposit will be held by the Landlord or Keymove as "stakeholder" and returned at the end of the tenancy subject to both parties agreement.
12. The Security Deposit will be increased by £100 to account for tenants who may wish to keep pets, subject to permission given by the Landlord.
13. Each person sharing occupancy of the property must complete a separate application.
14. The first named tenant shall be deemed to be the lead tenant for the duration of the tenancy.

I can confirm I have read and understood all of the above:

Tenant 1 _____ **Tenant 2** _____

DATA PROTECTION

We retain copyright in all advertising material used to market the property and we reserve the right to use these for marketing initiatives following the termination of this Agreement. In the event that you do not wish to use such material, please tick this box []

We may pass your details onto third parties in connection with the services we provide to you and/or the performance of this Agreement. We value your custom and would like to let you know about certain special offers and your details may be passed on to other carefully selected companies. Both Keymove and these companies may write, email or call you to tell you about any products, services or special offers you may be interested in.

Please tick this box if you do not wish to be contacted by Keymove concerning the products, services or special offers mentioned []

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By signing this agreement you will be indicating your consent to receiving marketing messages by email from Keymove and other companies (as explained above), unless you have ticked the above boxes.

Fees:

1. I understand and agree with the above terms and conditions and to pay the Agency Admin/Reference Fee, Holding Deposit/Bond, Guarantor Admin/Reference fee and the Outstanding Balance as shown on page 1.

Signed: Print Name: Date:

Signed: Print Name: Date:

Signed: Print Name: Date:

Signed on behalf of Keymove

Signed: Print Name: Date: