



grovers



33 High Street Kings Heath Birmingham B14 7BB
0121 443 4343 property@grovers.uk.com grovers.uk.com

grovers ESTATE AGENTS is the trading name of The Property Agency Ltd Reg in England No.3896856 Reg. office: 33 High Street

TENANCY APPLICATION

These notes are intended to assist you as a prospective tenant in making a successful application for a tenancy and to serve as a guide to the tenancy application process. Costs which a tenant might incur before and during a tenancy are set out below. You are welcome to speak to anyone at Grovers if you are in any doubt about the process or any other tenancy related matter.

If you wish to apply for a tenancy, please complete and detach the Tenancy Application Questionnaire. Make an arrangement to come to our office with the completed Tenancy Application Questionnaire and ID documents for us to carry out a face to face Right to Rent check. If it is not possible for you to come to our office, please let us know straightaway, and we will make an alternative arrangement with you.

The tenancy agreement

The tenancy is granted by means of an Assured Shorthold Tenancy Agreement, usually for an initial term of six to twelve months. The term is sometimes negotiable depending upon landlord's and tenant's requirements.

The tenancy deposit

A tenancy deposit will be required equivalent to a maximum 5 weeks' rent payable upon signing the tenancy agreement. The deposit must be paid before the tenancy can start, preferably by a BACS payment, or by arrangement with us by a Bankers Draft, or a Building Society Cheque. We cannot accept payment by any other means.

We are a registered deposit taker, so when you pay your deposit to us, we will register it with The Dispute Service Ltd, and the deposit will then be protected under the Tenancy Deposit Scheme. Your deposit will be held in our clients' deposits account, and will be returned to you at the end of the tenancy, without interest, but after deducting any sum agreed between you and your landlord and the landlord's agent, in respect of rent arrears, itemised costs as set out in the tenancy agreement payable by the tenant to the Landlord, Landlord's Agent or Inventory clerk (see below: 'Costs which a tenant might incur during a tenancy'), dilapidations by way of damage to the property or wants of repair caused by you, (with the exception of fair wear and tear), or in compensation for the breach of any other terms of the tenancy agreement.

If you and the landlord or Grovers when acting as managing agents, cannot agree about the amount of deductions to be made, the matter can be referred for adjudication under the Tenancy Deposit Scheme.

The rent

The first month's rent is due in advance upon signing the tenancy agreement, and thereafter further rent payments are paid usually by BACS or a standing order each month on the agreed rent payment date. The first month's rent must be paid before the tenancy can start, preferably by a BACS payment, or by arrangement with us by a Bankers Draft, or a Building Society Cheque. We cannot accept payment by any other means.

'Right to Rent' checks ~ proving who you are and where you live

The 'Right to Rent' provisions within The Immigration Act 2014 came into effect 01/02/2016, In order to comply with this legislation we have to verify your identity face to face and take a copy of your ID documents for our files.

When submitting the attached Tenancy Application Questionnaire prospective tenants must provide photographic identification in an original format, in most cases a passport will suffice. A photographic driving licence is acceptable but only in conjunction with another approved document such as a birth certificate. Please speak to us about the list of approved documents, if necessary.

A prospective tenant who is not a UK resident, will need to submit a copy of a work permit.

The proof of residency needs to be either utility bill, mobile telephone bill, council tax bill or a signed and dated letter from your current employer's human resources department, all of which must be dated within the last 3 months. Bank statements are not acceptable.

If you do not hold a British passport you must supply a Registration Certificate or documents indicating permanent residency issued by The Home Office, or a permanent residence card issued by The Home Office, or a Biometric immigration document signed by The Home Office, or a Passport or other Travel Documents endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK and has no time limit on their stay, or a certificate of registration or naturalism as a British Citizen, or a current immigration status document containing a photograph issued by The Home office with an endorsement indicating the person is permitted to stay indefinitely. This document must not have expired. A copy of a work permit is also required.

The referencing process

Having received your Tenancy Application form and having verified your identity, Glovers will send the referencing application forms to you by email, and subject to the landlord's consent and receiving your holding deposit we will reserve the property for you pending the outcome of referencing.

The referencing process involves Rentshield, our nominated referencing company, obtaining credit, employment, current landlord references, and residency checks for all prospective tenants, and for any guarantor required.

You must be able to supply 3 years address history in the UK, or abroad.

If you have an adverse credit history and / or county court judgements, or you think you might need a guarantor, you must speak to Glovers for guidance as to your suitability for referencing before the referencing forms are sent to you.

If you are in paid employment, your employer will need to confirm that you have a contract, and that you are not employed on a temporary, zero hours, or probationary basis. Exceptions can apply depending upon your type of job. Please speak to us if in doubt.

If you are self-employed, you will need to have submitted a tax return which can be verified by an accountant.

If a guarantor is required, the guarantor will need to meet the above criteria also. Please note that not all landlord's will accept a tenancy with a guarantor and your application could be declined if the outcome of your referencing reveals that a guarantor is required. Your income level (and your guarantor's income if applicable) must be compatible with the attached affordability calculator.

Costs which tenants might incur during a tenancy

Variation & Novation of the tenancy agreement:-

Variations to the Contract - if consent is given: £50.00 inc VAT . A variation could include requests for a pet, requests to redecorate, requests to change sharer in a joint tenancy, requests to sub let, or any other amendment which alters the obligations of the agreement. If requests are refused, no charge is made.

Novation of Contract & an Assignment of Contract - if consent is given: £50.00 inc VAT or a reasonable cost if higher. Novation is a new contract based on almost the identical existing contract. An assignment is where one tenant assigns hi/her rights under an existing tenancy to another person under the existing tenancy.

Change of sharer:-

£50.00 including VAT, or our reasonable costs if higher, if for example there is an exceptional circumstance relating to referencing, or a new inventory is required.

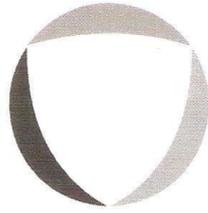
Early termination of tenancy:-

If a landlord consents to an early termination it might be on the condition that replacement tenants are found. In this situation a tenant could reasonably be required to pay the costs associated with re-advertising the property or referencing new tenants, subject to evidence demonstrating the costs to be incurred. If a suitable replacement tenant is found, the outgoing tenant will be charged rent and will have to pay the associated outgoings until the new tenancy has started. The costs charged will not exceed the loss incurred by the landlord (if the payment is required by the landlord), or reasonable costs (if the payment is required by the agent). Landlords are only entitled to recover the sum of any rental payments which would not be met by the start of a new tenancy. As agent our reasonable costs will be the published letting or set-up cost which Glovers Estate Agents charge to a landlord.

Default Fees:-

Charges will be made for the for the **replacement of lost keys** and other respective security devices such as **replacing locks and secure car park access fobs**. The charges made will be the actual costs incurred in getting keys cut, or locksmith's charges, without any charge being made for our time except in an exceptional circumstance such as an emergency (other than replacing keys), where a charge of £15.00 per hour could be made.

A fee will be charged on **late payment of rent** after 14 days the rent was overdue. The charge is capped at 3% above the Bank of England base rent



Rentshield
DIRECT

RENTSHIELD DIRECT AFFORDABILITY CALCULATOR

Monthly Rent	Tenant Income	Guarantor Income	Monthly Rent	Tenant Income	Guarantor Income
140	4200	5040	1020	30600	36720
160	4800	5760	1040	31200	37440
180	5400	6480	1060	31800	38160
200	6000	7200	1080	32400	38880
220	6600	7920	1100	33000	39600
240	7200	8640	1120	33600	40320
260	7800	9360	1140	34200	41040
280	8400	10080	1160	34800	41760
300	9000	10800	1180	35400	42480
320	9600	11520	1200	36000	43200
340	10200	12240	1220	36600	43920
360	10800	12960	1240	37200	44640
380	11400	13680	1260	37800	45360
400	12000	14400	1280	38400	46080
420	12600	15120	1300	39000	46800
440	13200	15840	1320	39600	47520
460	13800	16560	1340	40200	48240
480	14400	17280	1360	40800	48960
500	15000	18000	1380	41400	49680
520	15600	18720	1400	42000	50400
540	16200	19440	1420	42600	51120
560	16800	20160	1440	43200	51840
580	17400	20880	1460	43800	52560
600	18000	21600	1480	44400	53280
620	18600	22320	1500	45000	54000
640	19200	23040	1520	45600	54720
660	19800	23760	1540	46200	55440
680	20400	24480	1560	46800	56160
700	21000	25200	1580	47400	56880
720	21600	25920	1600	48000	57600
740	22200	26640	1620	48600	58320
760	22800	27360	1640	49200	59040
780	23400	28080	1660	49800	59760
800	24000	28800	1680	50400	60480
820	24600	29520	1700	51000	61200
840	25200	30240	1720	51600	61920
860	25800	30960	1740	52200	62640
880	26400	31680	1760	52800	63360
900	27000	32400	1780	53400	64080
920	27600	33120	1800	54000	64800
940	28200	33840	1820	54600	65520
960	28800	34560	1840	55200	66240
980	29400	35280	1860	55800	66960
1000	30000	36000	1880	56400	67680
			1900	57000	68400
			2000	60000	72000



33 High Street Kings Heath Birmingham B14 7BB
0121 443 4343 property@glovers.uk.com glovers.uk.com

TENANCY APPLICATION QUESTIONNAIRE

PROPERTY ADDRESS: _____

Date of application: _____ Rent: £ _____ PCM Deposit amount: £ _____

Tenancy Start Date: _____ Length of Tenancy required: _____

.....

TENANT 1 Full Name: _____

Address: _____

mobile: _____ land line: _____

Email: _____ OCCUPATION: _____

Are you employed full time YES / NO or part time YES / NO Are you unemployed YES / NO

Is your employment on a TEMPORARY or ZERO HOURS or PROBATIONARY basis YES / NO

Do you have children who would live at the property at any time YES / NO

If you have children please state their full names, dates of birth, and nationality

Do you have pets YES / NO If so, please give details _____

Are you currently a tenant YES / NO If so, how many weeks' notice do you need to give _____

Do you have any adverse credit or any county court judgements? YES / NO

In case of difficulty in contacting you about the return of the tenancy deposit, please provide a post
tenancy contact and address, such as a relative, or a friend:
name _____ telephone number _____
email address _____ postal address _____

.....

TENANT 2 Full Name: _____

Address: _____

mobile: _____ land line: _____

Email: _____ OCCUPATION: _____

Are you employed full time YES / NO or part time YES / NO Are you unemployed YES / NO

Is your employment on a TEMPORARY or ZERO HOURS or PROBATIONARY basis YES / NO

Do you have children who would live at the property at any time YES / NO

If you have children please state their full names, dates of birth, and nationality

Do you have pets YES / NO If so, please give details_____

Are you currently a tenant YES / NO If so, how many weeks' notice do you need to give_____

Do you have any adverse credit or any county court judgements? YES / NO

In case of difficulty in contacting you about the return of the tenancy deposit, please provide a post tenancy contact and address, such as a relative, or a friend:

name_____telephone number_____

email address_____postal address_____

.....

Please give details of additional tenants, permitted occupiers, & guarantors below

TENANT 3 Full Name: _____

Address: _____

mobile: _____ land line: _____

Email: _____ OCCUPATION: _____

Are you employed full time YES / NO or part time YES / NO Are you unemployed YES / NO

Is your employment on a TEMPORARY or ZERO HOURS or PROBATIONARY basis YES / NO

Do you have children who would live at the property at any time YES / NO

If you have children please state their full names, dates of birth, and nationality

Do you have pets YES / NO If so, please give details_____

Are you currently a tenant YES / NO If so, how many weeks' notice do you need to give_____

Do you have any adverse credit or any county court judgements? YES / NO

In case of difficulty in contacting you about the return of the tenancy deposit, please provide a post tenancy contact and address, such as a relative, or a friend:

name_____telephone number_____

email address_____postal address_____

TENANT 4 Full Name: _____

Address: _____

mobile: _____ land line: _____

Email: _____ OCCUPATION: _____

Are you employed full time YES / NO or part time YES / NO Are you unemployed YES / NO

Is your employment on a TEMPORARY or ZERO HOURS or PROBATIONARY basis YES / NO

Do you have children who would live at the property at any time YES / NO

If you have children please state their full names, dates of birth, and nationality

Do you have pets YES / NO If so, please give details _____

Are you currently a tenant YES / NO If so, how many weeks' notice do you need to give _____

Do you have any adverse credit or any county court judgements? YES / NO

In case of difficulty in contacting you about the return of the tenancy deposit, please provide a post tenancy contact and address, such as a relative, or a friend:

name _____ telephone number _____

email address _____ postal address _____

.....

GUARANTOR (delete as appropriate)

Full Name: _____

Address: _____

mobile: _____ land line: _____ Email: _____

Are you unemployed YES / NO Are you employed full time YES / NO or part time YES / NO

Is your employment on a temporary or zero hours or probationary basis YES / NO

Do you have any adverse credit or county court judgements? YES / NO

If you are a permitted occupier please answer the following questions:-

Do you have children who would live at the property at any time YES / NO

If you have children please state their full names, dates of birth, and nationality

Do you have pets YES / NO If so, please give details _____

.....

CONSUMER PROTECTION FROM UNFAIR TRADING LEGISLATION 2008:-

We abide by current consumer protection legislation when dealing with clients and buyers. The Agent will not engage in any unfair practices such as: giving false or misleading information to consumers; hiding or failing to provide material information; exerting undue pressure on consumers; and not acting with the standard of care and skill that is in accordance with honest market practice and in good faith. In this regard, the Agent asks to be informed immediately if the Client becomes aware of any matters that may affect the accuracy of the property particulars, or any of the information provided to us by the Client.

THE PROPERTY OMBUDSMAN:-

Glovers Estate Agents is a member of The Property Ombudsman Scheme (TPOS) and follows the TPOS Code of Practice. A copy of the Code of Practice and the Consumer Guide is available from www.tpos.co.uk. We adhere to the TPOS's Codes of Practice and complaints redress procedures.

THE NATIONAL ASSOCIATION OF ESTATE AGENTS:-

We are a member of this organisation which is the UK's leading professional body for estate agency personnel across all branches of property services, being dedicated to the goal of professionalism within all aspects of property, estate agency, and land. We adhere to the NAEA's Codes of Practice and complaints redress procedures.

CLIENT MONEY PROTECTION SCHEME:-

Glovers Estate Agents as a member of National Association of Estate Agents subscribes to a Client Money Protection Scheme which is a compensation scheme run by the National Federation of Property Professionals (NFoPP) which provides compensation to landlords, tenants and other clients should an agent misappropriate their rent, deposit or other client funds.

ANTI MONEY LAUNDERING MEASURES:-

We have in place procedures and controls, which are designed to forestall and prevent money laundering. If we suspect that a customer or client or employee is committing a money laundering offence as defined by the Proceeds of Crime Act 2002, we will in accordance with our legal responsibilities, disclose the suspicion to the National Criminal Intelligence Service.

GENERAL DATA PROTECTION REGULATIONS 2018:-

We want you to be clear about the data we collect and store, how we use this and the rights you have to control that information. Our Privacy Notice reflects the changes introduced by the new General Data Protection Regulations (GDPR) which came into force on 25/05/2018 and it sets out how we will collect and use your personal information and what your individual data protection and privacy rights will be under the new regulation. Please view our **Privacy Notice** in full in the 'contact us' section of our website: glovers.uk.com. In order to ensure our continued compliance with data protection and privacy laws, we may update the Privacy Policy from time to time; therefore we encourage you to review the Privacy Notice periodically to keep up to date.

