

Application of Tenancy

By completing this form, you are instructing SPACE Acquisitions Ltd to speak with the owner of your chosen property. In order to do this, we require some personal information for referencing purposes. If the landlord accepts your application, we will apply for your references and request a pre-contract 'Deposit of intent' in the amount of £***.00 to be bank transferred to our Client Money Protected (CMP) client's account below.

Barclays Business | SPACE Acquisitions Limited | Sort Code: 20-76-90 | Account: 1307 8353 | Ref: ***

Date of the application:	
Address of tenancy applied for:	
Description of Property:	
Rental amount:	£***.00 per calendar month, excluding council tax and utility bills. 12 Month AST/Contract
Proposed move-in date:	
Is the prospective tenancy to be your only or principal home?	(If no, please provide the address of your principal home, and provide details of why this tenancy is not your principal home, e.g., working 3 nights per week)

Using your personal information (GDPR)

Personal information which you have supplied to us may be used in several ways, for example, to decide about granting a Tenancy, to confirm identity and obtaining references, for Tenancy preparation, debt collection, providing references and conduct of any Tenancy in the future, providing information to utility companies or a local authority about any tenancy. The agency will share your information with the Landlord for the purpose of dealing with this Application, this includes any reports obtained. For the purpose of deciding whether to offer a Tenancy your information may be provided to any of the following: third party referencing companies and credit reference bureaus, current and previous Landlords or Agents, current or previous employers/accountants, individuals for a character reference, banks or building societies. We may pass your information to a third-party reference company to carry out any checks on our behalf, but we will not disclose any information to any other individual or company except to prevent fraud or if require doing so by law. Checks conducted may include obtaining information about county court judgements (ccj's), bankruptcy etc., identity confirmation, other public information such as electoral roll, conduct of current or previous tenancies with other landlords or agents, employment confirmation, confirming and assessing affordability, confirming the contents of this application. Where a tenancy is offered or granted, the information you have provided will be used for the preparation of an (AST) Agreement and any prescribed information for the Security Deposit. More information about the use of your information during and after your Tenancy will be found in the (AST) Agreement if granted. Where a Tenancy is not offered or you decide not to take a property from us, the information you have provided will not be kept for longer than necessary and then destroyed. Any offer of a Tenancy remains subject to contract throughout the application process until a written tenancy agreement has been signed by all parties.

I understand the following: you will use the information I have provided to process my Application of Tenancy. You may get information about me from certain other organisation and individuals or give information about me to them to; make sure the information is accurate; prevent or detect fraud; and confirm affordability. These other organisations include credit referencing agencies or bureaus, landlords, employers, or other companies/individuals as provided by me. Any report obtained may be shared with the landlord or agent. If I give information that is incorrect or incomplete this may mean that a tenancy will not offered and I may lose any money paid to date (for example a Deposit of Intent) or, if a tenancy were granted, possession could be sought on the grounds of false information. I declare that the information I have given on this form is correct and complete.

Tenant 1: Signed:	Name:	Date:
Tenant 2: Signed:	Name:	Date:

Proposed Tenant 1 Details

Tenant 1:	Name	Date of Birth	National Insurance Number	Nationality
Details: (Mr., Ms., Miss, Mrs., Dr, etc.....)				
Bank account details	Bank Name	Sort Code	Account Number	
Current Address:				
Time at current address: (Years and months)				
Landlords Details: (Please provide name, address, mobile and email)				
Post Tenancy Address: (Regarding your 5-weeks deposit, please provide a family members address, that you are contactable when you move out)				
Mobile phone number:				
Email address:				
Are you content to accept all documents by email?	Yes to include, the service of notices and all documents given under or in conjunction with the Tenancy			
Next of Kin/Parents: (Please provide name, address, mobile and email)	<i>Is this the same as your post tenancy address?</i>			
Employment details: (Please provide name, address, mobile and email)				
Job Title:				
Length of Service: (How long have you worked in this position?)				
Annual Income/Salary: (Please specify before Tax)				

Your information will not be sold or forwarded to any company/individuals who are not directly linked to this property and the renting of this property. We value relationships and we are compliant with the (GDPR) general data protection regulations.

Proposed Tenant 2 Details

Tenant 1:	Name	Date of Birth	National Insurance Number	Nationality
Details: (Mr., Ms., Miss, Mrs., Dr, etc.....)	***	***		***
Bank account details	Bank Name	Sort Code	Account Number	
Current Address:	***			
Time at current address: (Years and months)				
Landlords Details: (Please provide name, address, mobile and email)				
Post Tenancy Address: (Regarding your 5-weeks deposit, please provide a family members address, that you are contactable when you move out)				
Mobile phone number:	***			
Email address:	***			
Are you content to accept all documents by email?	YES to include, the service of notices and all documents given under or in conjunction with the Tenancy			
Next of Kin/Parents: (Please provide name, address, mobile and email)	<i>Is this the same as your post tenancy address?</i>			
Employment details: (Please provide name, address, mobile and email)				
Job Title:				
Length of Service: (How long have you worked in this position?)				
Annual Income/Salary: (Please specify before Tax)				

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Important information pertaining to the Tenant occupying this property

Do you have any Pets?	
Do you Smoke?	
Will anyone of 18 years or younger be residing in the property? (Please name and note your relationship)	
Is there anything you think the Landlord should be aware of with your application of Tenancy?	
Do you have any conditions? (Please specify any requests or conditions you have; this should have been discussed with the letting agent and verbally agreed)	

Terms

Deposit of Intent

To show your commitment to renting the property, a pre-contract Deposit of Intent in the amount of one weeks rent is payable. The payment of this sum does not constitute an acceptance of the application by the owner of the property or the Agent, nor the granting of a Tenancy. We will return your holding deposit within 7 days if your application is unsuccessful. If you enter into a tenancy agreement to rent the property, this amount will be set against the monies due as referred to below. If for any reason you withdraw prior to entering into Tenancy agreement, this amount will not be refunded to you, the agent to cover the referencing costs and other expenses pertaining to this Let. If the Landlord withdraws, you will receive your Deposit of Intent in full.

References:

We will take up references based on the details that you have provided. These references may be passed to the landlord so that they can make a decision on granting you the Tenancy. You are responsible for any administration charges levied by your own bank in relation to obtaining a reference.

Deposit:

A deposit equivalent to 'five weeks' rent must be paid in cleared funds when you sign the Tenancy Agreement and is held in a deposit scheme until termination of the Tenancy. The deposit will be refunded to you only when a written authority is received from the Landlord. This must be processed within 14 days of your Tenancy end date. Any deductions made from the deposit are on behalf of the Landlord. The Tenancy Agreement entered into is between the Landlord and the Tenant and, therefore, the Tenant cannot hold the Agent liable for any deductions made from the deposit, which may be in dispute.

Payment of rent:

The first instalment of rent plus the 5 weeks deposit must be paid in cleared funds when you sign the Tenancy Agreement to the same Client Money Protected Clients Account as the Deposit of Intent. Thereafter, rent is payable by standing order to arrive on the due date as stated in the Tenancy Agreement. This means that the standing order must be set up so that the funds leave your account three days before the rent is due. The bank details that the funds should be transferred to are noted on the Agreement (AST) Assured Shorthold Tenancy Agreement. If payments are to be made on a different date, this must be agreed prior to the signing of the Tenancy Agreement and the extra payment for the period until the new payment date must be paid in advance along with your first instalment.

Cleaning:

It is important to keep the property you rent clean and tidy. Quarterly inspections may be carried out. It is vital the property is kept clean and maintained to a high level.

End of tenancy:

The property at the end of tenancy must be cleaned to the same standard as when you moved in, if the property is not cleaned to the same standard, we will organise this to be done at your expense and could be deducted from your deposit. When in terms of the AST, we require two months’ notice, this should be given in writing on month ten of a one-year agreement. If in a periodic tenancy, one-month notice can be served in writing to the Agent.

Management of the property:

At the start of the tenancy, we will inform you who is responsible for managing the property. This is not always SPACE. When we are not managing the property, we cannot authorise any repairs or maintenance or guarantee the speed at which repairs will be carried out. Where we are managing the property, we may have to obtain the Landlord’s consent before proceeding with a repair. When we manage a property and hold keys, we can usually provide access to contractors (with your permission). However, where we do not hold keys or the contractor is not willing to collect keys, it is your responsibility to provide access.

Insurance:

It is your responsibility to insure your own belongings throughout the Tenancy. More details on this are noted on the Tenancy Agreement.

Renewal of tenancy:

You are required to notify SPACE two months prior to the end of the Tenancy in writing of your intentions to vacate or renew the agreement. If the tenancy is renewed, we will not charge you a renewal fee.

Administration fees:

Should you wish to terminate your Tenancy before the end of the Tenancy and the Landlord agrees that you can terminate early; you will be responsible for the payment of the outstanding commission due to the Landlord for the remainder of the Tenancy, unless you are exercising a break clause, which is contained, in your Tenancy Agreement. It is your obligation to obtain written consent from the Landlord for any change in the identity of the tenants. Upon receipt of this consent SPACE will draw up a Tenancy Agreement for signature by all parties. There may be a charge of £60.00 for a new Tenancy Agreement.

Utilities:

You will be responsible for the payment of telephone, gas, water and electricity accounts at the property during your Tenancy, as well as the council tax. It is your responsibility to notify the relevant companies and the local authority that you are moving in/out of the property. You are also responsible for ensuring that a valid television license remains in place for the duration of the Tenancy.

Non-Payment of Rent

In the event of you being more than 14 days late in paying the rent, SPACE will charge a 3% per day late fee (post the 14 days). This means if your rent is £1000.00 per month and you are late (if you do not pay within the 14 day period) you will be asked for an additional £30.00 per day. This will apply after a two-week period. An administration fee of £50.00 will be charged for each letter sent by SPACE regarding late or non-payment of rent. If any charges remain outstanding at the end of the tenancy, SPACE will deduct the amount due from your deposit.



Space do not charge Tenants any fees to rent a property.

To reserve the property, a holding deposit of 1 weeks rent must be paid, and this will be deducted from the final move in monies. SPACE will simply ask for 5 weeks rental amount as the refundable security deposit and 1 months' rent to move in. No other fees will be incurred. NB: A refundable Tenancy Deposit is required of 5 weeks' rent, where the rental amount is below £50,000.00 pa and six weeks' rent for properties of £50,000.00 pa or more. Properties with an annual rental income of £100,000.00 or more will be required to provide a greater deposit.

If, this home is not available for you to move into on the scheduled move in date for any reason, such as, a fire, flood, or if the current tenants have not moved out, then, neither the Agency or the Landlord can be held responsible for your delayed or cancelled move. Your contract date will be changed, a new AST will be created with your new move in date.

Financial Breakdown

Property Address:	
Five weeks Security deposit:	£****.00
One Month's Rent in advance	£****.00
Total:	£****.00
Deposit of Intent amount:	£****.00 paid on **/**/****
Balance move in amount:	£****.00

Please make payment of the 'Balance move in amount' to the same account as the initial 'Deposit of Intent' paid.

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I/We confirm that the above information is accurate and that I have read and understood the terms.

I accept that in signing this document I am bound by its entire contents.

Tenant 1: Signed:	Name:	Date:
Tenant 2: Signed:	Name:	Date:
SPACE: Signed:	Name:	Date: