

PROPERTY RESERVATION FORM & TERMS AND CONDITIONS

By completing this form you will be instructing Residential Property Investments Limited who trade as "Complete RPI" to enter into negotiations with the Landlord of your chosen Property. In order to do this we also require information for referencing purposes. If your offer is accepted by the Landlord we will begin the referencing process and ask you for further information shortly.

1. General Information

Property Address:

Applicant Names & Initials: 1st 2nd 3rd

For additional tenants please fill in attached form All Applicants to complete

Contact Numbers: 1st 2nd 3rd

Email Addresses: 1st 2nd 3rd

Rent £: Per: Length of Tenancy: Start Date:

2. Decision Information

The information below is required in order for the Landlord to make a decision about accepting your offer.

Pets: Will **any** occupant have pets **in** the Property during the tenancy? ☐ Yes ☐ No

Smoking: Will **any** occupant smoke **in** the Property during the tenancy? ☐ Yes ☐ No

Age: Will anyone under 18 be residing in the Property during the tenancy? ☐ Yes ☐ No

If you have answered yes to any of these questions, please provide details. If there is any further information you think the Landlord should be aware of, please include it here:

Notes:

3. Conditions of offer:

The Property will be let as seen unless otherwise stated; please specify any requests or conditions attached to the offer you are making. NB Conditions of offer are **not** included in the Tenancy Agreement unless relating to the Term.

Notes:

4. Initial Costs

In order to secure the property a debit or credit card payment must be made in advance for the Reservation and Referencing fee below:

Reservation Fee: The Reservation fee will be used to hold the property, pay for our administration costs and for the drafting of your Tenancy Agreement. The fee is 25% +Vat of the agreed monthly rent and is subject to a minimum of £150 + VAT and a maximum of £300 + VAT. NB: The **total** Administration Fee is **non-refundable** unless the landlord rejects your offer for any reason other than failed references.

Referencing Fees: Before an offer can be accepted satisfactory references and the landlords agreement must be obtained. A fee of £85 + Vat / Tenant will be charged. Guarantors, if required, will be charged at an additional reduced fee of £25 + Vat / guarantor. This fee is **non-refundable**. Company Tenants & Guarantors: A reference fee of £150 + Vat will be charged for each company tenant.

Total Initial Costs Reservation Fee £ + Referencing Fee/s £ + 20% Vat = £

5. Move in Costs:

Prior to occupation & in addition to the initial costs/fees above you will be required to pay (as cleared funds) the following :

- Rent in advance (See clause 6) £ 1 month or full term if required by referencing
- Security Deposit (See clause 5) £ 150 % of monthly rent (200 % for student lets)

6. Payments:

In order for your offer to be considered you are required to pay the total initial costs by credit or debit card. Cash can only be accepted by prior arrangement. For payments please call 08432 161 397. Once references have been received you will be required to pay the above Move in Costs these can only be paid by BACS or subject to a surcharge of 2.75%, the payment can also be made by debit or credit card.

7. Additional Costs:

During the term of your tenancy you will be subject to some additional fees and charges which are detailed within both the Terms & Conditions overleaf and your Tenancy Agreement. We would draw your particular attention to your obligation to pay the inventory check-out report as detailed in **the Terms & Conditions overleaf**.

8. Terms & Conditions:

The Terms & Conditions overleaf are **legally binding** and should be **read carefully before** you sign below.

9. Declaration:

I/we confirm that the above information is accurate at the point of offer. I/we also confirm that I/we have read in full, understand and agree to the terms detailed on this page, overleaf and any Tenant Guide on our website. I/we also agree to complete the online referencing as requested.

Tenant Signatures: 1st Tenant Date:

2nd Tenant Date:

3rd Tenant Date:

Agent Details: Name: Date: Signature: Date:



TENANT TERMS & CONDITIONS

1. Administration & Agreement Drafting:

- 1.1. A reservation fee of 25% + Vat of the advertised rent will be charged subject to **minimum** of £150 + Vat. This fee covers all your administration costs including your legal Tenancy Agreement and section 21 documents.
- 1.2. Should you wish to terminate your tenancy before the end of its term and the Landlord agrees, you will be responsible for the payment of the outstanding rent due to the Landlord until the agreed early release date, the Landlord's costs for finding a new Tenant, any 3rd party fees and an early release penalty of 1 weeks rent, unless you are exercising a break clause which is contained in your Tenancy Agreement.
- 1.3. Subject to the Landlord's agreement it is your obligation to obtain written consent for any change of Tenant.
 - 1.3.1. Upon receipt of this consent we will draw up a revised tenancy agreement for signature by all parties. A non-refundable administration and reference fee of £150 + Vat will be charged for the 1st Tenant and £85 + Vat for each subsequent tenant.
 - 1.3.2. We will also re register the Tenants with the Tenancy Deposit Scheme at a cost of £50 + Vat / Tenant and retain a revised certificate on file.
- 1.4. An administration fee of £25 + Vat will be charged for administrative work pertaining to the tenancy including each letter sent by us regarding late or non-payment of rent or administration charges.

2. References / Identification:

- 2.1. Once your offer has been accepted we will take up references with an independent referencing agency. These references may be passed to the Landlord so that they can make a decision on granting the tenancy.
- 2.2. £85 + Vat is payable for each tenant. Guarantors, if required, will be charged at a reduced fee of £25 / guarantor which will need to be paid prior to occupation. The fee for company tenants and Guarantors is £150 + Vat.
- 2.3. Before the tenancy can proceed each Tenant needs to provide us with a photo ID in the form of a passport or driving licence and proof of residency.

3. Data Protection:

- 3.1. Your agreement to these terms gives us permission to pass your personal information to third party partners e.g. Suppliers of references etc.

4. Tenancy Agreement:

- 4.1. The Tenancy Agreement may detail **additional** costs and should be read carefully before signature.

5. Term:

- 5.1. The standard term for a tenancy is a minimum of 12 months with no break. This will be applied unless otherwise stated in your conditions of offer. NB: Regardless of start date and term all tenancies will end on a working day.

6. Insurance:

- 6.1. It is strongly recommended that you take out Contents Insurance which covers your belongings and includes protection for the Landlord's fixtures and fittings throughout the tenancy. Upon request our recommended insurer can provide you with a quote.

7. Deposit:

- 7.1. A deposit equivalent to 150 % of the 1st full month's rent (200 % for students) must be paid in **cleared funds** before you take up occupation. Unless otherwise stated the deposit is held by us as stakeholder for the duration of the tenancy. An additional £250 will be added to the deposit for any tenant that the Landlord has given consent to have pets.
- 7.2. The deposit will be held in accordance with the terms of the tenancy agreement and where applicable we will register the deposit with a deposit protection scheme on yours and the Landlord's behalf.
- 7.3. All deposit deductions must be agreed in writing by both Landlord and yourselves upon termination of the tenancy. If we are not holding the deposit you will need to contact the Landlord concerning its return. In order that deposits may be settled, you are required to attend the check-out and provide a forwarding address at the end of your tenancy. If you do not attend the check-out and provide a forwarding address it will be assumed that you agree to any deductions proposed by the Agent.
- 7.4. If any fees remain outstanding at Check Out a late payment levy of 50% of these monies will be applied and the total deducted from the deposit at the end of the tenancy.
- 7.5. The tenancy agreement entered into is between the Landlord and the Tenant and therefore you cannot hold us liable for any proposed deductions made from the deposit which may be in dispute.

8. Inventory Check-in and check-out:

- 8.1. Where we hold the deposit the inventory, check in and checkout will be done by an independent inventory company. You agree to be bound by the findings and costs detailed in the check out.
- 8.2. The Landlord will be responsible for the cost of the inventory and check-in.
- 8.3. When you terminate the tenancy **cleared funds** of £130 + Vat must be paid to cover the cost of your checkout one month prior to the termination date of your tenancy.
- 8.4. Any missed appointments will be charged at cost plus an admin fee of £25 + Vat. We would advise you to make yourself available for the check-in and check-out to avoid the possibility of disputes.

9. Payment of rent:

- 9.1. The first instalment of rent must be paid in **cleared funds** before you take up occupation. Thereafter, rent is payable by standing order to arrive on the due date as stated in the Tenancy Agreement. The standing order may need to be set up so that the funds leave your account **three days** before the rent is due. We will not accept monthly rent paid by cash or cheque. If payments are made in this form our Bank charges will be recharged. Interest at 3% over Bank of England Base Rate will be charged daily on outstanding rent.
- 9.2. Rent will not be accepted from multiple accounts from sharers. A single payment is required with the 1st line of the address as a payment reference.
- 9.3. If payments are to be made on a different date, this must be agreed with the Landlord prior to the signing of the tenancy agreement. Payment for the period until the new payment date must be paid in advance.

10. Management of the Property:

- 10.1. At the start of the tenancy we will inform you who is responsible for managing the Property. This is not always Complete RPI. Where 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.
- 10.2. Where 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, with prior consent, to provide access.

11. Renewal of tenancy:

- 11.1. Our policy is to issue a Section 21 Notice at the beginning of your tenancy. Legally this means you will have to vacate the Property no later than the end date detailed on your tenancy agreement. If you wish to remain in the Property you will need to inform us in writing via post or email at least **two months** before the end date of the tenancy.
- 11.2. If we have not heard from you prior to the last sixty days of the tenancy we will presume that you do not wish to renew and we will commence marketing of the Property.
- 11.3. If the tenancy is renewed, we make an administration charge of £150 + Vat.

12. Utilities, Key & Fob Duplication:

- 12.1. You will be responsible for the payment of all utilities including telephone, gas, water and electricity accounts at the Property during your tenancy, as well as the council tax. If applicable, you are also responsible for ensuring that a valid television licence remains in place for the duration of the tenancy. Complete RPI will notify the relevant companies and the local authority that you are moving into / out of the Property.
- 12.2. In the event that a Tenant loses or does not return keys or fobs to a Property we will replace them at cost and charge an administration fee of £25 + Vat per key / fob.

13. Taxation:

- 13.1. If you pay rent directly to the Landlord's bank account and your Landlord is non resident for tax purposes, you will be responsible for applying the provisions of HMRC's Non Resident Landlords (NRL) Scheme for taxing UK rental income and should ask the Agent for advice on this. These provisions do not apply where you are paying your rent to Complete RPI.

14. VAT:

- 14.1. All charges are subject to the addition of VAT at the prevailing rate.

15. Terms:

- 15.1. Subject to 14 days written notice Complete RPI reserves the right at any time to change the schedule of fees and terms of business.



Additional Tenants

Property address:

Applicant's Name:

Applicant's Contact Number:

Applicant's Email address:

Applicant's Name:

Applicant's Contact Number:

Applicant's Email address:

Applicant's Name:

Applicant's Contact Number:

Applicant's Email address:

Guarantors details (If Applicable)

Guarantors Name:

Guarantors Contact Number:

Guarantors Email:

Guarantors Name:

Guarantors Contact Number:

Guarantors Email:

Guarantors Name:

Guarantors Contact Number:

Guarantors Email: