

ALBERY TYSON

[CONTACT NAME]

Tracey Ainsworth

[TENANT RENT GUARANTEE APPLIED FOR? YES/NO]

ALL PARTS OF THIS APPLICATION SHOULD BE FULLY COMPLETED AS FAILURE TO DO SO WILL AFFECT YOUR APPLICATION  
RETURN TO: 2 Roman Way, Market Harborough, LE16 7PQ

N/B. Completion of this form does not guarantee a tenancy, but will remain subject to the landlords agreement and subject to contract .

**PROPERTY RESERVATION FORM**  
**Private and Confidential**

**Property Details**

Address:.....  
Rent p.c.m: £.....Preferred occupation date..... Date deposit was paid.....

**About the tenant**

Full Name:.....(Mr/Mrs/Miss)  
Date of Birth:..... National Insurance No.:.....  
Photo ID (passport/Driving Licence supplied).....  
Address:.....Town:.....  
County:..... Postcode:.....  
Telephone No:.....Mobile No:.....  
Time at this address.....years.....months Email:.....  
Are you the owner of the property? YES/NO Do you pay a mortgage on this property? YES/NO  
Please state the monthly payment for your mortgage £.....  
(If no, state whether council tenant, private tenant or living with parents etc.).....

**Previous address (if less than seven years at the above)**

Address:.....  
Town:.....County:.....  
Postcode:.....Time at this address:..... years.....months  
State whether council tenant, private tenant or living with parents etc. ....

Do you have any County Court Judgements/poor credit history? YES/NO  
(If yes, please give details on a separate sheet)  
Are you in receipt of or do you intend to claim Housing Benefit? YES/NO  
Do you smoke? YES/NO Do you have any pets? YES/NO (if yes please state) .....  
Do you own a vehicle? YES/NO (if yes please state reg. no and model) .....  
Do you have any children? YES/NO (if yes please state ages) .....  
Please state number of persons over 18 who will occupy the property .....

**Current/previous managing agent/landlord**

Name:.....  
Address:.....  
Town:..... County:.....  
Postcode:.....Daytime Telephone No:(Must Be Supplied).....

**Your present employer (If self-employed give Accountant's name & tel. No. And state Accountant please)**

Company:.....  
Address:.....  
Town:..... County:.....  
Telephone No:.....Email:.....  
Position:..... Salary:.....  
Employment Commencement Date:.....Payroll No:.....  
Contact Name:..... Position:.....

**Are you aware of any reason why your employment may change in the near future?  
YES/NO - If yes please give details on a separate sheet.**

**Your previous employer (if less than three years at the above)**

Company:.....  
Address:.....  
Town:.....County:.....  
Postcode:.....Telephone No:.....  
Position:..... Period of Employment:.....  
Contact Name:.....Position:.....

**Next of Kin (this must be a relative)**

Name:.....

Relationship:.....

Address:.....

Town:..... County:..... Post Code:.....

Daytime Telephone No.:..... Evening Telephone No:.....

**Personal referee**

Name:.....

Relationship (relatives not accepted):.....

Address:.....

Town:..... County:.....

Daytime Telephone No:..... Evening Telephone No:.....

**Contact details for end of tenancy, can be a parents address**

Street:.....

Town:.....

County.....

Postcode.....

Email:.....

Phone number.....

**Bank/building society details for MONTHLY STANDING ORDER**

Bank Name:.....

Address:.....

Town:..... Post code..... County

Telephone No:..... A/c No:..... Sort Code:.....

A/c Type:..... Accountholder's Name:.....

**PLEASE READ TERMS AND CONDITIONS AND SIGN OVERLEAF**

## **Conditions of the reservation.**

1. To reserve the property I will pay a holding fee equal to one month's rent. I understand that my holding fee will be used as deposit and protected by the Tenancy Deposit Scheme (TDS) Once the tenancy begins. Any interest earned on the deposit will be retained by Albery Tyson.
2. I understand the property will not be offered for rent to anyone else for one month.
3. I understand that if I cancel this reservation I will lose my holding fee.
4. I understand that checks will be made with parties on this form and I also understand that if the checks are not satisfactory the reservation may be cancelled and I will be charged an administration charge of £282.00 including VAT.
5. I understand that if I have made a false statement on this form the reservation may be cancelled and I may lose my holding fee.
6. I understand that checks will be made with County Court registers using Credit Safe and if any unsatisfied county court judgements are registered against me, the reservation may be cancelled and I may lose my holding fee.
7. On the day I start the tenancy agreement I will pay (by Debit Card or by bankers draft)
  - a) Rent from that day to the end of month;
  - b) An administration fee of £ 282.00 including VAT.
8. I have not been induced into entering into this reservation by any representation about the property.
9. I understand that this reservation is dependent on the signing of the tenancy agreement.
10. The information I have given on this form is correct and complete. I understand that if I have given any false or misleading information, the reservation will be cancelled and I may lose my holding fee.
11. I agree that the parties on this form can be contacted and that these parties can provide the information they are asked for. I agree that information collected may be shared with the landlord and/or his agent.
12. I understand that Albery Tyson will inform the relevant utility providers and council tax department that I have moved in and provide them with final readings and my forwarding address when I vacate the property.
13. I understand that I will be charged £60.00 (including VAT) per hour for the final check out and a minimum of one hour will be charged. If the property is left in a condition different from the inventory supplied to my/ourselves, then a further service charge of £60.00 (including VAT) per hour, plus any charges for cleaning, gardening or repairs will be deducted from my/our holding deposit held by Albery Tyson.

Albery Tyson is committed to keeping your personal details secure, and we will not give your details out to third party companies except as required to carry out our normal duties and liaise with subcontractors.

14. Your personal details including telephone numbers, email address etc are all protected by law under the Data Protection Act 1998 and we will take reasonable precautions to comply with these privacy rules.

15. You will be required to submit personal and financial details prior to us taking up references. In applying for your tenancy (and signing this document), you agree to us passing on these details to a credit reference agency or to your nominated referees for referencing purposes. As agents, we act for our client landlords, and so this information may also be passed on to the landlord of your property as required.
16. During the management of your tenancy, we may be required to pass on your contact details to our subcontractors, utility companies and other related parties – for example to arrange access to carry out maintenance on your heating system or to ensure that you are correctly billed for services used.
17. Where there are rent arrears or other charges remaining at the end of the tenancy, we reserve the right to pass on your details to a tracing agent or debt collection company to help recover the money owed to us. Leaving unpaid rent and other bills at the end of your tenancy may affect your credit rating, and your ability to obtain a new tenancy, or other credit facilities.
18. Albery Tyson is a responsible data controller and will process any personal data in accordance with the required data protection rules. We will not pass on your personal details to any external organisation for marketing purposes without your written permission.

**IMPORTANT - The application will not be processed unless the declaration below is signed**

**1. I agree that all parties on this form can be contacted and that these parties can provide all information they are asked for and also that this information may then be shared with a prospective landlord and / or their agent.**

**2. I authorise that a credit reference agency may confirm that the bank/building society details given above are correct and that this account has Direct Debit / Standing Order facilities available if required.**

**3. I understand that checks will be made with County Court registers using a credit reference agency and if any unsatisfied County Court Judgements or any adverse credit is registered against me the reservation may be cancelled and I may lose my deposit.**

**4. All information is used only to make an assessment for credit/insurance, property rental decisions.**

**5. To the best of my knowledge and belief the information I have given on this form is correct and complete.**

**I understand that if any unsatisfactory references are obtained or that if I give any false or misleading information that this may affect my assessment. Which could affect the reservation and I may then lose my holding fee.**

**6. I agree that Albery Tyson may search the files of a credit reference agency, which will keep a record of that search. Details of how I conduct the account may also be disclosed to the agency. This information may be used by other lenders in assessing applications from me and my household and for occasional debt tracing and fraud prevention.**

**Signed:**

**Dated:**