



John Shepherd LETTINGS

RESIDENTIAL LETTINGS ACROSS THE REGION

WEST MIDLANDS, WARWICKSHIRE, STAFFORDSHIRE AND WORCESTERSHIRE

TO FIND OUT MORE VISIT: WWW.JOHN SHEPHERD LETTINGS.COM

T: 0121 647 5444

enquiries@johnshepherdlettings.com

RESERVATION FORM

Property Address: _____ **Ref:** _____

Please complete and return the form to the lettings office as soon as possible, together with a reference fee payment of £85.00 plus VAT per person to reserve the property (£125.00 plus VAT for a Company), **Subject to Contract**. A separate form must be completed by each proposed occupier aged 18 or over. Please complete all sections of this form to help us process your application quickly. Due to the confidential nature of the information required and supplied, we regret no explanation will be given if we are unable to arrange a tenancy for you.

The rental value does not include letting fees. Charges apply upon application. For further information please see below or contact your local office.

In the event that your application is successful, the following amounts will become due:

Initial Reference Fee: £ _____
Rent: £ _____
Deposit: £ _____
Tenancy Admin Fee £ _____ **TOTAL: £ _____**

“Subject to Contract and Satisfactory References”

Applications will not be accepted unless the property has been viewed initially. Applicants should be in full time employment. The initial payment is for referencing purposes only and is not refundable. Please read carefully the declaration below. We trust you find this in order. Should you require further assistance or have any queries, please contact the office.

Rental payments: The rent will be paid each month by single banker's standing order 3 days before the date shown on the Tenancy Agreement/Commencement date and charges will be made if reminders are necessary.

The Deposit usually and unless otherwise agreed and verified in the Terms and Conditions of the Tenancy Agreement, will be equal to one month's Rent plus £200.00 and held by the Agent or Landlord subject to the Tenancy Deposit Protection Scheme (Housing Act 2004).

**APPLICATION FORMS FOR REFERENCING AVAILABLE ONLINE AT
WWW.LETALLIANCE.CO.UK OR IN PDF FORMAT AT WWW.JOHN SHEPHERD LETTINGS.COM.**

A PAPER COPY CAN BE PROVIDED.

**THIS FORM IS NOT YOUR APPLICATION FOR THE TENANCY
SHOULD YOU HAVE ANY QUESTIONS REGARDING YOUR APPLICATION
PLEASE DO NOT HESITATE TO CONTACT LET ALLIANCE ON 0845 6850475 OR EMAIL
TENANT@LETALLIANCE.CO.UK**

Letting, Rent Collection & Full Management

John Shepherd Lettings Limited

Specialist in Residential Sales, Lettings, Property Management, Surveys and Commercial Agency
Registered in England – 06841027 VAT Registration Number: 977 8931 41



Individual Information

Letting Consultant Branch Property Ref

Rent £ Between Start Date Tenancy
PCM Term

Title Surname
(Mr/Mrs/Ms)

First Marital Maiden
Name (s) Status Name

Date of Birth National Insurance No

Current Address

Post Code

Home Tel No. Work Tel No.

Mobile No. Email Address

Number of years at this address Date of Departure

Reason for departure

Does your current address refer to: Rented Own Home Parents' Home

Dependant(s) moving into to the property:

Name Age Name Age

Name Age Name Age

Details of any pets

Smoker/ Non Smoker

Next of Kin Relationship Tel

Next of Kin Address

Post Code

Employment Details

Current Employment Status Employed Unemployed Self Employed Temp Worker Retired

Name of Company Position Start Date: / / Full Time or Part Time: FT / PT

Work Address Post Code

Work Tel No. Work Email

Companies Only

Permitted Occupants (if names are known):

Age Name Age

Age Name Age

Name of Authorised Signatory Contact Number / Email

Position in Company



Declaration

As a prospective tenant, personal or company, I agree with The Agent that:

- The information given on this Reservation Form and the Tenancy Application is correct and complete. I understand that it will be relied upon by The Agent and their Clients in determining my suitability as a tenant. I have paid the minimum sum of £85.00 per person to The Agent (£125 for a Company) as a reference fee payment and to reserve the property, subject to contract and satisfactory references.
- Reference fee payment is not refundable if I or the Landlord should withdraw from the proposed Tenancy. Upon a successful application a deposit and Tenancy Administration Fee applies. See below.
- The reference payment will not be refunded and the proposed letting will not proceed if at the date hereof there is any satisfied or unsatisfied High Court or County Court Judgements or Default payments recorded in my name, or criminal record found against me.
- For the purpose of the Council Tax the property will be used throughout the tenancy as my sole or main residence.
- Share of Costs: The rental value does not include letting fees. Charges apply upon application. For further information see below or please contact your local office. There will be an administrative charge calculated as follows:

Initial Reference Fee (point 1 above)	£85 plus VAT per person (£125 for a Company). Payable on application.
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Payable on Completion of the Let:

Tenancy Admin Fee:	£250 plus VAT
Company Let	£355 plus VAT
Guarantor	£75 plus VAT
Should my tenancy be extended there will be a charge of £50 plus VAT	
For the Check-out Inspection there will be administration charge £50 plus VAT	

- Settlement: If the letting proceeds, the balance due will be paid by me either by Cash, Banker's Draft or Building Society cheque on or before the tenancy commencement date. Alternatively the balance may be paid by **Debit Card** (i.e. Maestro) subject to £1.00 surcharge or by **Visa or MasterCard** subject to 2.75% surcharge.
- Rental Payments: **The rent will be paid each month by Single Bankers Standing Order 3 days before the date shown on the Tenancy Agreement and charges will be made if reminders are necessary.**
- The deposit usually and unless otherwise agreed and verified in the Terms and Conditions of the Tenancy Agreement will be equal to one months rent plus £200 and held by The Agent for and on behalf of the landlord for the duration of the Tenancy (and any period of extension). The deposit will be returned to me, less any charges for damage or cleaning, rental reminders and Statutory Notices and provided there are no unresolved disputes, as soon as possible after the end of the Tenancy. For the Check-out Inspection and checking of the Inventory & Schedule of Condition at the end of the tenancy there will be an administration charge of £50 plus VAT which will be deducted from the deposit, if not paid direct.
- All sums deposited with The Agent are held in a client account in accordance with ARLA regulations as security for the charges to which they relate and in no circumstances will I be entitled to claim interest on such, nor can the deposit be used by me instead of paying rent.
- Landlords and Agents have a responsibility to hold and administer all tenancy deposits for Assured Shorthold Tenancies (AST) under an approved Tenancy Deposit Protection Scheme governed by the Housing Act 2004. As Agents we have joined the Tenancy Deposit Scheme (TDS), run by The Dispute Service Limited, which is an insured based scheme backed by RICS, ARLA and NAEA and all deposits for those properties managed by us as the Agent will be protected under the TDS scheme. For further information please refer to your tenancy agreement, leaflet entitled 'Information for Landlords and Tenants' or visit the TDS website; www.tds.gb.com.
- The Agent will endeavour to ensure that gas, electricity and water services are connected, but are unable to guarantee connection. Connection of the gas, electricity, water and telephone is the responsibility of the ingoing tenants/occupant(s). The preferred utility supplier is Southern Electric and a transfer details form will be provided the tenant/occupant(s) upon ingoing at point of check-in. If the tenant chooses to use another utility supplier, then they are responsible for ensuring the accounts are returned to the landlords preferred supplier at the end of the letting. If the tenant wishes to change the utility supplier, the tenant agrees to give the landlord written notice of the new supplier details. In the event the accounts are not returned to the landlords preferred supplier at the end of the letting, there will be an administration charge of £30.00 for the work involved in returning the accounts to the landlords preferred supplier
- No contractual relationship arises in respect of a prospective tenant of the Property until the Tenancy Agreement is signed by all parties, exchanged and dated.

I confirm that the above information is true and complete to the best of my knowledge. I have no objection to this information being verified by whatever means necessary. I also give my Employer/Accountant permission to disclose details of my salary/income to: Let Alliance, 19 Grosvenor Street, Chester, CH1 2DD.

* If you have selected a property available through our "Introduction Only" service, the security deposit will be held in one of three approved Deposit Protection Schemes and this will be selected by your Landlord. See Terms and Conditions of your Tenancy Agreement for more information.

It is our companies' utility management policy that most of our properties are supplied by our preferred supplier SSE This will mean you will benefit from SSE's awarding winning customer service and value for money. We will arrange for our Utility Pack to be sent to you for completion by Hallmark Utility Management Company. Please ensure you read all the documents included within the Utility Pack. Then, please sign and return all completed utility documents in the FREEPOST envelope provided in the pack.

Information supplied by you will be held on our computer records in accordance with the company's notification under the Data Protection Act 1998. We may use this information, or share it with our credit reference providers for account administration (including debt tracing and collection), credit, insurance, utility providers, local authorities to make property and rental decisions. We may record sensitive personal data as defined in the 1998 Data Protection Act. We confirm that progress of this application may be made available to agents, landlords and co-applicants. You are entitled to ask for a copy of the information held about you subject to the payment of an administration fee that will be notified to you on application and will not exceed the value set by statute. You have the right to request that it be amended if it is found to be incorrect. Value Added Tax (VAT) applies and will be charged in addition to all fees at the rates correct at the time of providing the service.

PLEASE RETURN THE FORM AS SOON AS POSSIBLE. FAILURE TO PROVIDE ADEQUATE CONTACT DETAILS COULD DELAY YOUR APPLICATION.

APPLICANT'S / COMPANY
AUTHORISED SIGNATURE

<p>Authorized Signature</p>	<p>DATE</p>	
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