



01684 892809
OPTION 2

malvernlets@johngoodwin.co.uk

RENTED ACCOMMODATION REGISTRATION FORM

PLEASE NOTE ALL QUESTIONS MUST BE COMPLETED

1ST APPLICANT

2ND APPLICANT

1	Title Mr – Mrs – Miss – Ms – Other First Name. Surname.		Title Mr – Mrs – Miss – Ms – Other First Name. Surname.
2	Address. Postcode.		Address. Postcode
3	Contact Number 		Contact Number
	E mail.		E mail.
4	Current Accommodation	Owned - Rented - Other
5	Will any other person be living in accommodation?		
6	Children + Age	Boy.	Girl.
7	Rent Maximum Monthly	£.	
8	Do applicants have any pets - if yes - Comment below number and type 		

9 Employment Status - Employed - Unemployed - Self Employed

10 Please circle as appropriate to indicate your requirements

House - Bungalow - Flat Terraced - Semi Detached - Detached

Car Parking - Garden - Garage Unfurnished - Furnished - Either

11 Minimum number of bedrooms 1 2 3 4 +

12 Do Applicants Smoke YES - NO

13 Date Accommodation required by

14 Will Housing Benefit Payments be required YES - NO

15 Do Applicants currently hold a valid Passport YES - NO

16 Any other specific requirements please give details

.....

17 Property interested in

EMAIL

TEXT

If you would like to be contacted of new accommodation before they are online you can tick the options above

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TERMS AND CONDITONS: This application form is to register your interest in rented accommodation and does not constitute a promise or agreement to let accommodation

Once a property is offered each successful applicant is required to sign an agreement, pay rent in advance, pay a deposit and costs as specified at the commencement of the tenancy. All lettings are also subject to signing of an Inventory of Contents & Schedule of Condition. Please note this application form will only be kept on our books for a maximum period of 3 months and will be cancelled without notice being given to the applicant(s). All references will include a credit search. This information will be held on a computer database and will be held in accordance with the Data Protection Act

I/We hereby certify that all entries are true and accurate, correct to the best of my/our knowledge and that I/we have read the above terms and conditions

Signed Date

Signed Date



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CLIENT MONEY PROTECTION
(CMP) PROVIDED BY:

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ARLA

FEES TO: TENANTS

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BEFORE YOU MOVE IN:

SET UP - Fee Non Returnable £175.00 (inc VAT) for one Tenant
Referencing for each person applying (Identity, Immigration and visa confirmation, financial credit checks, obtaining references from current or previous employers / landlords and any other relevant information to assess affordability), as well as contract negotiation (amending and agreeing terms) and arranging the tenancy and agreement - non returnable charge and fees will still apply if you withdraw

Additional Tenant Fee £50.00 (inc VAT) per Tenant

Processing the application, associated paperwork and referencing as above terms for SET UP Fee Non Returnable

Guarantor Fee £50.00 (inc VAT) per Guarantor (if required)

Covering credit referencing and preparing a Deed of Guarantor as part of the Tenancy Agreement as above terms for SET UP Fee Non Returnable

Permitted Occupier Fee £75.00 (inc VAT) Per Permitted Occupier

Explaining to any permitted occupier their rights and responsibilities towards the named tenant(s) and landlord as well as the provision of documentary guidance and assistance during the tenancy, processing the application, associated paperwork and referencing as above terms for SET UP Fee Non Returnable

Amendments of contracts and change if tenants change the move in date £54.00 (inc VAT)

Pet Deposit Non-Returnable (in additional Security Deposit) of £60.00 (inc VAT)

To cover the added risk of flea or insect infestation and is a non returnable charge for the privilege of keeping a pet at the property

DURING YOUR TENANCY: £150.00 (inc VAT)

Amendment Fee Contract negotiation, amending terms and updating your tenancy agreement during your tenancy, processing the application, associated paperwork and referencing and registering of deposit

Renewal Fee (if tenant request) £120.00 (inc VAT)

Contract negotiation, amending and updating terms and arranging a further tenancy and agreement, processing the application, associated paperwork and referencing and registering of deposit

ENDING YOUR TENANCY: £60.00 (inc VAT)

Check Out Fee (Second Visit) This applies to attending the property to undertake an updated Schedule of Condition based on the original inventory and negotiating the repayment of the security deposit(s) if a second visit is required due to a dilapidation claim

Should a Tenant wish to terminate a Tenancy before the End of the Fixed Term and the Landlord agrees that the Tenancy can be terminated early, the Tenant will be responsible for the repayment of the Pro Rata Commission paid in advance by the Landlord for the unexpired parting of the Tenancy and the Landlord re – letting costs

OTHER FEES AND CHARGES:

Lost Security Items £60.00 (inc VAT) plus Item Cost
Obtaining necessary permissions, sourcing providers and travel costs

Out Of Hours Services

Where actions of the tenant results in the Agent (or nominated Contractor) attending the property, time to remedy the situation is charged at the Hourly Rate chargeable by the Contractor using their rates

Unpaid Rent / Returned Payments Interest at 4% above Bank Of England Base Rate from Due Date

A Charge will be made to the Tenant each time a payment fails to clear of £27.50 inc VAT

If the Landlord / Agent writes to the Tenant as a direct breach of any of the covenants on the part of a tenant, a Charge will be payable by the Tenant of £15.00 inc VAT

IF YOU HAVE ANY QUESTIONS ON OUR FEES, PLEASE ASK A MEMBER OF OUR STAFF