



CONFIRMATION OF OFFER & TENANCY APPLICATION FORM

As Agent for the Landlord please provide us with the following information in order for Robertson Phillips to have a clear understanding of your offer, circumstances and associated matters. This will enable our client to consider your offer in its entirety and make an informed decision as to the acceptability of the offer and circumstances. **Please note all reference materials will be made available to our client.**

PROPERTY ADDRESS:

POSTCODE:

TENANCY TERMS:

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|---|---------|------------|-------------|-----------|---------------------------|
| Rental: £ | (p.c.m) | Deposit: £ | Start Date: | End Date: | Term Of Tenancy (Months): |
| Pre-Tenancy Requests (including satellite): | | | | | Break Clause (Months): |

APPLICANT DETAILS – (Please tick the relevant box)

| | | | | |
|---------------------|--|--------------|-------|---------|
| Applicant 1: | Full Name: Address: | Nationality: | Tel.: | Email.: |
| | Employment Status: Employed <input type="checkbox"/> Self Employed <input type="checkbox"/> Employed On A Contract Basis <input type="checkbox"/> Salary Per Annum £..... Does total salary incl. commission or bonuses? Yes <input type="checkbox"/> No <input type="checkbox"/> Basic £..... Commission/Bonus £..... Do you have any CCJs (County Court Judgements) or adverse credit history? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide further details: Do you smoke? Yes <input type="checkbox"/> No <input type="checkbox"/> Do you have any pets? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, what species/breed Do you hold a UK Passport Yes <input type="checkbox"/> No <input type="checkbox"/> Visa Expiry (if applicable) | | | |
| Applicant 2: | Full Name: Address: | Nationality: | Tel.: | Email.: |
| | Employment Status: Employed <input type="checkbox"/> Self Employed <input type="checkbox"/> Employed On A Contract Basis <input type="checkbox"/> Salary Per Annum £..... Does total salary incl. commission or bonuses? Yes <input type="checkbox"/> No <input type="checkbox"/> Basic £..... Commission/Bonus £..... Do you have any CCJs (County Court Judgements) or adverse credit history? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide further details: Do you smoke? Yes <input type="checkbox"/> No <input type="checkbox"/> Do you have any pets? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, what species/breed Do you hold a UK Passport Yes <input type="checkbox"/> No <input type="checkbox"/> Visa Expiry (if applicable) | | | |
| Applicant 3: | Full Name: Address: | Nationality: | Tel.: | Email.: |
| | Employment Status: Employed <input type="checkbox"/> Self Employed <input type="checkbox"/> Employed On A Contract Basis <input type="checkbox"/> Salary Per Annum £..... Does total salary incl. commission or bonuses? Yes <input type="checkbox"/> No <input type="checkbox"/> Basic £..... Commission/Bonus £..... Do you have any CCJs (County Court Judgements) or adverse credit history? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide further details: Do you smoke? Yes <input type="checkbox"/> No <input type="checkbox"/> Do you have any pets? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, what species/breed Do you hold a UK Passport Yes <input type="checkbox"/> No <input type="checkbox"/> Visa Expiry (if applicable) | | | |
| Applicant 4: | Full Name: Address: | Nationality: | Tel.: | Email.: |
| | Employment Status: Employed <input type="checkbox"/> Self Employed <input type="checkbox"/> Employed On A Contract Basis <input type="checkbox"/> Salary Per Annum £..... Does total salary incl. commission or bonuses? Yes <input type="checkbox"/> No <input type="checkbox"/> Basic £..... Commission/Bonus £..... Do you have any CCJs (County Court Judgements) or adverse credit history? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide further details: Do you smoke? Yes <input type="checkbox"/> No <input type="checkbox"/> Do you have any pets? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, what species/breed Do you hold a UK Passport Yes <input type="checkbox"/> No <input type="checkbox"/> Visa Expiry (if applicable) | | | |

| Occupant(s) Incl. Children | Relationship of Applicants | Occupation | UK Resident | Visa Valid (from/to) |
|----------------------------|----------------------------|------------|-------------|----------------------|
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YOUR HOLDING DEPOSIT EXPLAINED

DECLARATION:

Thank you for applying to rent a property from one of our Landlords. Before your application can be fully considered, you will need to pay to us a holding deposit for the property you are interested in. This document explains what happens to that holding deposit and the circumstances in which the deposit will / will not be refunded. It is important that you know your legal rights and accordingly you should feel free to seek independent legal advice before signing this or indeed any other document which we might put before you.

1. I/we understand that the offer and completion of this form by no means constitutes a guarantee of tenancy. All correspondence, discussions and offers are subject to contact and references.
2. I/we must inform Robertson Phillips of any subsequent changes relating to this offer or my/our circumstances immediately.
3. Once we have your holding deposit, current legislation stipulates that the necessary paperwork should be completed within 15 days or such longer period as might be agreed. In the present case, it has been agreed that the relevant period will be extended to days, from when we receive your holding deposit.
- 3a. If at any time during that extended period you decide not to proceed with the tenancy, then your holding deposit will be retained by our firm. By the same token, if during that period you unreasonably delay in responding to any reasonable request made by our firm, and if it turns out that you have provided us with false or misleading information as part of your tenancy application or if you fail any of the checks which the Landlord is required to undertake under the Immigration Act 2014, then again your holding deposit will not be returned. It will be retained by this firm and your Landlord.
- 3b. However, if the Landlord decides not to offer you a tenancy for reasons unconnected with the above then your deposit will be refunded within 7 days. Should you be offered, and you accept a tenancy with our Landlord, then your holding deposit will be credited to the first months' rent due under that tenancy. In a circumstance where your deposit paid is refunded please provide your bank account details below: -
Account Number..... **Sort Code**.....
- 3c. Where, for whatever reason, your holding deposit is neither refunded nor credited against any rental liability, you will be provided with written reasons for your holding deposit not being repaid within 7 days.
- 3d. You will not be asked to pay any fees or charges in connection with your application for a tenancy. However, if your application is successful under our standard assured shorthold tenancy agreement, you will be required to pay certain fees for any breach of that tenancy agreement in line with the Tenant Fees Act 2019. In consideration of us processing your tenant application, you agree to pay those fees to us on request.
4. I/we agree Robertson Phillips cannot be held liable whatsoever for any financial loss incurred should existing tenants not vacate a property which results in the new tenancy not being executed.
5. I/we understand and consent that the personal information provided within this form will be shared with Robertson Phillips nominated referencing agency and can be held for a period of up to seven years.

By signing below, I/we confirm the information provided in this form is true, complete and accurate. I/we have read, understand and accept the information above:-

| | | | |
|---------------------------------------|-----------------------------|------------------|--------------|
| Holding Deposit Amount Paid: £ | Transfer/Cash/Cheque | Taken By: | Date: |
|---------------------------------------|-----------------------------|------------------|--------------|

SIGNATURES: (the details within this document shall not become binding unless signed off by an employee of Robertson Phillips)

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| On behalf of all applicants: Prospective tenant 1..... Prospective tenant 2..... Prospective tenant 3..... Prospective tenant 3..... Date: |
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| For and on behalf of Robertson Phillips: Consultant's Name: Consultant's Signature: Date: |
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