

APPLICATION FORM

INCLUDING INFORMATION ON FEES & PROCEDURES



Property address:.....
Rental amount:.....Proposed move-in date.....Term.....

Name:.....
Address.....
.....
.....
Email:.....
Mobile:.....

Name:.....
Address.....
.....
.....
Email:.....
Mobile:.....

WE REQUIRE A COPY OF YOUR PASSPORT AT THIS STAGE. WITH OUT IT, THE PROCESS CAN NOT BEGIN. THIS MUST BE BROUGHT IN BY PERSON TO OUR OFFICE.

Will anyone under the age of 18 be living at the property?
.....
Do you have pets?

IMPORTANT INFORMATION

By filling out and completing this form you are confirming that you agree to all of Camalet Limited's terms and conditions. Once this has been received, we will present it to the landlord and will endeavour to let you know within 24 hours if your application has been accepted, subject to references. You are required to pay Tenancy Administration Fee at this point (**this fee is non-refundable even if your application is unsuccessful**) The property will be taken off the market whilst references are processed.

Please note credit cards incur a surcharge and allow up to 7 days for funds to show in our account

Every now and then we may receive more than one application on a property, if this is the case we will only ever process one application at a time on a property so if multiple applications are received a decision will be made as to which application we will progress.

Unless we are in receipt of all the above information the application process will be put on hold until we do receive everything necessary.

FEE SCHEDULE

One individual (over 18 years).....	£325
Each individual thereafter.....	£85
Studio.....	£225
Single room in a multiple occupancy.....	£125
Company let.....	£400

RIGHT TO RENT

In accordance with the Immigration Act 2014 you will be asked to provide appropriate documents to demonstrate your Right to Rent in England.

COMMENCING TENANCY

Once satisfactory references have been obtained you will be contacted by Camalet to arrange a tenancy start date. You will be required to pay the deposit, rental payment and apportioned rental payment if applicable immediately. This must be done by bank transfer and we will provide you with the necessary details. If this payment is not received within 72 hours your application will be ceased and any fees charged will not be refunded and the property will be put back on the market. Once the funds have cleared you will then receive the tenancy agreement and appendix paperwork which must be completed and signed within 24 hours, if not the application will be terminated and any fees lost.

You can either collect the keys from our office on the day that the tenancy commences or we can arrange for them to be posted to you via Royal Mail first class signed.

RENT PAYMENT

Rent is payable on the 5th of each month for the duration of the term. Payment is required by an automated bank payment. Share groups of two or more must arrange to make a single joint payment.

END OF TENANCY:

Administration fee:.....£125

To cover end of tenancy inventory inspection, compliance with tenancy deposit scheme. This fee will be automatically deducted from your deposit.

When you wish to vacate the property, you must give two months' notice in writing to be received at our offices no later than two working days after the date of the notice.

Keys must be returned to our offices on, or before, the day of vacating the property, together with a forwarding address. Failure to return keys will result in a continuing liability for rent.

An end of tenancy inspection will be carried out by your Property Manager and you will be notified of any faults. During the inspection electricity, gas and water meter readings will be taken

REFERENCING & GUARANTORS

Upon acceptance of the application we will utilise the services of an external referencing agency rent4sure

A Landlord may request a Guarantor if he/she is not satisfied with the references supplied. The Guarantor must be UK based and somebody who will guarantee payment of the rent and any other liabilities under the Tenancy. References will be taken on the Guarantor as though they were renting the property.

THE GUARANTOR MUST BE PRESENT UPON SIGNING THE TENANCY TO COUNTERSIGN AS THEY ARE LEGALLY RESPONSIBLE SHOULD YOU FAIL TO ADHERE TO THE TERMS OF THE TENANCY

DEPOSIT

A dilapidation deposit is payable at the start of any tenancy and is usually equal to 1.5 times the monthly rent (i.e. if the monthly rent is £1000 then the deposit will be £1500). The purpose of the deposit is to cover the cost of any cleaning, repairs or replacements found to be required at the end of tenancy inspection carried out by Camalet Limited.

INSURANCE

The landlord is responsible for insuring the main structure of the building, their contents, fixtures and fittings. This insurance will not cover your belongings or accidental damage to the landlords' contents.

INVENTORY

An inventory of contents and schedule of condition is prepared for each fully managed property prior to letting. You are requested to check the list carefully, then sign and return one copy within 48 hours of receipt. Any discrepancies in the contents or the condition descriptions should be noted prior to returning the inventory to us (any points made may be subject to a verification inspection by your Property Manager). Please feel free to take a copy for your records.

It is important that you do check the inventory as it forms the basis of the inspection to be made after the end of the tenancy. If a signed copy of the inventory is not received within 48 hours it will be assumed that the inventory is accurate in every detail.

If we do not hear back from you within the 48 hours, then you accept that the information in the inventory is correct and true.

UTILITIES AND COUNCIL TAX

You will usually be responsible for electricity, gas, water, council tax and telephone bills on the property.

We will arrange for meter readings to be taken prior to the start of the tenancy. Once you have moved in to your chosen property you will be responsible for contacting the utility companies (including TV licensing) and arranging for all accounts to be transferred into your name (*NB: You will be required to inform us immediately if you are thinking about changing your electricity or gas supplier).

We will notify the relevant Local Authority of the commencement of your tenancy so that they may invoice you directly for Council Tax. Please note that if you are a single occupier you are entitled to a 25% discount.

A television licence and any cable, digital or satellite television arrangements will be your sole responsibility. However, if a cable, digital or satellite service is not already available at the property you must contact us for written permission prior to installation.

ARLA

The Association of Residential Letting Agents is the recognised professional body for the letting industry in this country. The conditions of membership are strict and are intended to offer peace of mind to landlord and tenant alike. The ARLA Bonding Scheme offers additional protection for your funds over and above the professional indemnity insurance which each member is obliged to carry.

DATA PROTECTION:

Camalet Limited will hold the personal information provided by the applicant in a secure manner. This information will be provided to a reference agency to enable the referencing process to proceed; to the Landlord to approve that the Tenancy may proceed; and to utility suppliers, contractors and the local authority. If the applicant is unsure of this process or wishes information withheld, then he should contact Camalet without delay.

TENANCY AGREEMENT:

Camalet will provide our standard tenancy agreement or our Landlord's own version including any special clauses. You will need to initial the bottom of every page and sign where indicated. Please note that this is a legal agreement between you and the Landlord and we would recommend that independent legal advice should be taken.

IMPORTANT INFORMATION

Upon acceptance of your application and when you come to sign the tenancy and collect the keys for the property you will be required to leave details of your credit and debit card.

If the rental payment is not showing in the company client account on the 5th we will allow a 24-hour grace period and then process the exact amount due plus a £45 handling fee.

I confirm that I have read, understood and agree to the above information & sign on behalf of the whole
tenancy

Date: ____/____/____

Print Name: _____ **Signed by the Tenant:** _____

Print Name: _____ **Signed by the Tenant:** _____

Print Name: _____ **Signed by the Guarantor:** _____