

## COMPANY LET APPLICATION FORM

Part A should be completed by the branch. The other sections should be completed by the Company.

Please complete this Form in BLACK INK using BLOCK CAPITAL LETTERS.

Once fully completed, please return to easilett, **82-83 High St, Lincoln, LN5 8AA** or **info@easilett.com**

### Property details *(of the property you wish to rent)*

House/Flat No. / Name

Street

Town/City

Post Code

Rent per calendar month

£

Proposed start date:

How long would you like to rent?

6 months  12 months  36 months  Longer

### OCCUPANTS *(Please give details of all tenants occupying this property)*

	1 <sup>st</sup> name	Last name	Date of birth
Occupant 1 Name			
Occupant 2 Name			
Occupant 3 Name			
Occupant 4 Name			
Occupant 5 Name			

### OTHER DETAILS

Any Pets? Yes  No  If yes, what pets: .....

Any Occupants smoke (even if outside)? Yes  No  Yes, but only outside

### Company register details *(\* mandatory fields)*

**Company name \***

Office/house No / name: \*

Street name \*

Town \*

Post code \*

**Contact name \***

Position held \*

Daytime tel number \*

Mobile number

Email address \*

*(please specify)*

Public Ltd  Private Ltd  Partnership Sole  Trader Proprietor  Other

If Private Ltd or PLC, please provide Company Registration number

Approximate date of company formation



## Trade reference 1

Contact Name \*

Company name \*

Office/house No / name: \*

Street name \*

Town \*

Post code \*

Contact 1 job title \*

Daytime tel number \*

Email address \*


## Trade reference 2

Contact Name \*

Company name \*

Office/house No / name: \*

Street name \*

Town \*

Post code \*

Contact 1 job title \*

Daytime tel number \*

Email address \*


## Bank details (\* mandatory fields)

Name of bank \*

Bank address \*

Account name \*

Account number \*

Sort code: \*

How long with bank \*


### APPLICATION

1. All application forms must be completed and signed before an application for a tenancy can be formally considered. Directors and all persons intended to live at the property, 18 or over, must be referenced.
2. easilett will not request an administration fee unless the landlord accepts your application.
3. Once the landlord accepts the application an administration fee is payable to cover the checks we are obliged to make to confirm your identity, credit status and various administrative documents including your Tenancy Agreement. Note: As we are unable to get this refunded to us this fee is non returnable, even if you do not proceed with the tenancy for any reason.
4. At least one Director will be required to be Guarantor for Company Lets.
5. A Holding Fee must be paid at the time of acceptance, which forms part of the 1<sup>st</sup> month's rent. Note: The holding fee is not refundable should you not proceed with the tenancy for any reason, or if you fail reference checks.
6. The balance of the 1<sup>st</sup> month's rent and the security deposit must be paid 5 days before start of tenancy.
7. Company Let Tenancies are provided on 6 monthly fixed terms which are renewable providing all is well.
8. To comply with Right to Rent regulations all occupants over 18 are required to provide two forms of identification. This should include a copy of each passport or driving license with photo, plus one other form of identification linking the person to a UK address.
9. Please be aware that ALL permissions or agreements will be provided IN WRITING. Any approved verbal changes relating to the Tenancy of any nature will be provided in writing, including permissions, dates or financial amendments. To clarify, only changes provided in writing should be deemed agreed & accepted.
10. A checkout fee will be required at the end of the tenancy.

### SECURITY DEPOSIT

The security deposit is usually 1½ month's rent and is held until Property is vacated. This must be paid prior to occupation and funds must have cleared our bank by the start of tenancy date. Deposits will be returned as soon as possible after vacation following the check out. This process is quicker if the property is returned in a good, clean condition. Common deductions are for cleaning cookers/carpets (and replacing filters), dirty fridges and inside kitchen units. See our website for more details.

**YOUR CONTACT DETAILS:** It is VERY IMPORTANT that you keep us updated with your email address and contact number for the duration of the Tenancy.

### PET PAYMENT

Should the occupants be given written consent (a license) for a pet to reside at the property then an additional non-refundable 'pet' payment may be required, which is retained and used for professional chemical treatment for the carpets after you have had them professionally cleaned. Please enquire for the property of interest.

### FEES (All prices include vat)

1. £220 Administration Fee (for referencing, tenancy agreement, and admin costs).
2. An additional fee of £10 is required per occupant or Permitted Occupier.
3. An additional fee of £65 per guarantor is required
4. Professional Inventory Service – tenant's contribution £35.
5. Late payment of rent: £54 (See below)
6. Further rent reminder emails, texts, letters, notifications or phone calls (each) £18.
7. Bounced cheque: £30 (See below)
8. Renewal of contract £55 if requested.
9. End of tenancy checkout fee of £54 is required to cover easilett checkout visit and deposit return process.
10. Fee to rectify dilapidations (if applicable) 10% + vat on repair costs.
11. Cash/Cheque payments will incur a bank charge of £1.50 per £100. Online payments are free.

**Other Fees** The only other fees you may need to pay might be:

**£54 penalty: (THIS CAN BE AVOIDED IF YOU ENSURE TO PAY ON TIME)**

An initial £54 fee will be payable if your rent becomes overdue by 5 working days, plus interest of **3%** above Barclays base rate will be payable on the whole outstanding amount until the rent is paid in full.

Plus should further notices or visits be necessary then a fee of £18 per email/letter or visit will be payable.

**£54 penalty: (THIS CAN BE AVOIDED IF YOU ENSURE TO PAY ON TIME)**

For any bounced or returned cheques

### Payment

Payments for the above must be made via online banking transfer or paid directly into easilett bank account. Cash or Bankers drafts incur an extra fee of £1.50 per £100 as the bank transaction fees. Online payments are free.

### Prior to tenancy start

Prior to occupation each applicant must sign the Tenancy Agreement and pay 'cleared funds' the security deposit and balance of 1<sup>st</sup> month's rent. Future rent must be paid via monthly Standing Order. We strongly recommend you visit our website and read '**Before applying**' ([www.easilett.com/tenants/apply-for-property/before-applying](http://www.easilett.com/tenants/apply-for-property/before-applying)) before proceeding.

**Permissions**

1. Should the occupants wish to decorate or put anything on the walls of the property you must obtain written permission/Decor License first. Pets are only permitted where easilett has provided a Pet License. Where pets have not been permitted the tenant understands a pet must not be introduced to the Property without prior permission from the landlord/Agent, this includes visiting pets. Smoking is strictly forbidden inside the property. Failure to comply with any of these conditions will be breach of agreement and may result in the tenancy being brought to an end and deductions from your deposit. We recommend this is agreed at the time of application to avoid disappointment.
2. Landlords are not obliged to install appliances such as showers etc. where they are not provided at the commencement of the Tenancy. If properties are occupied when viewed then some contents may belong to the outgoing tenant. It is the applicant's responsibility to check with the agent or landlord regarding items they require to ensure they form part of the property/tenancy. Easilett cannot accept responsibility for assumptions the applicant makes regarding contents.
3. Tenant's details including previous address and telephone numbers will be provided to utility companies and local councils.
4. In order to meet our legal obligations regarding Right to Rent legislation, to make sure that you are financially suitable for the property and to prevent and detect fraud, we will share your data with:

- |  |                          |   |                          |
|--|--------------------------|---|--------------------------|
| <b>7a</b> Credit Reference agencies                | <input type="checkbox"/> | <b>7d</b> The landlord of this property | <input type="checkbox"/> |
| <b>7b</b> Agencies conducting Right to Rent checks | <input type="checkbox"/> | <b>7e</b> Current employer              | <input type="checkbox"/> |
| <b>7c</b> Former landlords                         | <input type="checkbox"/> | <b>7f</b> Fraud prevention agencies     | <input type="checkbox"/> |

Please place a tick beside each of the boxes above to show you consent to us using your data for the purposes outlined. If you do not consent (which is your legal right) WE MAY NOT BE ABLE TO GRANT YOU A TENANCY. The data will be kept for 12 months from the date of application and then destroyed.

Please read the PRIVACY NOTICE on our website which explains this in more detail.

**Where Easilett manage a property**

5. Easilett will contact Tenants by phone, email, text or letters advising of periodic visits at least 7 days prior to the visit and will assume tenants are agreeable to us attending the property with a key unless tenants contact easilett to arrange an alternative appointment.
6. If it is necessary to visit the property, other than in an emergency, for other reasons Easilett will make all reasonable attempts to reach the Tenants by telephone, email or text to gain access permission. Should we not receive a response we will contact the Tenant by email, text or letter at least 24 hours prior to appointment explaining we wish to gain access and again will assume that tenants are agreeable unless they contact us to arrange an alternative appointment.
7. Wherever the cooker, hob, extractor, carpets and property has been professionally cleaned at the start of a tenancy tenants must agree these items will be 'professionally' cleaned end of tenancy, by an easilett approved contractor and copy invoices must be provided.
8. If oil or LPG has been provided at the start of the Tenancy then the Tenants must ensure the same level is returned at the end of the Tenancy.

**PART C : To be signed by The Company**

**By signing this document you will be agreeing to the terms.**

I hereby confirm that the information provided by myself is to the best of my knowledge true and I have no objections to the information being verified by whatever means deemed necessary. I understand the results of the findings will be forwarded to the appointed letting agent and/or landlord and maybe accessed again should I default on my rental payment. I agree that easilett and/or Van Mildert may search the files of the credit reference agency and will keep a record of that search. I understand that no details of the searches will be given to me by the letting agent and/or landlord, but I may ask Van Mildert for a copy of any information provided. This application is bound by ground 17 of the housing act 1996 and I understand that if any information within this application is found to be untrue, it is grounds for termination of the tenancy. I hereby authorise the above named bank or building society/Letting Agent to respond to status enquiries made in respect of this application. The details provided will be held by easilett. I hereby give authorisation to my employer/accountant and landlord to provide information requested by Van Mildert.

Full name/s *		
Signature/s *		
Date *		

Please send completed form to:  
 Easilett Ltd, 82-83 High Street, Lincoln, LN5 8AA  
 01522 569389 / info@easilett.com / www.easilett.com