

**PLEASE NOTE AN APPLICATION CAN ONLY BE PROCESSED ONCE EACH TENANT HAS COMPLETED/RETURNED A FORM AND THE HOLDING DEPOSIT IS PAID**

**APPLICATION TO RENT A RESIDENTIAL PROPERTY**

Subject To Contract, Satisfactory References & The Landlord's Consent

Please complete this application form and return to our office either in person, via the post or email. We will require a copy of your passport or driving licence as photographic identification. (Original document must be seen prior to signing your tenancy agreement). There may be areas of the form that do not apply to your current situation, please ask us if you are unsure of any section.

**HOLDING DEPOSIT**

An Initial Holding Deposit is required to show your commitment to proceed with the steps required in the setting up of your tenancy. Before completing the separate **Initial Holding Deposit Form** and paying the Initial Holding Deposit please ensure you have read and understood its terms and conditions.

**I understand that under certain circumstances of the terms on the Initial Holding Deposit form I may forfeit the holding deposit in full.**

I agree to rent the property as seen. The rent for the property is payable from one standing order mandate for the total rent, monthly in advance. The tenancy will only commence upon receipt of cleared funds for the rent and deposit (including the Initial Holding Deposit). If Options Property Management manage the tenancy the deposit will be held under the terms of the custodial scheme [www.depositprotection.com](http://www.depositprotection.com). If the tenancy is managed by the landlord it will be held in the custodial scheme [www.depositprotection.com](http://www.depositprotection.com) unless advised otherwise. Details will be provided to the tenant (within fourteen days of receipt of the deposit from the tenant).

**Please confirm your contact details, and those of others linked to this application, can be stored and used by Options Property Management. The information will be held securely and will be used to contact you with various messages – usually related to your tenancy – but may on occasion be linked to other services provided by Options Property Management.**

Please tick box if in agreement

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## **Tenant Terms and Conditions**

1. All tenancies are for a minimum of 6 months and form an assured shorthold tenancy unless otherwise agreed;
2. The Rent quoted is exclusive of all Services and Council Tax unless specifically stated;
3. Our tenant referencing is normally carried out by Vouch Online Limited ([www.Vouch.co.uk](http://www.Vouch.co.uk)).
4. A Deposit equal to no more than five weeks rent is payable to Options Property Management unless otherwise stated prior to occupation.
5. Rents are payable on a per calendar month basis payable by Standing Order or Bank Transfer.
6. If you are not taking up tenancy for two weeks or more from the date you decide you wish to rent the property we will usually ask for the first month's rent payment in advance to 'hold' the property for you. Should you not take up tenancy for whatever reason during this period all or a portion of this payment would be forfeited to the landlord to compensate him for you not taking up tenancy as planned and not having his property marketed during this period;
7. All services and the local authority will be notified with your details and the relevant meter readings;
8. Pets are unacceptable unless they are specifically agreed with your prospective landlord prior to taking up tenancy, we would always advise to check with us before viewing a property to avoid disappointment should a prospective landlord not accept your pet.;

We are members of the TPO (**The Property Ombudsman Ltd, Milford House, 43-55 Milford Street, Salisbury, Wiltshire. SP1 2BP Tel. 01722 333 306 [www.tpos.co.uk](http://www.tpos.co.uk) – Options Membership ID: L843-0**

**ALL client monies processed by us are held in designated protected client accounts. If our business were to go into liquidation the money in the client account could not be used to settle any outstanding debts we may have. We also have client money protection insurance.**

# Privacy Notice

## Why we hold and process information

This notice sets out how we hold and process information we hold about you. We process personal information about our tenants and possible new tenants so we can provide residential accommodation. This includes:

- dealing with lettings;
- dealing with applications for tenancies;
- checking suitability for tenancies (including credit, immigration and similar checks);
- managing property;
- collecting rent;
- maintaining our accounts and records; and
- dealing with tenancy deposits.

Relevant information may include personal details, employment and education details and financial details.

By law, we have to carry out immigration checks on new tenants and residents. We have to keep copies of the documents we inspect as part of these checks. We may keep these copies on computer.

## Sharing information with others

We may need to share personal information we process with others. If we have to do this, we will keep to data-protection legislation.

Depending on the circumstances, we may share information with:

- other landlords;
- employers;
- educational institutions, universities and colleges;
- suppliers (including gas, electricity and water companies) and service providers;
- financial organisations (including banks);
- credit- and tenant-reference agencies;
- tenancy deposit schemes;
- debt-collection and tracing agencies;
- public and government bodies (including those who deal with benefits and council tax);
- contractors and repairers;
- letting and managing agents; and
- any future owner of the property.

This does not mean that we necessarily share information with all of the above but we may do so if we need to.

## Council tax and utilities and services

To make sure that council tax and utility and service bills (including water charges) are correctly collected, we share information with the relevant local authority and utility or service providers. We also share this information to make sure that bills are sent to the correct person and charges and debts can be collected. By law, in certain geographic areas we have to pass information about who lives in a property to water companies. In all other areas, although this is voluntary, we may pass this information to water companies.

## Why we use your personal information

We may use the personal information you give us in a number of ways, for example to decide whether to let the property to you; to prevent fraud, for accounting and auditing purposes, for managing property or for debt collection.

## Right to gather information

You have the right to ask for a copy of the information that we hold about you. We may make a small charge for this service. We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information if this is not accurate. To ask for this information, please write to us or email us.

## Privacy Policy

To view our FULL Privacy Policy please visit our website [www.optionspm.co.uk](http://www.optionspm.co.uk) and click on our Landlord or Tenant tab and scroll to the bottom and click on our privacy policy.

**Right to Cancel** - If you are a consumer client and this contract was not agreed in our office you have the right to cancel this contract within 14 days without giving any reason. The cancellation period will expire after 14 days from the day this contract was agreed. To exercise the right to cancel, you must inform us of your decision to cancel this contract by sending us a clear statement in writing to "The Office Manager" or emailing us at "info@optionspm.co.uk" You may use the attached model cancellation form, but it is not obligatory. To meet the cancellation deadline, it is sufficient for you to send your communication concerning your exercise of the right to cancel before the cancellation period has expired.

We are not legally permitted to proceed with your application to rent or obtain references until the cancellation period has expired, unless you provide us with specific written permission to do so. Please sign, date and indicate below how you would like us to proceed -

Begin the application/referencing process immediately

Do not begin the application/referencing process for 14 days

Signed: ..... Dated: .....

If you do request that we begin the immediate rental application process during the cancellation period and you do exercise your right to cancel, you will be required to pay us an amount which is in proportion to what has been performed until you communicated your cancellation of the contract. This will include the expenses incurred in line with the fees indicated above plus any other reasonable costs.

#### CANCELLATION NOTICE

If you wish to cancel this contract you must do so in writing and deliver your notification personally, or send it to us by post or email within 14 days. You may use this form if you wish, but you do not have to.

#### CANCELLATION NOTICE

To: (Insert business name, a postal address and an email address)

I/We hereby give notice that I/we cancel the contract for the application to rent that was agreed

on ..... in relation to .....  
(Enter the property address).

I/We understand that I/we may be liable for the expenses/fees, as outlined within the agreement I/we signed.

Client/s name & address: .....

Signed: ..... Dated: .....

Signed: ..... Dated: .....

I/We have read and understand the above terms and conditions, which are a condition of my application to rent a residential property thorough Options Property Management.

I/we are signing to accept rental of the following property:.....

At an agreed rental of: £..... Deposit of: £.....

PRINTED NAME: ..... SIGNED: ..... DATED: .....

PRINTED NAME: ..... SIGNED: ..... DATED: .....