



1stField Properties and Management Limited
81 Wales Road, Kiveton Park, Sheffield, S26 6RA Tel: 01909 772777

NEW ASSURED SHORTHOLD TENANCIES (ASTs) SIGNED ON OR AFTER 1 JUNE 2019

Property Address: _____

Rent Per Calendar Month: £ _____ **Security Deposit:£** _____

Holding Deposit (per tenancy) - One week's rent.

This is to reserve a property. Please Note: This will be withheld if any relevant person (including any guarantor(s)) withdraw from the tenancy, fail a Right-to-Rent check, provide materially significant false or misleading information, or fail to sign their tenancy agreement (and / or Deed of Guarantee) within 15 calendar days (or other Deadline for Agreement as mutually agreed in writing).

Security Deposit (per tenancy. Rent under £50,000 per year) - Five weeks' rent.

This covers damages or defaults on the part of the tenant during the tenancy.

Security Deposit (per tenancy. Rent of £50,000 or over per year) - Six weeks' rent.

This covers damages or defaults on the part of the tenant during the tenancy.

Unpaid Rent

Interest at 3% above the Bank of England Base Rate from Rent Due Date until paid in order to pursue non-payment of rent. Please Note: This will not be levied until the rent is more than 14 days in arrears.

Lost Key(s) or other Security Device(s)

Tenants are liable to the actual cost of replacing any lost key(s) or other security device(s). If the loss results in locks needing to be changed, the actual costs of a locksmith, new lock and replacement keys for the tenant, landlord any other persons requiring keys will be charged to the tenant. If extra costs are incurred there will be a charge of £15 per hour (inc. VAT) for the time taken replacing lost key(s) or other security device(s).

Variation of Contract (Tenant's Request) - £50 (inc. VAT) per agreed variation.

To cover the costs associated with taking landlord's instructions as well as the preparation and execution of new legal documents.

Change of Sharer (Tenant's Request) - £50 (inc. VAT) per replacement tenant or any reasonable costs incurred if higher.

To cover the costs associated with taking landlord's instructions, new tenant referencing and Right-to-Rent checks, deposit registration as well as the preparation and execution of new legal documents.

Early Termination (Tenant's Request)

Should the tenant wish to leave their contract early, they shall be liable to the landlord's costs in re-letting the property as well as all rent due under the tenancy until the start date of the replacement tenancy. These costs will be no more than the maximum amount of rent outstanding on the tenancy.

If you any questions on our fees, please ask a member of staff.

CLIENT MONEY PROTECTION:

INDEPENDENT REDRESS:

www.propertymark.co.uk

Declaration – I undersigned, declare that I have acknowledged all charges as listed above in relation to applying for and commencing a tenancy at the above address.

Signed: _____ Print Name: _____ Date: ____/____/____



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IMPORTANT NOTES ON THE RENTAL OF RESIDENTIAL PROPERTY

Property Address: _____

Rent Per Calendar Month: £ _____ **Security Deposit:£** _____

Please be aware that the return of this application form does not guarantee that the property is yours, it will be subject to approval by 1stField Properties and Management Limited and the landlord.

The property is not advertised on a first come, first served basis and where more than one viewing has taken place within a short period or where more than one application has been received it will be the landlord who makes the final decision.

Please note that applications take around 10 Working Days to be fully processed from the date the landlord accepts the application.

The initial rental property tenancy period is a fixed period of 6 months.

Any special conditions or pre-tenancy requirements (i.e decorating; rent reduction) must be entered onto the application form in the space provided, acceptance of any requirements or conditions will be acknowledged in writing to you, until you receive this in writing your requests will not have been accepted.

Upon submitting an application, the following identification will need to be submitted

1. National Insurance Number
2. Photographic Identification – Driving Licence or Passport
3. Government Issued Letter Showing Current Address and No More Than 3 Months Old (i.e P60, Council Tax Bill, Benefits letter)

We request that all the rent payments are made by standing order - Please discuss this with us if you have any concerns or questions.

Declaration – I undersigned, declare that the information given on the attached application form is true to the best of my knowledge and belief. I authorise you to obtain any relevant information from any of the references and hereby authorise the release of such relevant information. Furthermore, I have read and understand the above and agree to abide by the conditions herein.

Signed: _____ Print Name: _____ Date: ____/____/____

Full Reference Application Form



Please return this form to 1st Field Properties Ltd. Asterisks (*) indicate a field is mandatory.

Agency Details

Letting Agent Name *

1st Field Properties Ltd

Letting Agent ID *

1005

Property Details

Total Monthly Rent *

£

Abode *

Building/House Number *

Building/House Name *

Address Line 1 *

Address Line 2 *

Town *

County *

Postcode *

Tenancy Details

Start Date of Tenancy (dd/mm/yyyy) *

Length of Tenancy (months) *

Share of Rent *

£

Applicant's Contact Details

Title (e.g. Mr, Mrs, etc.) *

First Name *

Middle Name *

Last Name *

Date of Birth (dd/mm/yyyy) *

Telephone Number *

Mobile Number *

Email Address *

Previous Full Name (if your name has changed in the last 6 years)

Children

Do you have any children? *

Yes

No

Please provide ages of your children *

Applicant's Details

Marital Status *

Do you smoke? *

Do you have pets? *

Any recent arrears or adverse credit? *

If you have had any recent arrears or adverse credit within the last 10 years, please provide details on the 'Additional Information' page.

What is your expected residency status?

Family

Single

Couple

Sharer

Breed and Age Of Pets,

Do you have any pets? *

Yes

No

Please provide breed and age of pets *

Applicant's Employment Details

Employment Sector *

Select which most closely describes your employer's business sector:

Tech

Media/Creative

Finance/
Professional

Public Sector

Student

Other

Retired

Unemployed

Applicant's Work Address Details

Abode *	Building/House Number *	Building/House Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address Line 1 *		
<input type="text"/>		
Address Line 2 *		
<input type="text"/>		
Town *	County *	Postcode *
<input type="text"/>	<input type="text"/>	<input type="text"/>

Applicant's Current Address Details

Abode *	Building/House Number *	Building/House Name *		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Address Line 1 *				
<input type="text"/>				
Address Line 2 *				
<input type="text"/>				
Town *	County *	Postcode *		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Move In Date (Estimate) *				
<input type="text"/>				
What is your current residency position? If 'Tenant', please complete the section titled 'Landlord / Agency Details' below.				
Tenant	Owner	Live with Parents	Family / Friends	Staff Accommodation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Applicant's Previous Address Details (if available)

If you have occupied any previous addresses other than your current address in the last 10 years, please enter the most recent one below. Please provide any further addresses, going back up to 6 years, on the Additional Information page.

Abode *	Building/House Number *	Building/House Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address Line 1 *		
<input type="text"/>		
Address Line 2 *		
<input type="text"/>		
Town *	County *	Postcode *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Move In Date (Estimate) *	Move Out Date (Estimate) *	
<input type="text"/>	<input type="text"/>	

Landlord / Agency Details For Your Current Address

Please note that we cannot accept landlord references from relatives or friends. All contact details must be your landlord or letting agents' business, not personal, details.

Name of Landlord / Letting Agent *	This is a Letting Agency	This is a Private Landlord
<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/>
Title (e.g. Mr, Mrs, etc.)	Contact First Name *	Contact Last Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Contact Telephone Number *	Contact Email Address *	
<input type="text"/>	<input type="text"/>	

Source of Income

Please note that we cannot accept references from relatives or friends. All contact details for income referees must use their business, not personal, details.

Employed (PAYE)

Self-Employed
(Self-Assessment)

Self-Employed
(Accountant)

Investments / Savings

Benefits (please state which type)

Employer / Accountant Name *

Annual Income Amount *

Position / Role

Time With Employer

Title (e.g. Mr, Mrs, etc.)

Contact First Name *

Contact Last Name *

Primary Contact Number *

Secondary Contact Number

Contact Email *

Comments / Further Information (if you have further income sources, please specify these on the next sheet)

Identification

National Insurance Number *

Identification Type (e.g. passport, driving licence, etc)

Identification Number *

Bank Account Number *

Bank Account Sort Code *

Please List Anything Here You Would Like Permission From The Landlord To Carry Out

i.e Decorating - please list rooms, paint or wallpaper, colours and any other information you feel is relevant *

Please List Anything Here You Would Like The Landlord To Carry Out Before You Move Into The Property

i.e Decorating, Repairs Etc *

Authorisation

I confirm that the information provided in this application form is true, accurate and complete. I understand that the information that I have submitted will be used in order to assess my suitability to be granted a tenancy agreement, or to be named on the tenancy agreement as a Guarantor, or to verify my identity to prevent and detect crime and money laundering, and acknowledge that the information that I have provided will be shared with third parties for this purpose. I understand and agree that current or former employers, landlords and letting agents may be asked to provide additional information about me or to verify information that I have provided, calls for which are recorded for training and monitoring purposes. I further acknowledge that the information that I have provided will be submitted to credit reference agencies in order that a credit check can be conducted. I understand that Rent4sure Ltd is not entitled to disclose a copy of my credit report to me but that I may obtain a copy of the report by applying to the relevant credit reference agency directly. I understand that I may be refused a tenancy, or may be found unsuitable to act as a Guarantor, as a result of the searches and references obtained by Rent4sure Ltd. I acknowledge that the referencing services provided are provided to the letting agent or landlord (as the case may be), and agree that I shall not seek to hold Rent4sure Ltd liable for such refusal nor shall I seek to bring any claim against Rent4sure Ltd for any loss or damage suffered by me as a result of such refusal.

By ticking this box I agree to Rent4sure Ltd contacting me by e-mail and/or telephone regarding other goods and services that may be of interest to me, such as broadband, utilities, telecommunications and insurance products. Rent4sure Ltd may also on occasion share your personal data with third parties, such as the providers of these products, if you tick the box. If you change your mind in the future you can withdraw your consent at any time by contacting us (using the details in our Privacy Policy) or by using the unsubscribe option in e-mails. For more details on how we use your personal information, including details about the third parties with whom we may share your personal data, please see our Privacy Policy here: www.rent4sure.co.uk/legal#privacy.

Rent4sure Ltd is a controller under data protection law. For further details about how we collect and process your personal data, together with information about your privacy rights, please see our Privacy Policy here: www.rent4sure.co.uk/legal#privacy.

Applicant's Name *

Applicant's Signature *

Date (dd/mm/yyyy) *

Home Setup

When you move house, we know it can be a challenge to get all your existing services set up. That's why we've partnered up with several different utility companies, so you're all set for the day you move in. Check out our partner's services below, and if any of them look useful, tick the "Opt-In" checkbox. If your application is successful, we'll contact you with further information about each service you've expressed an interest in.

Broadband and Media Packages
Virgin Media/Home Telecom

Tenants Liability Insurance
Rentguard

Utilities
Homeshift

Additional Information (Optional)

If you need to provide any previous addresses, names, credit history or other sources of income please describe them below.

Supplementary Orders (for use by 1st Field Properties Ltd only)

Rent Protection

RP 6 Months
1 Month Excess

RP 6 Months
Nil Excess

RP 12 Months
1 Month Excess

RP 12 Months
Nil Excess

Legal Expenses Insurance

LEI 6 Months

LEI 12 Months

Know Your Customer

Know Your Customer Checks find proofs of identity, proofs of residency, and identify potential alerts for your applicants in line with your Anti-Money Laundering regulations.

Add Know Your Customer

Right to Rent Check

Right To Rent Checks help ensure you are verifying your tenant's right to reside in the UK, in line with your obligations under the Immigration Act 2014.

Add Right to Rent Check