



Please find below the 4 step guide to completing an application to rent a property with The Bristol Residential Letting Co. Anybody over the age of 18 intending to reside at the property must complete an application. Please ensure you complete the application in one go and press the **submit form** button in the top right to send the form directly to the inbox of The Bristol Residential Letting Co. Please note that it is not possible to save this application and come back to it later.

Please use Acrobat Reader to complete this form which is free to download from
<http://get.adobe.com/reader/>

- 1 View the property with a member of The Bristol Residential Letting Co. team.**
- 2 Read and agree to the terms & conditions of reserving a property.**
- 3 Pay the NON REFUNDABLE reservation fee.**
- 4 Each applicant to complete the application below and submit to The Bristol Residential Letting Co.**

2 TERMS & CONDITIONS OF RESERVING A PROPERTY

NON REFUNDABLE RESERVATION FEE

Following the viewing of a property with a member of The Bristol Residential Letting Co. team the applicant is required to pay a non refundable reservation fee in order to secure the property.

If the tenancy start date falls within 14 days of reserving the property the non refundable reservation fee will be £200. If however the tenancy start date is more than 14 days away the Landlord will require greater security so the non refundable reservation fee will be equivalent to one month's rent.

Following payment of the non refundable reservation fee the property will be taken off the market and held for the applicant subject to ALL application forms being submitted with 48 hours, the landlord agreeing to the let and all the applicants references being satisfactory. The only reason a reservation fee would be refunded to the applicant is if the Landlord immediately turned down the applicant or the Landlord subsequently withdrew the property from the market.

The Reservation Fee will then be deducted from the initial funds due from the tenant prior to the tenancy.

REFERENCING

All individuals (over 18) who will be living in the property will be required to provide The Bristol Residential Letting Co with previous landlord details, employment details and some personal details so that The Bristol Residential Letting Co are able to conduct references and a credit check.

In the event of an unacceptable reference the applicant may put forward a guarantor who will in turn be referenced. Should the applicant not have a guarantor or should the guarantor prove unacceptable there may be a possibility, with permission from the landlord for the tenant to pay 6 months in advance. If this is not possible then the applicant will not be allowed to take the property and the reservation fee will not be refunded. Whilst The Bristol Residential Letting Co will do everything possible to complete an acceptable reference The Bristol Residential Letting Co retain the right to turn an applicant down. If a guarantor is required the charge for this is £35.00 plus VAT per guarantor.

RENTAL PAYMENTS, DAMAGE DEPOSIT AND AGENCY CHARGES

Following submission of the application form The Bristol Residential Letting Co will e mail the applicants a draft copy of the tenancy agreement and a breakdown of initial funds that are required to be paid prior to the commencement of the tenancy agreement.

The initial funds will be made up of;

Rent in advance

This will vary from property to property but could be up to 1 months in advance.

Damage deposit

A deposit equal to 6 weeks rent is required and will be placed by The Bristol Residential Letting Co into a Tenancy Deposit Scheme in accordance with The Housing Act 2004. Please note - Overseas tenants who are paying 6 months rent in advance will be required to pay a damage deposit equal to 2 months rent.

The Bristol Residential Letting Co. charge

35% of 1 months rent plus VAT (minimum £200.00 plus vat). All tenancies are subject to this charge which covers referencing, legal documentation and general administration. Any guarantors required will be charged at £35.00 plus VAT per guarantor.

Payments can be made direct from the home page of our web site **www.bristolreslet.com** (debit card transactions are free, credit cards are subject to a 2.5% administrative charge). Please note these transactions can take up to an hour to clear and only cleared funds will be accepted as evidence of payment.

PLEASE NOTE THAT WE ARE UNABLE TO ACCEPT CASH OR CHEQUE PAYMENTS.

PROPERTY 'CHECK INS'

In order for tenants to proceed to the check in of a property all references (including guarantor's if required) must be successfully completed and The Bristol Residential Letting Co must be in possession of cleared funds.

All property check ins will happen at the office of The Bristol Residential Letting Co within normal working hours. Mon-Thurs 0900-1800, Fri 0900-1700, Sat 0900-1400, Sun closed. In the unfortunate event that you arrive after these hours we are sorry but the check in and keys will not be available until the following opening time. All tenants are expected to be present at the check-in to sign the tenancy (if any tenant is unable to attend at the check in, they will need to have been into the office previously to sign the tenancy agreement). Only when all tenants have signed the tenancy agreement can keys be given out for the property.

All tenancy agreements are legal documents between the Tenant and the Landlord. Please ensure you understand the terms within the agreement and feel free to ask should you require any clarification. Once you have signed the agreement you are contractually bound to the terms for the duration of the agreement.

I agree to the Terms & Conditions of reserving a property

3 PAYMENT OF NON REFUNDABLE RESERVATION FEE

PLEASE NOW FOLLOW THIS LINK AND PAY THE NON REFUNDABLE RESERVATION FEE FOR THE PROPERTY

www.bristolreslet.com/payment.html

Non refundable reservation fee – Important information

- If your agreed move in date is within 14 days of today then the non refundable reservation fee is £200 for the property.
- If your agreed move in date is more than 14 days away then your non refundable reservation fee is equal to one months' rent for the property.

4 TENANT APPLICATION

Each tenant must complete the following application in full and provide us with a copy of photographic I.D. (Passport or photo driving license) within 48 hours of paying the non refundable reservation fee. Failure to do this will result in the remarketing of the property and forfeiting the whole of the non refundable reservation fee.

YOUR DETAILS

Name	<input type="text"/>		
Telephone	<input type="text"/>		
Email address	<input type="text"/>		
National Insurance Number	<input type="text"/>	Are you a smoker?	Yes No
Marital status	<input type="text"/>		
Current address	<input type="text"/>		
	<input type="text"/>		
Date moved in	<input type="text"/>		
Status at this address	Tenant	Owner	With parents
Name of Landlord or Letting Agent	<input type="text"/>		
Telephone of Landlord or Letting Agent	<input type="text"/>		
Email address of Landlord or Letting Agent	<input type="text"/>		

Please give full details of previous address(es) for the last three years

Previous address 1	<input type="text"/>		
	<input type="text"/>		
Dates of residency	<input type="text"/>		
Status at this address	Tenant	Owner	With parents
Name of Landlord or Letting Agent	<input type="text"/>		
Telephone of Landlord or Letting Agent	<input type="text"/>		
Email address of Landlord or Letting Agent	<input type="text"/>		

Previous address 2

Dates of residency

Status at this address **Tenant** **Owner** **With parents**

Name of Landlord or Letting Agent

Telephone of Landlord or Letting Agent

Email address of Landlord or Letting Agent

Previous address 3

Dates of residency

Status at this address **Tenant** **Owner** **With parents**

Name of Landlord or Letting Agent

Telephone of Landlord or Letting Agent

Email address of Landlord or Letting Agent

DETAILS OF PROPERTY YOU WOULD LIKE TO RENT

Address of Property
to be rented

Member of The Bristol Residential Letting Co team who conducted your viewing

Agreed Rent

Agreed Tenancy Start date

Agreed length of
initial fixed term

Names of other applicants (anyone over the age of 18 who will live at the property)



EMPLOYMENT DETAILS

Employer

Address

Your position

Salary Start Date

Contract type **Permanent** **Temporary** **Contractor**

Please provide details of the person we can contact to confirm your employment details

Name

Position

Telephone

Email address

SELF EMPLOYED DETAILS

Company name

Company address

Website

Trading since

Accountant

Accountant Address

Telephone Number

Email address



INSTITUTE OF EDUCATION

Name of Institute	<input type="text"/>		
Course	<input type="text"/>		
Start Date	<input type="text"/>	Finish Date	<input type="text"/>

Please provide details of the person we can contact to confirm the above details

Name	<input type="text"/>
Position	<input type="text"/>
Telephone	<input type="text"/>
Email address	<input type="text"/>

PETS

I understand that no pets are allowed to be kept in this property.

DECLARATION

I hereby confirm that the information provided by me is to the best of my knowledge true and I have no objections to the information being verified by The Bristol Residential Letting Co. I confirm this information can be passed on to the landlord. I agree that The Bristol Residential Letting Co may search the files of a credit reference agency which will keep a record of that search. I also understand that no details of the search will be given to me by the agency or the landlord, but that I may request the name and address of the credit reference agency to whom I may apply for a copy of any information provided. I can also confirm that in the event of my defaulting on the rental agreement that any such default may be recorded with the credit reference agency and may affect any future application for credit I make. **I hereby authorise The Bristol Residential Letting Co to take up any of the following references: Bank, Current Employer, Current or Previous Landlord, Accountant/Auditor or Pension Reference.**

I agree to the above declaration

PRINT NAME

DATE

PLEASE COMPLETE AND RETURN BY CLICKING THE BUTTON FOUND IN THE TOP RIGHT OF YOUR ADOBE READER SCREEN OR ATTACH AND EMAIL THE COMPLETED PDF FORM TO admin@bristolreslet.com
