

PLEASE GIVE DETAILS OF A PARENT OF GUARDIAN WHO WILL ACT AS A GUARANTOR

Name: Relationship to you:.....
Address..... Contact number:.....
.....
..... Post code.....

CURRENT BANK ACCOUNT DETAILS

Name of bank:.....
Branch Address:.....
.....
Sort Code:.....
Account Number:.....
Account Holder's Name:.....

NEXT OF KINS DETAILS

Name:.....
Relationship to you:.....
Address:
Contact Telephone No:.....

DECLARATION

I confirm that the information supplied is, to the best of my knowledge, correct and true and will be verified.
I understand that Terra Firma will contact all referees and guarantors. If a bad reference is received then the application will be refused without any explanation being given.

APPLICANT'S SIGNATURE:..... DATE:.....

PRINT NAME:.....

PLEASE INFORM YOUR REFEREES THAT WE WILL BE CONTACTING THEM IMMEDIATELY

Tenants Information

1. Initially we require a **NON REFUNDABLE** administration fee of £128.00 per person plus VAT. This enables us to withdraw the property from the market for you until all the administration has been completed.
2. Financial, employers and character references will be needed as we can only agree to a tenancy subject to satisfactory replies to those references. Our investigations will also include a search of the credit register. The information that you will provide will be treated in the strictest confidence and will not be disclosed to any third party.
3. The tenants acknowledge that there can be no access to the property before all the funds are cleared in our clients account. **Please allow 10 working days for the clearance of cheques.**
4. The Landlord grants the tenancy of the property to the named tenant/s upon the condition that the tenant/s hold insurance that the Landlord or their Agents deem suitable to protect the tenant's personal possessions and accidental damage caused by the tenant's personal possessions and accidental damage caused by the tenants to furniture, fixtures and fittings at the property.
5. The tenants acknowledge that they are solely responsible for gas, electricity, water, sewerage, telephone and contents insurance during the term of their tenancy agreement unless otherwise stated.
6. The tenants fully understand that they are solely responsible for the Council Tax or any replacement or re-enactment arising thereof and the Landlord or their Agents are in no way responsible for the payment of any bills arising. It is vital that the rent is paid on time. Failure to do so places you in breach of the contract and the Landlord is entitled to deliver the tenant notice to quit. It is therefore in your interest to ensure that the rent is paid on time.

As a prospective tenant I acknowledge the following:

1. I have deposited the sum of £147.20 with Terra Firma (the Agent) as an Administration Fee for the property noted overleaf.
 2. That the administration fee is non-refundable and will be forfeited as a contribution towards abortive costs should the tenancy not proceed for whatever reason, or if I should give false or misleading information.
 3. That for Council Tax purposes the property will be used by me as my sole or main residence during the term of the tenancy.
 4. That should I proceed with the proposed letting, should the rent be late then I will be liable to an administration charge of £20.00 plus VAT per week and interest will accrue at a rate of 15% per annum on the arrears balance.
 5. Should a refund become necessary, then this will be in the form of a Company Cheque. Under no circumstances will cash be paid. We do not keep cash in the office.
 6. That the tenant generally indemnifies the Landlord and their Agents against all costs incurred arising from the processing of any unpaid liabilities whether they be rent, dilapidation liabilities, outstanding utility charges or administration fees or interest on unpaid rent. The Tenant/s also accepts full responsibility and agrees to indemnify the Landlord or their Agent against all solicitors and/or court costs arising from the recovery of said liabilities.
- **Please note that all monies are to be paid in cleared funds prior to the commencement of the tenancy. This can be in the form of cash, a building society cheque or bankers draft only.**
 - **Any false or misleading information could jeopardise your tenancy.**
 - **When there is more than one name on the tenancy agreement, all of those named MUST sign the tenancy agreement before possession can commence.**
 - **Terra Firma reserves the right to refuse any application.**

Print Name:..... Date:.....

Signature:.....