



Information on Procedures & Fees – TENANTS

Reserving a Property

To reserve a property SAB require ALL of the following documentation:

(ALL prospective occupants of the property that are over 18 years old MUST provide references and be party to the tenancy agreement. Tenants must be 18 or over by law.)

2 forms of ID – Must include passport or driving licence and for all non EU nationals it must include a visa

Proof of address – Must be a utility bill or bank/ credit card statement and be dated within the last 3 months

Once we are in receipt of all of the above required documents, the administration fee will be required in full. Please note that the landlord then has final approval before the application process begins.

Administration Fees

£240 for a single person or couple or £120 for a single person for a room. In the case of multiple occupation £120 per additional person or where a guarantor is required £100 per person. In the event of a change-over of individuals mid-tenancy £240. Company Let £300.

(This fee is non-refundable if the application is not approved or the applicant withdraws)

Guarantor Requirements

Guarantors must be based in England (not Scotland, Wales or abroad) and must be an immediate relative to the tenant

References

References will be obtained as quickly as possible, but it is advisable to allow at least 10 days. It is a prerequisite of being considered for a tenancy in one of our properties that the tenant assessment supplied is completed in full.

Students

If you are applying for a student property it is your responsibility to ensure you provide SAB with a council tax exemption certificate prior to the start of your tenancy or keys will not be released. If your circumstances change during the tenancy and you are no longer a student, it is your responsibility to cover the full council tax charges that become applicable to that property

Deposit & Rent

A deposit equal to 1.5 month's rent will be required in cleared funds on or before the day of signing the tenancy agreement. If there is more than 14 days between the admin fee payment and tenancy start date the tenants will be required to sign the tenancy agreement in advance and pay a holding deposit being the first month's rent in advance. This holding deposit is non-refundable if the tenancy agreement with the prospective tenants is not entered into due to the tenants withdrawing. This applies regardless of which party paid the holding deposit. The first month's rent is payable in advance in cleared funds and thereafter monthly in advance by standing order or direct debit.

Tenants Insurance with accidental damage cover

It is a mandatory requirement that tenants MUST have insurance, which provides accidental cover for landlord's contents, fixtures & fittings. Proof of insurance must be provided prior to the start of a tenancy. Alternatively, insurance can be provided for £7500 cover of tenant's contents and includes the landlord's accidental cover. Further information and costs can be provided upon request.

In-Going Date

The exchange of documentation and hand over of monies and keys must take place in our office, at a pre-agreed time, on the tenancy commencement start date. Money paid on the start date of the tenancy must be in cleared funds therefore cash (no change held in our office) or by chip & pin card. No other forms of payment are accepted on the day.

Renewal fees

At the end of a fixed term tenancy agreement the owner may invite the tenants to renew for a further fixed term period. Should the tenant accept such an invitation a further administration renewal fee of £75 will be charged to the tenant as their contribution towards the cost of preparing the supplementary tenancy documentation.

Penalty fees

A £30 administration fee can be charged when it is necessary for the landlord or agent to contact the tenant to request payments for arrears as this is a breach of tenancy.

End of Tenancy

At the end of a tenancy, the property must be left in accordance with the tenancy agreement obligations. This includes professional cleaning of the house, carpets, windows and chimneys, for which proof of the work must be provided. As soon as practicable after the property has been vacated, we will arrange a check out for which a charge of £100 will be made (or £50 FOR rented rooms). The return of the deposit will be dealt with in accordance with the procedures set out in the Tenancy Agreement, and will be subject to the Tenancy Deposit Protection Scheme procedures and regulations.

Tenant Instant Application Form

In order for the application to be processed quickly, please complete in BLOCK CAPITALS and ensure the application is completed in full. All sections marked with * are mandatory information.

Agent Details

Name of agent: St Andrews Bureau Ltd
Branch number: 30810
Locality: Cambridge

Contact name: Office Administration
Phone number: 01223 352170

Property Details

Postcode*:
Flat number:
Street*:
Town*:

House number:
House name:
District:

County:

Rental Details

Number of tenants moving into the property?:
Share of rent per month*:
Tenancy term (months)*:
Start Date*:

Total rent per month*:

Applicant Details

Title*: Mr Miss Mrs Ms Other

First Name*:

Middle

Name*

Surname*: Date of birth*:

Sex*: Male Female No of dependants*:

Marital Status*: Single Married Divorced Separated Widow(er)

Any previous surnames: If so until when:

Employment Type*: Full time employed Part time employed Temporary/Contract

Unemployed

Self-Employed Retired Student Housewife/Home maker

Payment in advance

Employment status*:

Junior Management Unskilled Supervisor Semi-

skilled

Skilled Senior Management Other Not applicable

Occupation*:

Can we contact the applicant?* Yes No Home phone number* :

Work phone number: Mobile phone number*:

Email Address:

Affordability Details

Gross annual income*: £ Any additional sources of income?*: Yes No

Amount of additional income per annum?* £

Please provide details of any additional income*:

Please supply addresses to cover your last 3 years of residency – leaving no gaps

Current Address – Please complete all address details where appropriate

Postcode*:

House number*:

Flat number:

House name*:

Street*:

District:

Town*:

County:

Is this a Foreign address?* Yes No

Time at address From*: Day - Month - Year- To: Day -

Month - Year -

Living status*: Furnished Tenant Unfurnished Tenant Own home Living with parents

Other

If other please state:

Previous Address — Please complete all address details where appropriate

Postcode: _____ House number*: _____
Flat number: _____ House name*: _____
Street*: _____ District: _____
Town*: _____ County: _____
Is this a Foreign address?* Yes No
Time at address From*: Day - Month - Year- To: Day -
Month - Year -
Living status*: Furnished Tenant Unfurnished Tenant Own home Living with parents
 Other
If other please state:

2nd Previous Address — Please complete all address details where appropriate

Postcode: _____ House number*: _____
Flat number: _____ House name*: _____
Street*: _____ District: _____
Town*: _____ County: _____
Is this a Foreign address?* Yes No
Time at address From*: Day - Month - Year- To: Day -
Month - Year -
Living status*: Furnished Tenant Unfurnished Tenant Own home Living with parents
 Other
If other please state:

Bank Details

How many credit cards held?*: _____ Current account held?*: Yes No
If Yes please enter the details below
Sort code*: _____ Name of bank*: _____
Account name *: _____ Account number*: _____
Address *: _____
Time with bank*: (years) _____ (months) _____

Additional Information

Have you ever received any County Court Judgements or Individual Voluntary Arrangements against you?

Yes No

Have you ever been declared bankrupt? Yes No

Will any of the tenants have pets?*

Yes No

Will any of the tenants smoke?*

Yes No

Will there be any children living at the property?*

If yes please provide:

Names of children living in the property:

Yes No

Date of birth:

Please ensure that you have completed all fields indicated '*' as failure to do this may result in a delay in producing your report.

Consent

We will use the information provided to us by third parties to make decisions about your application. Agencies may supply to us, public information and/or fraud prevention information.

Information provided to Endsleigh may be supplied to other organisations and used by them and us to

- A. Verify your identity for this application and if you apply for other facilities including all types of insurance applications and claims.
- B. Check all or any of the application details which have been submitted.
- C. Assist organisations to make decisions on tenancy applications by you

By **confirming your agreement to proceed** you are accepting that we may use your information in this way.

By submitting this application to SAB you are confirming your agreement to proceed

The information contained within this application is being transmitted to and is only for the use of Experian. If the reader of this message is not the intended recipient, you are hereby advised that any dissemination, distribution or copy of this application is strictly prohibited. If you receive this application in error, please immediately notify us by calling

*Endsleigh Insurance Services Limited is authorised and regulated by the Financial Services Authority.
This can be checked on the FSA Register by visiting its website at www.fsa.gov.uk/register.
Endsleigh Insurance Services Limited. Company No: 856706 registered in England at Shurdington Road, Cheltenham Spa, Gloucestershire GL51 4UE



TENANT ASSESSMENT FORM - ADDITIONAL INFORMATION

A: EMPLOYMENT DETAILS

Employment Status: Employed / Student / Self Employed* / Retired*

*If self employed provide accountants details below or if retired provide pension details below

Job Title:

Commencement Date:

Annual Gross Salary: £

Is your job likely to change in the near future?

Do you have any additional sources of income?

If yes, how much?

Company Name:

Company Address:.....
.....
.....

Company Contact Name & Position:

Email address:

Company telephone:Fax number:.....

Addition Information:

B: LANDLORD DETAILS

Landlord/ Agent (this must be your current or most recent landlord

Name

Address:

.....

.....

Email Address

Daytime phone **Mobile number**

Evening phone **Fax number**

C: PERSONAL INFORMATION

Next of kin:

Address of next of kin:.....

.....

.....

Daytime phone.....**Mobile**.....

Email.....**Fax number**.....

National Insurance Number:
Passport Number:

D: PERSONAL REFERENCE

Personal Reference (not family) - Name:

Address of personal reference

.....
Email address:.....Daytime phone.....

Mobile.....Fax number.....



PROSPECTIVE TENANTS/GUARANTOR CONSENT to obtain information for TENANCY

The information , which I have supplied to St. Andrews Bureau Ltd or its agents for the purposes of entering into a tenancy, is true to the best of my knowledge.

I consent to this information being verified by fair and lawful means , which I understand will involve contacting referees and licensed credit referencing agencies . I understand the resulting verified information would be forwarded to the letting agent and/or landlord. The results may also be accessed again if I apply for a tenancy in the future.

I consent to St. Andrews Bureau Limited or its agent to search information held by credit reference agencies and agree that St. Andrews Bureau Limited or its agent and the credit-referencing bureau will keep a record of that search and the results of that search. The results of that search may show how I conduct my payments including rental payments and this may affect future credit applications. All such information, which is revealed, may be used for debt tracing and fraud prevention.

I hereby expressly consent to my personal details including any forwarding address at the determination of the tenancy being passed to the landlord and / or to utility companies and /or the local authority.

I am not aware of any County Court Judgements against me and I confirm that I do not have a criminal record (other than driving offences).

Otherwise all in formation will be treated as confidential.

I agree that the information supplied by me will be held in accordance with the Company's notification under the Data Protection Act 1998. That you may record sensitive data as defined in the Data Protection Act 1998 and I understand that I have the right to ask for a copy of the information held about me subject to the payment of an administration fee that will be notified to me on application , though it will not exceed the amount set by statute . I have the right to request that the information on me be amended if it is found to be incorrect.

**BY PRINTING YOUR NAME DATING AND SENDING THIS FORM YOU ARE
CONSENTING TO THESE TERMS AND CONDITIONS**

PRINT NAME:

DATE: