



# davis tate

ALL PROPERTY MATTERS

## SUBJECT TO CONTRACT & REFERENCES - PROPERTY RESERVATION FORM

Reservation Monies: £500

Date Received:

Property Held:

Rent Agreed: £ pcm Anticipated Tenancy Start:

Term: (if 12 months is a break clause required Yes/No)

Express Check In: Yes/No

Additional Clauses Agreed:

Agreed pre-tenancy actions:

No of children under 18:

Please list any pets:

Do any proposed tenants have adverse credit history?

If yes specify:

Are any proposed tenants self employed or on short term/zero hours contracts?

If yes specify:

Will any proposed tenants receive housing benefit?

If yes specify:

<b>TENANT 1</b> Full Name: % share of rent:	<b>TENANT 1</b> Mobile Number: Email address:
<b>TENANT 2</b> Full Name: % share of rent:	<b>TENANT 2</b> Mobile Number: Email address:
<b>TENANT 3</b> Full Name: % share of rent:	<b>TENANT 3</b> Mobile Number: Email address:
<b>TENANT 4</b> Full Name: % share of rent:	<b>TENANT 4</b> Mobile Number: Email address:

- The property will be reserved in your name for a period of two weeks from the date of this reservation. We may show it to other people but no other tenancy applications will be accepted while the property is being held for you.
- You can cancel your application within one working day in writing whereby your £500 reservation monies will be refunded in full within 3 working days.
- If you withdraw from the tenancy less than 14 days after this reservation, the monies will be returned to you less our application fee. If you withdraw your application 14 or more days after this reservation, the monies will be forfeited in full.
- If you withdraw from the tenancy less than 14 days before the tenancy start date, the reservation monies will be forfeited in full.
- If you fail references, the reservation monies will be forfeited in full.
- You agree to the terms above and those in 'Notes for Tenants' & 'Fees to Tenants' copies of which are attached.**

Signed: .....

.....

**If any occupants over 18 do not sign, it will be deemed that any party that has signed will be doing so on behalf of all the tenants listed (all parties are deemed jointly and severally liable).**

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Abingdon, Burghfield Common, Didcot, Goring on Thames, Henley on Thames, Maidenhead, Pangbourne, Reading, Shinfield, Sonning Common, Twyford, Wallingford, Wantage and Woodley

Registered Office: 2nd Floor, Gateway 2, Holgate Park Drive, York, YO26 4GB Registered in England No. 4405992





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## NOTES FOR TENANTS

### SUBJECT TO CONTRACT & REFERENCES

1. In order to reserve a property you must complete your property reservation form in full and once terms have been agreed with your landlord you will be asked to pay reservation monies of £500.
2. Once you have completed your property reservation form and paid reservation monies we will send you a "How To Rent Guide", Specimen Tenancy agreement, EPC and if applicable a copy of the Gas Safety Certificate. You should read all the information provided and if any aspect affects your decision to proceed you should immediately inform us in writing (and no later than one working day) of your intention to cancel your application whereby we will refund your reservation monies within 3 working days.
3. Each applicant will receive an e-mail from our reference provider. Please ensure you complete your application form immediately. In order to prevent delays in processing your application please let us know if you do not receive the application form within 24 hours.
4. Our reference provider will require the following information and it will speed up the process if you have this information ready and ensure that your referees contact details are accurate and up to date and expect to be contacted:
  - Residential addresses for the last 3 years
  - Previous landlord or agents contact details
  - National Insurance number
  - Employer/Account contact details
  - Payroll number
  - Salary details
  - Other sources of income
  - Bank details
5. To ensure a successful application each tenants monthly rent share will require an annual salary of at least 30 times the monthly rent share. i.e. a rent share of £1,000 will require a minimum basic salary of £30,000. If you believe that you may have adverse credit history, CCJ'S, a voluntary arrangement or are self employed or on a short term contract or zero hours employment it is important that you inform us prior to referencing being undertaken. Failure to do so will risk losing your reservation monies.
6. **Right To Rent, The Immigration Act 2014**  
All Tenants must provide identification to satisfy their right to rent within the UK. We are required by law to photocopy original documents in our office in front of the holder and retain copies on file. Every tenant will have to visit a Davis Tate office in person to have their documents verified within 28 days before the commencement of the tenancy. Failure to do so will result in your tenancy not proceeding. For more information and what is required by you as the tenant please visit [www.gov.uk/government/publications/rules-and-acceptable-documents-right-to-rent-checks](http://www.gov.uk/government/publications/rules-and-acceptable-documents-right-to-rent-checks)
7. Once we receive completed satisfactory reference reports we will send you a Tenancy Agreement and Move In invoice. This invoice will include the following costs as detailed in Fees to Tenants:
  - **Security Deposit** - equivalent to one and a half month's rent (more in some cases, eg. Pets, special tenancy conditions)
  - **Application fee** – to process your application
  - **Inventory Check in fee** – depending on the size and furnishings of the property
  - **First month's rent, less the reservation monies.** Rent is always payable in advance.





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8. **Method of Payments**

**Faster Payments** - which allows bank to bank payments normally within a couple of hours. Check whether your bank offers this service and also whether a maximum limit applies. You can use faster payments with online banking.

**Make your payment to Davis Tate Ltd – Handelsbanken – Sort Code 405162 – Account No. 17013643**  
**Add an appropriate reference eg. your name or property address to the payment.**

An alternative method is:

Paypal – Contact your Lettings Sales Manager for details (Please note a 3% fee will be added for all card payments).

9. **Property Related Matters**

We are part of LSL Property Services plc we may pass on Your details to other group companies and associates who will contact you with property related matters unless You tell us in writing not to.

10. **Utilities and Services**

We use the services of Tenant Shop to set up utility accounts on behalf of tenants, you may be contacted to discuss your requirements and other services available to you prior to the start of the Tenancy, unless you tell us otherwise

11. **Inventory Check In**

We will advise you of a check in date and time when you will be required to meet the inventory clerk at the property who will run through the Inventory and Schedule of Condition with you, take meter readings, hand over keys and check smoke alarms. If there are any issues with the property, you should raise these with the inventory clerk during this appointment.

**Online log in** – You will receive an email after move in which contains a password which you can use along with your email address to access details of the property.

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## Davis Tate – Tenant Fees

### What are the costs involved if I rent a property with Davis Tate?

#### Costs 'BEFORE' moving in

Application Fee for 1 or 2 applicants	40% of the agreed monthly rent (subject to a minimum of £300)
Additional person after 2 applicants (or guarantor)	£60 (per applicant)
Reservation Monies (VAT not applicable) (credited against your Move In Invoice)	£500
Check in fees (depending on size/furnishings – see table below)	

Property	Type	Furnished	Unfurnished
Studio	Check In	£75	£70
1 Bed	Check In	£100	£95
2 Bed	Check In	£115	£100
3 Bed	Check In	£125	£115
4 Bed	Check In	£145	£125
5 Bed	Check In	£175	£150
6 Bed Plus	Price on application		

\*please note failure to attend a pre-arranged check in will incur an abortive cost at the relevant rate above

#### Additional fees which may become payable by some applicants ...

Guarantor's Clause	£90
Permitted Occupier(s) Clause	£90
Pet Clause	£90
Break Clause	£90
Other Tenancy Amendments or Additional Clauses	£90
Express Check In Fee	£120

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## Due 'AFTER' moving in

Tenancy Renewal	£75
Other Tenancy Amendments or Additional Clauses	£90
Paperwork Fee	£24
Rent Arrears Letters	£12
Early Termination Fee (Full Management & Rent Collection Service)	£440
Change of Tenant during a Tenancy	40% of the agreed monthly rent inc VAT
Check out fees (depending on size/furnishings - see table below)	

Property	Type	Furnished	Unfurnished
Studio	Check Out	£95	£85
1 Bed	Check Out	£115	£105
2 Bed	Check Out	£125	£115
3 Bed	Check Out	£135	£125
4 Bed	Check Out	£155	£140
5 Bed	Check Out	£190	£155
6 Bed Plus	Price on application		

\*please note failure to attend a pre-arranged check out will incur an abortive cost at the relevant rate above

**Any outstanding fees or rent at the end of your tenancy will be deducted from your security deposit.**

All fees shown are INCLUDING VAT at 20% unless stated otherwise

## Description of fees/monies due

### What are reservation monies and when do I have to pay them?

Once you have decided to apply for a property and the terms of the tenancy have been provisionally agreed with your landlord you will be asked to pay the reservation monies and complete a property reservation form. The property will be reserved in your name for a period of two weeks from the date of receipt of the reservation monies. We may show it to other people but no other tenancy applications will be accepted while the property is being reserved for you. The reservation monies will be credited to your Move In Invoice.

You can cancel your application within one working day in writing whereby your £500 reservation monies will be refunded in full within 3 working days.

If you withdraw from the tenancy less than 14 days after this reservation, the monies will be returned to you less the administration fee. If you withdraw your application 14 or more days after this reservation, the monies will be forfeited in full.

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If you withdraw from the tenancy less than 14 days before the tenancy start date, the reservation monies will be forfeited in full.

If you fail references, the reservation monies will be forfeited in full

### **What is the tenancy application fee and when do I pay it?**

This fee includes the tenancy agreement, deposit protection, Identity checks and cost of referencing which will include checking your credit status, contacting your current and/or previous employer/accountant, current and/or past landlords, and take into account any other information to help assess the affordability of your tenancy application.

## **What other fees may be payable?**

### **Additional Person**

This covers the cost of processing the application and associated paperwork where there are more than 2 tenants or a guarantor.

### **Check In Fee**

This fee is for the attendance of an inventory clerk who will check an Inventory with you to confirm the condition of the property and will depend on the size of the property.

### **Express Check In Fee**

This fee applies if you request a move-in less than 5 working days after reservation.

### **Guarantor's Referencing**

We will advise you if you are required to provide a Guarantor after your ability to pay the rent has been assessed by our reference provider. A guarantor will undergo credit referencing to ensure they have sufficient earnings to cover the overall rent commitments in the event that you are unable to pay your rent. This fee is payable in respect of each Guarantor that requires referencing. Generally only a parent or other family member are considered to be acceptable as guarantors.

### **Permitted Occupier**

Permitted occupiers are at the Landlords consent and the relevant fee will apply.

### **Other Tenancy Amendments**

If you require an amendment to the standard tenancy agreement before the tenancy commences this fee will apply.

### **Move In Invoice**

You will be provided with a Move In Invoice along with other move in paperwork. This will show the amount due to be paid before move in. It will include the security deposit, the first month's rent, any fees and any monies already paid. **This must be paid by cleared funds at least 48 hours before move in.**



**During and after the tenancy, we offer additional services where fees may apply:**

**Tenancy Renewal fee**

This is the cost of preparing a new Tenancy Agreement and negotiating with your landlord for a further fixed term tenancy.

**Other Tenancy Amendments/Additional Clauses**

If you require an amendment to the standard tenancy agreement during the tenancy this fee will apply.

**Paperwork Fee**

You will have “free” online access to all documents relating to your tenancy. However if you require paper copies each document will be subject to this fee.

**Rent Arrears**

Should rent not be received on the due date, a letter will be sent after 7 days and then again at 7 day intervals confirming non-receipt whilst rent remains unpaid. Tenants will be charged the appropriate fee for each letter sent. All legal costs will be charged to the Tenant.

**Early Termination of Tenancy (Full Management & Rent Collection Service)**

Once the fee has been paid, Davis Tate will market the property in order to secure replacement tenants. Tenants will remain liable for all rental obligations as per the Tenancy until such time that a new tenancy has commenced with replacement tenants. For Let Only properties tenants will need to liaise directly with their Landlord.

**Check out fee**

This fee is for the attendance of an inventory clerk who will check the Inventory with you to confirm the condition of the property at the end of your Tenancy and includes a detailed checkout report to assist in the assessment of the return of your security deposit. The fee will be dependent on the size of the property.

**Third Party reference request**

If at any time during or after your tenancy we are requested to provide a reference on your suitability as a tenant, this fee is chargeable.

**All the above will be payable in advance of any work or action being undertaken.**

All Fees are effective from 4<sup>th</sup> January 2016 and include VAT at 20% (unless shown otherwise).

**Any outstanding fees or rent at the end of your tenancy will be deducted from your security deposit**

These terms may be subject to change, and notification of such change will be published at [www.davistate.com](http://www.davistate.com)