

You are proposing to enter into an Assured Shorthold Tenancy at:

Property: _____

Rent: _____ per _____ Deposit: _____ Extra Deposit: _____ I.D taken? _____

An Assured Shorthold Tenancy is fixed for an initial six month period. This is the minimum term and can not be terminated earlier. At the end of six months the tenancy may be renewed or can revert to a Statutory Periodic Tenancy. To terminate a tenancy after the first six months you must give at least one months written notice to coincide with the end of a rent payment period

Rent is paid in advance on the 1st of the month by standing order unless otherwise stated, i.e if you are in receipt of housing allowance. Rent and deposit should be paid prior to signing a Tenancy Agreement and must be paid by banker's draft or debit card. Cash may be accepted in special conditions.

Most rents are excluding water/sewage rates, council tax, gas, electric and telephone unless otherwise stated.

The deposit will be held under a Tenancy Deposit Protection Scheme for the duration and will be returned if both the landlord and agent is satisfied that the property is left in a satisfactory condition after vacating. Any disputes that are not able to be settled between the landlord/agent and tenant will be arbitrated by the scheme provider.(more info can be found at www.direct.gov.uk)

An enclosed sample of our tenancy agreement should be read before you sign this form.

Administration Fees (this does not guarantee that the property is available)

A non- refundable administration fee of **£90.00 inc v.a.t per applicant** is payable on submitting your application and a photo I.D is required. If your application is successful a further fee of **£68.00 inc v.a.t** is payable per property to cover the costs of your tenancy agreement and **£12.00 inc v.a.t** per property for the registration of the deposit.

If you withdraw your application or your references prove unsatisfactory including low credit scoring the administration fees will not be returned, however if the landlord withdraws the property through no fault of your own then we will gladly return the full fees paid.

Fee Paid _____

Signed by Agent _____

DECLARATION

I confirm that the information supplied is to the best of my belief and knowledge, true. Under the Terms of the Data Protection Act 1988 I acknowledge that my personal details may be forwarded to other parties especially service providers. I also give my permission for my referees to reply to any enquiry made by Mashford Letting and Management. The results will be forwarded to the Landlord and may be accessed again should I apply for a tenancy agreement in the future. I agree that Mashford Letting & Management may search the files of a credit reference agency and use a credit scoring technique. Details of how I conduct the account may also be disclosed to the agency. This information may be used by other lenders in assessing applications from me and other members of my household and for occasional debt tracing and fraud prevention. All information will be treated as confidential.

Applicant's Signature:

Print Name:

Date: