

professional paperwork

Property address: _____

Start date: _____ End Date: _____ Tenancy term: _____ months

Rent: £ _____ pppwk Rent: £ _____ pppcm Deposit: **£300**

personal details

tick the appropriate boxes

Full Name: _____ Date of birth: _____

Current address: _____ Time at address (Years): _____

Mobile number: _____ Other number: _____

Email address: _____ Other email: _____

Occupation: _____ Employer: _____

Employers address: _____

Length of employment: _____ NI number: _____

Current landlord: _____ Landlords number: _____

Proposed guarantor: _____ Email: _____

Please read and sign below

A property can be reserved by paying a non-refundable administration fee of £150.00 and completing in full the form above. You will receive the tenancy agreement via DocuSign which MUST be signed electronically within 7 days. All accompanying paperwork is required to be provided to us within 14 days of the property being let; all monies (including deposit) are to be paid to us within 7 days as stated on the application checklist. The deposit will be registered with a tenancy deposit scheme and paperwork will be issued to you in due course. **Please note:** We reserve the right to remarket the property if all of the paperwork is not received within 14 days. If the property is subsequently re-let any administration fee paid to us will be forfeited in full.

Please note: Should the local Council or any Utility Company request contact details we reserve the right to pass on any information required. If the tenancy is all-inclusive, bills included will be clearly stated in the tenancy agreement.

I will ensure that any change to the information provided on my personal details will be passed to baskeys and I authorise them to use and pass on my contact details to the deposit protection scheme mydeposits.co.uk should it be required. **All communication on, before and during your tenancy should be made by the tenants ONLY and not by another party e.g. guarantors.**

I have been given the opportunity to review the Tenancy Charge List available online at <https://www.baskeys.co.uk/content/upload/1/root/charge-list-20181.pdf> and at the baskeys office prior to entering into the tenancy agreement. I acknowledge that I have been provided the 'How to rent' guide available at the following URL: <https://www.gov.uk/government/publications/how-to-rent>. I confirm I have read and understood the terms of reserving a property with baskeys detailed above. I wish to secure the property on a 'let-as-seen' basis and acknowledge that I am satisfied with the present condition of the property. As such, no works will be carried out to the property prior to the tenancy unless specified in writing from baskeys. By signing below, I agree to the terms above and those set out on the baskeys website (www.baskeys.co.uk). I agree to baskeys carrying out a credit check in my name and can confirm that I have no previous CCJ, bankruptcy or evictions against me and/or in my name.

Signed: _____

Date: _____



professional paperwork check list

tick when complete

Administration Fee

Pay cash in the office or pay online at www.baskeys.co.uk in order to secure your property.

Deposit - £300

Pay cash in our office or online at www.baskeys.co.uk within 7 days. Your deposit is protected for the duration of the tenancy with 'My Deposits'. You will receive information regarding this via email but if you would like to find out more now, please visit www.mydeposits.co.uk

Deposit Protection Certificate

Once your deposit has been paid, you must return a signed deposit protection certificate. Please return this within the 14 day deadline.

Tenancy Agreement

We will send you the agreement via DocuSign to the email address you have supplied. You are required to electronically sign and initial the document within 7 days of receipt.

Personal Details Form

We need your contact details and information from this form for your new property file. Please return the form to us within 14 days.

Copy of your photo ID

Please email us a copy of your passport or driving licence within 14 days. *If you provide a copy of your passport for your right to rent, you do not need to provide additional photo ID.*

Direct Debit Mandate Form

We need the details of the bank account you will be paying the rent from. You will be paying monthly payments which begin on the start date of your tenancy. Please return the form to us within 14 days. Please note that only the bank account holder can complete and sign this form.

Guarantor Form OR Three Month's Bank Statements

If you have been in your current job for 12 months or more, you can provide us with your last three month's bank statements which show 3 x the monthly rent amount. Alternatively, you can show us a savings statement which shows 2 x the annual rent. If you have not been in your current job for at least 12 months, we require a financial guarantor. They will need to complete the guarantor form and return it within 14 days. Your guarantor must be over the age of 18, live in the UK and work full-time or meet other criteria approved by baskeys.

Copy of Guarantors photo ID (if applicable)

We require a copy of your guarantor's driving licence or passport within 14 days.

Proof of Current Address

A letter, bill or email receipt proving where your permanent home address is e.g. letter from bank, utility company or council. Please provide this within 14 days.

Reference

A few lines written about you on a headed email or letter by **BOTH** your current employer and your landlord. Please forward this to us within 14 days. *If you cannot provide a Landlord reference, you must provide us with a guarantor.*

Right to Rent

We are now required to check every tenant's right to rent in the UK. Please bring the original relevant documents e.g. UK Passport, to our office within 14 days. You can find more details about what documents to bring on the "right to rent in the UK" information sheet.



right to rent in the UK

Due to government legislation introduced in February 2016 we have to ensure that any applicants for a tenancy have the correct documents for having the right to rent in the UK.

To prove you have an unlimited right to rent in the UK please provide **one** of the following from **List 1**:

- UK passport
- EEA passport
- Swiss passport
- Certificate of registration / naturalization as a British citizen
- Registration certificate indicating permanent residence in the UK
- Biometric residence permit card indicating permanent residence in the UK
- Passport / travel document indicating permanent residence in the UK
- UK immigration status document indicating permanent residence in the UK

OR

Please provide **two** of the documents from **List 2**.

- A full UK birth or adoption certificate
- A current full or provisional driving license photo card
- A letter from HM Prison Service
- A letter from a UK Government Department or Local Authority
- A Letter from National Offender Management Service
- Evidence of current / previous service in the UK armed forces
- A letter from the police confirming that your passport or biometric residence permit has been stolen
- A letter from a private rented sector access scheme
- A letter of attestation from an employer
- A letter from a UK further or higher education institution
- A letter of attestation from a UK passport holder working in an acceptable profession
- Benefits paperwork
- Criminal Records Check certificate

If you cannot provide the necessary documents from Lists 1 & 2 then please provide a document from **List 3**. The following documents must display a time-limited period:

- A valid passport
- Biometric immigration document
- Non-EEA national residence card
- UK immigration status document

Applicants providing List 3 documents will be required to prove their right to rent again at a later date.

**In order to comply with the right to rent legislation we have to check your original documents in your presence and take electronic copies of them. We cannot accept scanned copies.
We are grateful for your cooperation.**



guarantor form

Tenants property address:

Tenants name:

Guarantors name:

Marital Status: Single Married Other (please specify):

Date of birth:

Home address:

Post code:

Time at address (Years)*:

**(You may be requested to provide an additional address if you have lived here for less than 3 years)*

Mobile number:

Home number:

Email:

Other email:

Relationship to tenant:

Occupation:

Company name:

Company address:

Post code:

Please read and sign below

I can confirm that I am over the age of 18, that I live in the UK permanently and am in full-time employment or I meet other criteria approved by baskeys. By signing below, I confirm that I will act as his/her (as applicable) guarantor for their share of the monthly rent payments in the event that this is not paid by them in accordance with the terms of their Tenancy Agreement. I agree to notify baskeys should there be any change in my employment status or my ability to financially meet this criteria at any point after the signing of this form.

I understand that in connection with this undertaking the rent is payable on the rent due date as stated in the tenancy agreement which I have read and I understand that should this not be received within 7 days of the due date, the payment can be demanded from me. I also understand that as guarantor I can be held responsible for any damages incurred to the property both during the tenancy and following the end of tenancy inspection that equate to more than the amount of deposit held.

I understand that as guarantor **all** communication with baskeys must be made by the named tenant above.

This guarantee applies to the initial term specified and any extension period in which the tenant remains in occupation at this property. I also confirm that I am financially able to meet this commitment in the event that this becomes necessary and I agree to baskeys carrying out a credit check in my name. By signing below I agree to the terms stated above and can confirm that I have no previous CCJ or bankruptcy in my name and I have not been served a notice of eviction or currently have a notice held against me.

Signed:

Date:

Please send a copy of your photographic driving license or passport along with the completed form.



direct debit mandate form

Instruction to your Bank or Building Society to pay by Direct Debit

Please complete this form using a ball point pen and return to:

Baskeys
22 Osborne Road
Jesmond
Newcastle upon Tyne
NE2 2AD

Name(s) of Account Holder(s)

Bank/Building Society account number

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Branch Sort Code

--	--	--	--	--	--

Name and full postal address of your Bank or Building Society

Bank/Building Society
Address
Postcode

Reference Number (FOR BASKEYS USE ONLY)

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Monthly payments

Due to be paid on the start date of the tenancy and on that same date each month for the duration of the tenancy.

FOR BASKEYS OFFICIAL USE ONLY

This is not part of the instruction to your Bank or Building Society.

Tenants Name:

Property:

Rent pcm:

Tenancy from :

Tenancy to:

Duration:

Instruction to your Bank or Building Society
Please pay Baskeys Direct Debits from the account detailed in this Instruction subject to the safeguards assured by the Direct Debit Guarantee. I understand that this Instruction may remain with Baskeys and, if so, details will be passed electronically to my Bank/Building Society.

DDI1

Signature(s):

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Date:

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Banks and Building Societies may not accept Direct Debit Instructions for some types of account

The Direct Debit Guarantee



- This Guarantee is offered by all banks and building societies that accept instructions to pay Direct Debits.
- If there are any changes to the amount, date or frequency of your Direct Debit Baskeys will notify you 7 working days in advance of your account being debited or as otherwise agreed. If you request Baskeys to collect a payment, confirmation of the amount and date will be given to you at the time of the request.
- If an error is made in the payment of your Direct Debit, by Baskeys or your bank or building society, you are entitled to a full and immediate refund of the amount paid from your bank or building society.
 - If you receive a refund you are not entitled to, you must pay it back when Baskeys asks you to.
- You can cancel a Direct Debit at any time by simply contacting your bank or building society. Written confirmation may be required. Please also notify us.