

property rental application

Property address: _____

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

Rent: £ _____ pppwk Rent: £ _____ pppcm Tenancy Deposit: £ _____

Holding deposit: £ _____ Deadline for agreement: _____

professional personal details

Title: _____ Full name: _____

Current address: _____

_____ Post Code: _____ Time at address (Years): _____

Mobile number: _____ Date of Birth: _____

Email address: _____

Occupation: _____ Employer: _____

Employers address: _____

Length of employment: _____ yrs _____ mths NI number: _____

Current landlord: _____ Landlords number: _____

Proposed guarantor: _____ Email: _____

Please read the information carefully

By signing below, I can confirm I have been provided with a copy of the paperwork required to proceed with my application and I am happy to proceed with the terms set out in the agreement. I have been given the opportunity to review the Tenancy Charge List available online (<https://www.baskeys.co.uk/content/upload/1/root/charge-list-2020-baskeys.pdf>) and at the baskeys office prior to entering into the tenancy agreement. I acknowledge that I have been provided with the 'How to rent' guide available at the following URL: <https://www.gov.uk/government/publications/how-to-rent>. 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.** We are unable to speak with any third party on your behalf.

I am aware that I can review how baskeys use and store my data in line with their privacy policy by visiting <https://www.baskeys.co.uk/privacy-policy> and I am happy to provide baskeys with my consent to retrieve information about me from third parties in line with the paperwork. 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.

Signed: _____

Date: _____



24 Hour Deadline: _____

7 Day Deadline: _____

15 Day Deadline: _____

payment and paperwork checklist

Holding Deposit

within 24 hours

Pay cash in the office or pay online in order to secure your property. The holding deposit is equivalent to the value of one week's rent. This holding deposit will be held for 15 calendar days whilst the paperwork is completed and returned to baskeys. Should you be successful with your application, your holding deposit will be retained by baskeys and will be deducted from the first month's rent which is due for payment on the start date of the tenancy.

Please be aware that baskeys reserve the right to retain the holding deposit (if the tenancy does not go ahead) should you;

- Provide false or misleading information
- Fail your right to rent check
- Withdraw from the proposed agreement
- Fail to take reasonable steps to enter into the agreement by responding to reasonable requests for information to progress the application.

If you are applying to be part of a joint tenancy, please be aware that should any of the other applicants on the proposed agreement default in line with the description above, baskeys reserve the right to retain your holding deposit.

Tenancy Deposit

within 7 days

Pay cash in our office or online. Your tenancy deposit is the equivalent to one calendar month's rent and is protected for the duration of the tenancy with 'My Deposits'. It is fully refundable at the end of the tenancy providing the property is returned to us in the requisite condition under the terms of your agreement.

Tenancy Agreement

within 7 days

We will send you the agreement via DocuSign to the email address you have supplied to us. We recommend that you thoroughly read through the document and contact us during this time should you have any queries. You are required to electronically sign and initial the document within 7 days of receipt.

Deposit Protection Certificate

within 7 days

Once damage deposit(s) have been paid, it will be registered with mydeposits.co.uk (a deposit protection scheme). We will provide you all with a certificate that you must sign and return within 7 days of receipt. You will receive further information regarding this via email but if you would like to find out more now, please visit www.mydeposits.co.uk

Copy of your photo ID

within 15 days

Please provide us with a copy of your passport or driving licence. You can email us a photograph of your ID providing the photograph is clear.

If you provide a copy of your passport for your right to rent, you do not need to provide additional photo ID.

Proof of Your Current Home Address

within 15 days

We require a copy of a letter, bill or email receipt proving where your permanent home address is e.g. letter from a bank, utility company or employer.

You must provide proof of your address history covering up to 3 years.

References

within 15 days

We require a reference from your employer confirming your length of employment, salary and your position. We also require a reference from your current landlord confirming the dates of your tenancy, rent amount, payment schedule and whether they would recommend you to us. *If you cannot provide a Landlord reference, you must provide us with a guarantor.*

Right to Rent

within 15 days

We are 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. We cannot accept copies or scans of your documents. You can find more details about which documents to bring on the "right to rent in the UK" information sheet in this application pack.

Direct Debit Mandate Form

within 15 days

We need the details of the bank account you will be paying the rent from. If you have someone paying rent on your behalf, they must complete and sign the form, you cannot do so on their behalf as the form must be completed by the account holder.

Guarantor Form and a copy of their photo ID OR 6 Months Bank Statements

within 15 days

If you have been in your job for 12 months or more, you can provide us with the last 6 months bank statements. Alternatively, you can provide us with a copy of 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. The guarantor form needs to be completed and returned by the person who will be acting as your financial guarantor. Your guarantor must be over the age of 18, live in the UK and work full-time or meet other criteria (subject to our approval). You cannot complete this form on their behalf. We will also require a copy of their passport or driving licence. We will email the form to your guarantor using the details you have provided should you opt to use one, alongside a copy of the terms of your agreement and deposit protection information.

By signing below, I can confirm that I have read and understand the payments and paperwork required by me for my tenancy application. I understand that I must also complete and submit a copy of the application / personal details form with my paperwork. I agree to take reasonable steps to provide the information requested of me by the deadline of agreement.

Signed: _____

Date: _____



payment and paperwork checklist

how to make a payment

You can pay your holding deposit and/or your damage deposit by visiting our office and paying in cash or by paying online at www.baskeys.co.uk. When using our website, you will need to select “payments” at the top of the page and enter your email address. Please be aware that you do not have a password, so you can leave this field empty and press continue. The first page requests your personal information, please ensure that you enter your new address when prompted to fill out the “tenant’s address” field (you can find your new tenancy address on your application form).

You can pay both your holding deposit and damage deposit at the same time - just select “Other” from the dropdown menu and enter the full amount before continuing to the next page which will request your billing details and the address the card is registered to. The final page will prompt you to enter your card information so that payment can be made. After all fields have been completed, please be careful to only press the “make payment” button once and be patient whilst we confirm that your payment has been successfully made. You will receive an e-receipt to the email you have supplied during the payment process.

By signing below, I understand as part of my application to rent the above property that I will pay a holding deposit within 24 hours equivalent to one week’s rent in line with the terms stated in the payment and paperwork checklist. I acknowledge that a holding deposit creates a binding conditional contract between myself and baskeys and by paying a holding deposit I am agreeing to provide honest representations as to my income, tenancy history and references, and to enter into the tenancy under the terms agreed with baskeys. I am aware that should I withdraw from the agreement, I will forfeit my holding deposit and I could be held liable for any other contractual remedies. I understand the reasons set out by baskeys that may result in the forfeit of my holding deposit and (should the proposed agreement be a joint tenancy) that the inaccuracy of information provided by another applicant may affect my application for the property and forfeit my holding deposit.

Should baskeys retain your holding deposit and not proceed with the agreement for any of the reasons listed, we will set out the reason to you in writing with 7 days notice. We reserve the right to immediately re-advertise the property. By signing below, I also agree to make payment of my damage deposit within 7 days in line with the dates stated on the property application form(s).

I understand that I 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 by the deadline of agreement (within 15 calendar days of the property being let); all monies (tenancy deposit equivalent to one month’s rent) is to be paid to us within 7 days as stated on the application checklist. Please note: We reserve the right to remarket the property if all of the paperwork is not received by the deadline of agreement unless an alternative written arrangement has been made with baskeys. I can confirm that I will also provide proof of my Right to Rent in the UK within 15 calendar days.

I confirm I have read and understood the terms of reserving a property with baskeys detailed above. I agree to baskeys carrying out a credit check in my name and can confirm that I have no previous CCJ, bankruptcy, IVA’s or evictions against me and/or in my name. I also confirm that I have not defaulted on any rent payments in the last six months. By signing below, I agree to the terms above and those set out on the baskeys website (www.baskeys.co.uk) and I can confirm that I am at least 18 years of age I understand the information set out in this application pack and I am not under the influence of drugs or alcohol.

Signed: _____

Date: _____



right to rent in the UK

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.

Due to government legislation introduced in February 2016 we have a legal obligation to check that a tenant has permission to stay in the UK. We therefore request that you provide us with the relevant original documents within the deadline of agreement.

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.



guarantor form

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

Tenants property address: _____

Tenants name: _____

Guarantors name: _____ Title: _____

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 otherwise agreed in writing with baskeys (subject to their approval). I have reviewed a copy of the tenancy agreement terms and by signing below, I confirm that I will act as the above named tenant's 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 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 damage deposit held. 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 but I understand that I will remain liable and responsible for any arrears as described above.

I understand that as guarantor **all** communication with baskeys must be made by the named tenant above. I am aware that I can review how baskeys use and store my data in line with their privacy policy by visiting <https://www.baskeys.co.uk/privacy-policy>.

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, bankruptcy or IVA's in my name and I have not been served a notice of eviction or currently have a notice held against me.

Signed: _____

Date: _____



direct debit mandate form

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

Name(s) of account holder(s):

Bank/building society account number:

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Bank/building society sort code:

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

Name and full postal address of your bank or building society:

Bank/ Building Society Name:
Address:
Post Code:

Instruction to your Bank or Building Society

Please pay Baskeys Direct Debit payment 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 or Building Society.

Signature(s):
Date:

FOR BASKEYS OFFICIAL USE ONLY

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

Tenant Name:

Property:

1st Month's Rent: £

Rent pcm: £

Tenancy Start:

Tenancy End:

Duration:

Monthly payments

Rent will be taken on the start date of your tenancy and the same date each month in advance of the month.

For example, if your tenancy begins on the 5th of July, you will pay your first month's rent on this date and then on the 5th of every month thereafter for the remainder of the tenancy term.

Please be reminded that your holding deposit will be deducted from your first month's rent.

Please complete this form and return it to:

Baskeys, 22 Osborne Road, Jesmond, Newcastle upon Tyne, NE2 2AD or ask@baskeys.co.uk

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.