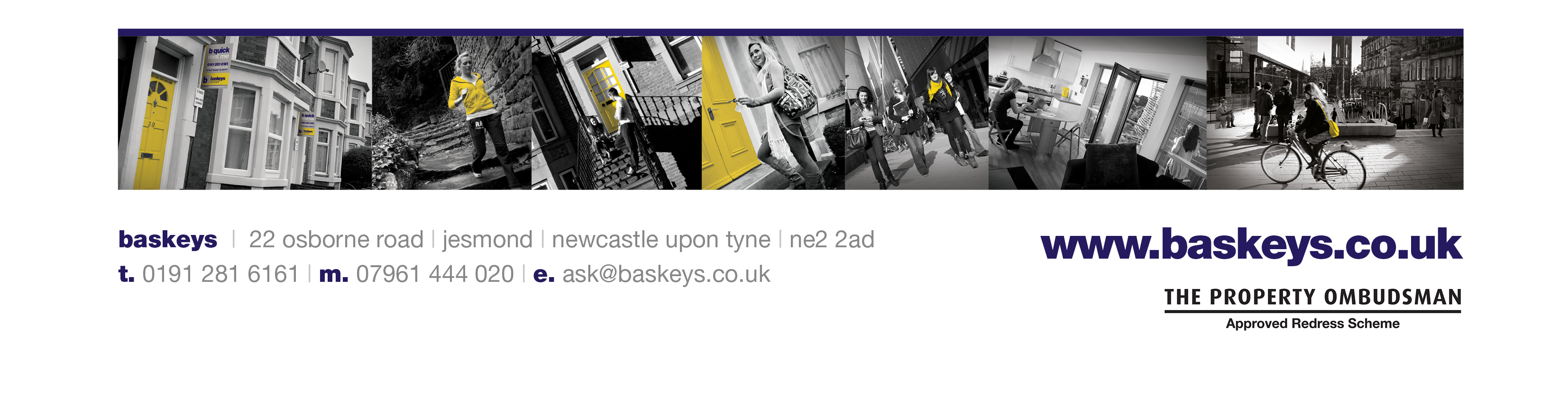


**Student Paperwork**

**Tenant Find**

2021/2022





**Hello and welcome to baskeys!**

Thank you for choosing to rent your next home through us. This document contains all the paperwork you need to complete for your new tenancy. Please follow the prompt at the left-hand side of your screen to ensure every field is completed. Please read this document thoroughly. If you have any questions about the content of the document, please don’t hesitate to get in touch with our friendly team on 0191 281 6161 or via [ask@baskeys.co.uk](mailto:ask@baskeys.co.uk)

It’s important that the full application is completed by the deadline of agreement which is equal to 15 calendar days from your intention to let the property. You therefore must complete the application in full by the following deadlines:

Secure the property by paying your holding fee. All holding deposits must be paid within **24 hours.**

7 Day Deadline:

You have 7 days to pay your first month’s rent and sign your

tenancy agreement.

Deadline of agreement:

You have 15 calendar days

to complete and return all

application paperwork.

1 Month Deadline

You have 1 month from paying your holding deposit to make payment to your landlord for your

tenancy deposit.

**about your tenancy agreement**

We will send you the agreement for electronic signature through the same software as this document. It is very important that you read the agreement carefully and contact us if you have any queries. When signing the document, just follow the prompts to initial every page and sign it. Your tenancy agreement must be signed electronically within 7 days of its issue.

**about right to rent**

Due to a change in legislation in 2016, we are required to check every tenant’s right to rent in the UK. This means that you will need to come into our office with a specific document so that we can verify your identity. We will then need to take a copy of your documents. You can’t send us a copy; we must see you and your document(s) in person by the deadline of agreement. You only need to bring **one** of the following documents into our office:

|  |  |  |
| --- | --- | --- |
| **List 1** | * UK passport | * Biometric residence permit card indicating permanent residence in the UK |
| * EEA passport | * Passport / travel document indicating permanent residence in the UK |
| * Swiss passport | * Certificate of registration / naturalization as a British citizen |
| * UK immigration status document indicating permanent residence in the UK | |
| * Registration certificate indicating permanent residence in the UK | |

If you can’t provide any documents from the list above, you will need to provide **two** documents from this list:

|  |  |  |
| --- | --- | --- |
| **List 2** | * A full UK birth or adoption certificate (must name both parents) | * A letter of attestation from an employer |
| * A current full or provisional driving license photo card | * A letter from a UK further or higher education institution |
| * A letter from HM Prison Service | * A letter of attestation from a UK passport holder working in an acceptable profession |
| * A letter from a UK Government Department or Local Authority | * Benefits paperwork |
| * A Letter from National Offender Management Service | * Criminal Records Check certificate |
| * 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 |  |

If you can’t provide any of the documents in either of the lists above, then please provide a document from the following list. These documents must display a time-limited period. Please be aware that by supplying a document listed below, you will be asked to provide your right to rent again at a later date.

|  |  |  |
| --- | --- | --- |
| **List 3** | * A valid passport | * Non-EEA national residence card |
| * Biometric immigration document | * UK immigration status document |

**!**

**Don’t forget!** We must see you with the relevant original documents by the deadline of the agreement.

**how to make a payment**

You can pay your holding deposit and/or your first month’s rent by visiting our office and paying in cash or by paying online at [www.baskeys.co.uk](http://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 first month’s rent 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.

**about your holding deposit**

You can pay this in cash in our office or online through our website by visiting [www.baskeys.co.uk/payment/enter-email](http://www.baskeys.co.uk/payment/enter-email) 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.*

**about your tenancy deposit**

Your tenancy deposit is the equivalent to one calendar month’s rent and needs to be paid to your landlord directly within 1 month of paying your holding deposit to us. Your landlord’s bank details are:

Landlord Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Bank: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Account Number: \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ \_\_ Sort Code \_\_ \_\_ - \_\_ \_\_ - \_\_ \_\_

Once your landlord has received your tenancy deposit, they will register the deposit(s) with an insured deposit protection scheme so that it is protected for the duration of the tenancy. Please contact your landlord for further information. Your tenancy deposit 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.

*If you are part of a joint tenancy, please discuss with your housemates who would like to be lead tenant. Please tick the relevant box below:*

My housemates have nominated me as lead tenant OR I am living on my own.

My housemates and I have elected another tenant for lead tenant.



**your property application**

Property address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_End date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tenancy term: \_\_\_\_\_\_\_\_ months

Rent: £\_\_\_\_\_\_\_\_\_ per person per week Rent: £\_\_\_\_\_\_\_\_\_\_ per person per calendar month

**!**

Tenancy deposit: **£**\_\_\_\_\_\_\_\_\_\_\_\_ Holding deposit: **£**\_\_\_\_\_\_\_\_\_\_\_\_\_ First Month’s Rent: **£**\_\_\_\_\_\_\_\_\_\_\_

**Dont forget!** Your holding deposit needs to be paid to us within 24 hours of you letting us know your intention to let the property and your first month’s rent needs to be paid within 7 days!

**your personal details**

Title: \_\_\_\_\_\_\_\_\_\_\_ Full name (as stated on your passport): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

You will need to provide a copy of your photographic ID as part of your application. We can accept your

student ID, driving license or your passport. Please attached a copy of your ID by selecting the paperclip

and uploading an image. Remember, we will still need to see your proof of right to rent in our office!

Permanent home address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How long have you lived at this address? \_\_\_\_\_\_\_\_\_\_\_\_ years and \_\_\_\_\_\_\_\_\_\_\_\_ months

If you have lived at your address for less than 3 years, you will need to provide your previous home address.

Previous home address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

How long have you lived at this address? \_\_\_\_\_\_\_\_\_\_\_\_ years and \_\_\_\_\_\_\_\_\_\_\_\_ months

You will also need to provide proof of the home address that you have stated above. You will need

to submit a copy of a letter, bill or email receipt that clearly displays your permanent home address

covering up to 3 years. We don’t mind about the content of the letter as long as it clearly displays

your name and address. Select the paperclip to upload a photograph or scan of your document!

Mobile number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Personal email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ University email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

University: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Course: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**about your reference**

We require a reference as part of your paperwork. Please provide the details of your tutor, landlord or employer below and we will contact them for a reference.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship to you: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**about your financial guarantor**

Your financial guarantor is someone who is prepared to pay rent on your behalf should you fail to make payment. They are responsible for covering any arrears during or at the end of your tenancy. If you default on a payment, we will contact you first to request that the arrears are settled by you but if no payment is forthcoming, we will contact your guarantor for payment. Your financial guarantor **must** be over the age of 18, live in the UK and work full time. We will also need a copy of their photographic driving license or passport (we cannot accept any other forms of ID). Your guarantor does not need to be related to you, as long as they meet the criteria set above. If you cannot provide a guarantor in full-time employment or if you guarantor is not able to provide the relevant ID, please contact us on 0191 281 6161 to discuss alternative options.

Using the details you provided to us when you secured the property with us, we have noted your proposed guarantor details below. If you wish to change your guarantor prior to the deadline of the agreement, please inform us as quickly as possible by contacting our office. If the below information has not been completed, you must complete this section prior to submitting the return of your paperwork. We will contact your guarantor using the below details and ask them to complete the necessary paperwork alongside sending them a copy of the terms of your agreement and deposit protection information. As your guarantor will also need to return the information within the same deadline of agreement, it’s important you get this information to us as quickly as possible!

Guarantor name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Relationship to you: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**!**

**Don’t forget!** We can’t speak to anyone about your tenancy aside from you and any other tenants named on the tenancy agreement – this includes your financial guarantor. We think it is really important that you feel comfortable in reporting any issues to us during your tenancy and as you are living in the property, we find it is more efficient speaking with you so that we can discuss any issues and how they are directly affecting you.

We would only speak to your guarantor about rent arrears during your tenancy or about rent payments if they are the account holder on your direct debit.

**what if I can’t provide a financial guarantor?**

If you cannot provide a financial guarantor that meets the criteria above or alternative criteria approved by baskeys, you will need to pay the full term’s rent upfront or use a guarantor service called Housing Hand to act as financial guarantor on your behalf. Please visit[www.housinghand.co.uk](http://www.housinghand.co.uk) for more information and to obtain a quote for this service.

If you will be using Housing Hand for their guarantor service please select this box.

If you are paying your rent upfront, please select this box.

Rent per calendar month: £\_\_\_\_\_\_\_\_\_\_\_\_ Total rent amount being paid upfront: £\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please read and sign below**

I understand that in lieu of having a guarantor that I will pay the full tenancy term’s rent in advance of my tenancy starting at the address listed above. I agree that the total rent amount being paid upfront equates to the rent per calendar month multiplied by the tenancy term.

I fully understand that this payment is separate to any holding deposit, tenancy deposit or any other rent payments that are due before or during my tenancy. I acknowledge that I must pay the agreed amount 2 months prior to the tenancy beginning and if this has not been paid by this time, I will need to supply my bank details so that a direct debit can be set up for rent collection. I also understand that I will need to supply a guarantor should I not pay the rent by the date agreed and if I am unable to provide one under the criteria Baskeys have specified, I acknowledge that I must use housing hand (a guarantor service) at [www.housinghand.co.uk](http://www.housinghand.co.uk) so that a guarantor can be supplied for me.

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**



**your standing order mandate**

We need the details of the bank account you will be paying the rent from. Once the standing order has been set up by your landlord, your rent payments will be deducted from your bank account automatically on the dates listed below.

If you are paying the rent for your property, please tick this box

If your guarantor is paying the rent for your property, please tick this box.

Rent per calendar month: £\_\_\_\_\_\_\_\_\_\_ In words: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Duration: \_\_\_\_\_ (months) Rent to be taken on the \_\_\_\_\_ of each month

**!**

**Don’t forget!** As as there are not exactly 4 weeks in every year, rent is calculated on a per calendar month basis. Your monthly rent will therefore calculated by multiplying your weekly rent by 52 (weeks in the year) and dividing the figure by 12 (amount of months). This makes your rent the same for every month. It is your responsibility to ensure there are enough funds to cover the rent in your account at the time the payments are due. You have already paid your first month’s rent to us as part of your application process so your rent will not be deducted from your account until 1 month after the start date of your tenancy.

**Please pay into (landlords bank):**

Name of Account Holder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Address of bank: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Account Number \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ Sort Code \_\_\_ \_\_\_ - \_\_\_ \_\_\_ - \_\_\_ \_\_\_

**Please pay from (tenants bank):**

Name of Account Holder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Address of your bank: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Post Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Account Number \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ \_\_\_ Sort Code \_\_\_ \_\_\_ - \_\_\_ \_\_\_ - \_\_\_ \_\_\_

This instruction cancels any previously supplied instruction in favour of these beneficiaries

Signed by Account Holder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**terms and conditions**

**Please read the following information carefully. If you have any queries, please get in touch with one of our friendly staff who will be more than happy to discuss it with you.**

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.

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 singing 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 recieve the tenancy agreement via DocuSign which MUST be signed electronically within 7 days. All accompanying paperwork is required to be provided to baskeys 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](http://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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**