



Open 7 Days A Week



Teignmouth Office
12 The Triangle, Teignmouth
Devon TQ14 8AT

Shaldon Office
The Old Library
50a Fore Street, Shaldon
Devon TQ14 0EA

property@dartandpartners.com
lettings@dartandpartners.com

TENANCY APPLICATION FORM

Applicant(s) Name(s): \_\_\_\_\_

Property applied for:
\_\_\_\_\_
\_\_\_\_\_

Lead Tenant (for joint tenancies only - see page 3): \_\_\_\_\_

Rent: £\_\_\_\_\_ p.c.m. Deposit: £\_\_\_\_\_

Total required: £\_\_\_\_\_ DC / Bank tsfr /

Admin fee paid: £\_\_\_\_\_ DC / Bank tsfr & Date rec'd \_\_\_\_\_

Guarantor req'd / Pay 6 months in advance 6 or 12 month fixed term

Proposed tenancy start date: \_\_\_\_\_ Preferred rent day: \_\_\_\_\_

Notes:
\_\_\_\_\_
\_\_\_\_\_

For office use only: Managed / Tenant find

RIGHT TO RENT CONF'D BY \_\_\_\_\_ DATE \_\_\_\_\_ FOLLOW UP Y/N DATE \_\_\_\_\_

App received: \_\_\_\_\_ R4S app date: \_\_\_\_\_

Rec'd: App1: ID / AV / DEC / RTR; App 2: ID / AV / DEC / RTR; Guar: ID / AV

Clearance info and date:



Under the terms and conditions of our contract with Landlords we will take up references before setting up the tenancy. This will be carried out by a reputable tenant referencing company. In order that your application can proceed in a minimum amount of time it is important to complete the form fully and accurately. Please pay particular attention to the following points:

- |                  |   |
|------------------|---|
| Current property | Full address and post code with 3 years' history. Continue on blank sheet if necessary.   |
| Landlord         | If you currently pay rent directly to the landlord please provide all contact details including email and telephone numbers. If you pay a letting agent please provide all their contact details. |

### **PROOF OF IDENTITY, PROOF OF ADDRESS AND RIGHT TO RENT**

- 1. PROOF OF IDENTITY** Money Laundering regulations require us to obtain **proof of identity for each person applying for a tenancy and for any guarantor**. Therefore we require a valid passport or driving licence for all applicants. This must be the original document or certified by the Post Office or a solicitor. Please speak to us asap if these documents are not available.
- 2. PROOF OF ADDRESS** Also, please provide **proof of current address for each tenant and guarantor** (must be dated within the last 3 months): Utility bill (electric, gas, water); or bank statement (online statements only acceptable if show name and address); or council tax bill showing current address. We do not need to see the original so emailed copies are acceptable. Telephone bills are not acceptable.
- 3. RIGHT TO RENT** Also, the Immigration Act 2014 requires us to verify a **Right To Rent of all adult occupiers (over 18)**, regardless of whether they will be liable tenants. This involves **checking and copying the original identity in the presence of each adult (in our office)**. If the Right To Rent is for a limited period of time we will be required to make follow up checks.

**Right To Rent:** Acceptable **single** documents which show an unlimited Right To Rent: UK Passport, EEA/Swiss national passport/identity card, Registration Certificate or document certifying permanent residence of EEA/Swiss national, EEA/Swiss family member Permanent Residence card, Biometric Residence Permit with unlimited leave, Passport or travel document endorsed with unlimited leave, UK immigration status document endorsed with unlimited leave, A certificate of naturalisation or registration as a British citizen

**Or**, acceptable document combinations which show an unlimited Right To Rent when any **2 documents** are shown together: UK birth or adoption certificate, Full or provisional UK driving licence, 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 or previous service in armed forces, a letter from a police force confirming that certain documents have been reported stolen, a letter from a private rented sector access scheme, a letter of testimony from an employer, a letter from a UK further or higher education institution, a letter of testimony from a UK passport holder, Benefits paperwork, Criminal Record Check.

**Total required annual income** for the tenancy is calculated from the monthly rent x 30. This figure should be exceeded by tenant annual earnings, savings or a combination of both. (Earnings can include pensions and benefits but not Local Housing Allowance or Housing Benefit).

If self-employed, your most recent self-assessment tax forms or contact details for an accountant must be supplied. If retired, we require proof of pensions, savings or benefits.

Applicants who are unemployed, have a poor credit rating or fail any part of the referencing process will only be able to proceed if they have a guarantor. If a guarantor is required they must be resident in the UK and prove income/savings per year of the monthly rent x 36 (equity in property cannot be used).

### **JOINT TENANCY**

For joint tenancies please indicate on page 1 which applicant you choose to be the **Lead Tenant** who will represent all Tenants forming the Tenancy regarding the deposit. This decision will be binding. Once your deposit payment clears at the DPS they will contact you directly via email or post with your 5 digit repayment number, which you will need when you leave the property in the future and want your deposit repaid. If you misplace this notification over time, the Lead Tenant is the only person who would be able to obtain the repayment number. Please note, however, that all Tenants are listed against the deposit.

### **JOINT AND SEVERALLY LIABLE**

“Joint and severally liable” means that all tenants are jointly liable for the payment of all rent, bills and liabilities during the tenancy, in addition to any breach of the agreement. Each tenant is individually responsible for the whole rent until all payments have been made in full. (A maximum of four people can be joint tenants.)

### **BENEFITS**

Tenants in receipt of benefits, and their guarantors, must be aware that they are signing a legally binding agreement to pay the whole rent, in advance, each calendar month, on the rent day, regardless of the payment dates and amounts of benefits payments.

### **INSURANCE**

Tenants will be required to take out their own contents insurance as this will be not be covered by insurances held by the landlord. In addition, to protect your deposit, accidental damage insurance is advisable to cover any damage caused to the landlord's property.

### **CHILDREN AND PETS TO RESIDE AT PROPERTY**

Please advise **full names** of all children and quantity and breed of all pets:

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## **DART & PARTNERS LTD TERMS AND CONDITIONS FOR APPLICANTS**

### **ADMINISTRATION FEE**

All prospective tenants applying for a rental property will be charged a one-off administration fee to cover the costs associated with their application, the referencing and setting up of the tenancy.

*\*10% reduction for applicants moving from an existing tenancy managed by Dart & Partners, subject to conditions.*

First Month's Rent & Deposit Payable In Advance.

The administration fee is £240.00 per single application, £300.00 for a joint application and £60.00 per additional applicant or guarantor. All prices are inclusive of VAT.

\*Cheques are only accepted for rent and deposit; not for the administration fee.

The fees are a one-off payment to Dart & Partners and cover the following items:  
*Processing of tenancy application*

*Professional referencing by a third party referencing agency including:*

*Credit checks*

*Income verification*

*Landlord references (where applicable)*

*"Right to Rent" checks*

*Production of Tenancy Agreement*

*Independent full colour check in inventory*

*Check out report (managed properties only)*

*Authorising repaying of deposit (managed properties only)*

Unlike other letting agencies, Dart & Partners Ltd DO NOT charge tenants for automatically renewing a tenancy agreement every six or twelve months and do not operate a staged payment system.

**Application fees are non-refundable once the application has been processed for referencing.**

The Government produced leaflet "How to Rent", which is a guide for prospective tenants, is available via our website and an emailed copy will be provided at the start of your tenancy.

**In addition, copies of all other relevant documents, forms and guides will ONLY be provided as electronic copies unless you specifically request paper copies which will be provided to you at no extra cost.**

## DECLARATION

1. I/We agree to the Company checking and verifying all references and carrying out any credit rating check as shall be deemed appropriate and to abide by any decision made by the Company resulting there from and that my/our tenancy will be dependent upon satisfactory references being received.
2. I/We understand that the first month's rent in advance and deposit monies (usually equal to one month's rent plus £100.00 unless tenants have pets) are to be paid, in full, by: INTERNET BANK TRANSFER up to 4 working days prior to the tenancy start date or by debit card on the tenancy start date. We do not accept cash or cheques.
3. Non-refundable administration fee (to be enclosed with this application).
4. I/We confirm that I/we am/are over 18 years of age.
5. I/We understand that all arrangements and representations made are subject to a formal, written Tenancy Agreement, being signed by both Landlord and Tenant.
6. I/We understand that the various documents relating to the tenancy will only be provided in an electronic format, usually via email, unless paper copies are requested in advance.
7. I/We understand that should the tenancy be granted the rent is payable regularly (usually calendar monthly) in advance and that payment will be made by Standing Order (unless otherwise specified in the tenancy agreement).
8. I/We understand that should a tenancy be granted that during any period that the tenancy is managed by Dart & Partners Ltd that I/we may be charged a reasonable fee for additional administration required due to late or non-payment of rent or any other breach of the tenancy agreement.
9. By entering into this contract I/we understand that the Landlord's Agent will provide my/our name, address and other contact details to third parties including the Landlord, contractors, referencing companies (who may offer other services including contents and liability insurance, phone and broadband services), utility providers, the local authority and the appropriate tenancy deposit protection scheme provider. The lawful basis for processing this data under GDPR legislation is on a contractual basis. Please refer to our privacy policy at <https://www.dartandpartners.com/privacy.php> for further information.

SIGNATURE OF **ALL** APPLICANTS:

1 \_\_\_\_\_ 2 \_\_\_\_\_

3 \_\_\_\_\_ 4 \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ /20\_\_\_\_

10. I/we consent to my/our personal information being used or passed to third parties for future marketing purposes.

**YES**

**NO**