



**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 TERMS AND CONDITIONS FOR APPLICANTS**

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

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

Nominated Tenant (re deposit, for joint tenancies only - see pg 3) \_\_\_\_\_

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

Total required: £ \_\_\_\_\_ by DC only, on start date only

All Right To Rent checks req'd before referencing      Generic ten ag email/link \_\_\_\_\_

Holding deposit 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:



teamprop.co.uk      www.dartandpartners.com

Dart & Partners Ltd Registered Office: Sigma House, Edginswell Park, Torquay TQ2 7FF Company No: 7458798 WIT No: GB 456 1181 56

Director: Melyn Gore Dip DEA ANAEA  
Director: Chris Hall BA (Hons) Dip DEA MARLA  
Consultant: J.Hall FNAEA MARLA

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. Please complete the form fully and accurately, paying particular attention to:

Current property	Full address and post code with 3 years' history. Continue on blank sheet if necessary.
Landlord/Agent	If you currently pay rent directly to the landlord please provide all landlord 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**): Utility bill (electric, gas, water) or bank statement (online statements only acceptable if show name and address), which must be dated within the last 3 months or council tax bill valid for the current council tax year or valid driving licence. We do not need to see the original so emailed copies are acceptable. Telephone/internet 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. **PLEASE NOTE THAT PROOF OF RIGHT TO RENT IS REQUIRED PRIOR TO THE PROPERTY BEING REMOVED FROM THE MARKET.**

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). Please clarify basic salary, guaranteed commission/overtime amounts. Your most recent P60 may be required. If retired, we require proof of pensions, savings or benefits.

If self-employed, your most recent self-assessment SA302s or tax calculations, or contact details for an accountant must be supplied.

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 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.)

**IF ANY ONE TENANT SERVES NOTICE TO END THE TENANCY THIS WILL END THE TENANCY FOR ALL TENANTS.**

**DEPOSIT**

Re deposit for joint tenancies, please indicate on page 1 which applicant you choose to be the **Nominated Tenant** who will represent all Tenants forming the Tenancy regarding the deposit. Please note, however, that all Tenants are listed against the deposit.

**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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Please confirm your relationship to all other tenants:

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Is this to be your only or main home?                      **YES / NO**

**HOLDING DEPOSIT**

Prospective tenants applying to be referenced for a rental property will pay a one-off holding deposit equivalent to one week's rent. You will sign to agree for this holding deposit to be credited to the first month's rent.

**First month's Rent & Deposit payable in advance by debit card only on the tenancy start day.**

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 (deposit equal to 5 weeks’ rent) are to be paid, in full, by debit card only on the tenancy start date. We do not accept cash, cheques or internet bank transfer.
3. I/We confirm that I/we am/are over 18 years of age.
4. I/We understand that all arrangements and representations made are subject to a formal, written Tenancy Agreement, being signed by both Landlord and Tenant.
5. 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.
6. 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 bank Standing Order (unless otherwise specified in the tenancy agreement).
7. 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 of no more than 3% above the Bank of England base rate for each day the payment has been outstanding for 14 days or more, a replacement key or security device or other permitted default fee.
8. 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\_\_\_\_

I/we consent to my/our personal information being used or passed to third parties for future marketing purposes. **YES / NO**