



# BADGE MOOR

## TENANT APPLICATION FORM

OFFER:

Address: \_\_\_\_\_

Rent offered: \_\_\_\_\_

Ideal Start date: \_\_\_\_\_

Length of tenancy (months): \_\_\_\_\_

Frequency of rent payments: \_\_\_\_\_

Any pets (please provide details if so): \_\_\_\_\_

Any adverse credit (please provide details if so): \_\_\_\_\_

\_\_\_\_\_

Any conditions upon which your offer is based (eg furnishing, break clause, etc):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Full name (as it appears in your passport) and occupation:

Name: \_\_\_\_\_

Occupation: \_\_\_\_\_

Right to Rent share code or relevant Right to Rent details (please confirm your share code if

you do not have a British or Irish passport): \_\_\_\_\_

Initials: \_\_\_\_\_



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**Current address**

Building Number/Street: \_\_\_\_\_

City: \_\_\_\_\_ Postcode: \_\_\_\_\_

Forwarding address (for contact once the tenancy ends): \_\_\_\_\_

Building Number/Street: \_\_\_\_\_

City: \_\_\_\_\_ Postcode: \_\_\_\_\_

Mobile: \_\_\_\_\_

I/We agree that by signing this Application Form Badgemoor may send a copy of the Ministry of Housing, Communities and Local Government's guide, "How to Rent: the Checklist for Renting in England" by electronic mail (email) to the following email address/es:

Email: \_\_\_\_\_

I/We also agree that Badgemoor will provide a copy of the Energy Performance Certificate ("EPC") for any property I/we rent by email to the above address. I/We further agree that Badgemoor will provide a copy of the DPS Leaflet for any property I/we rent that has an Assured Shorthold Tenancy wherein Badgemoor holds the deposit monies, by email to the above address. I/We have been informed and accept that receipt of these documents does not grant a Tenancy which will be subject to contract and references. I/We agree that if a Holding Deposit is paid, Badgemoor can use this sum towards the first rent instalment or the Tenancy Deposit.

Initials: \_\_\_\_\_



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## Rent and Deposit Payment Information

Please select and confirm the source of funds to pay your rent:

Source of Funds: \_\_\_\_\_

If this is someone other than yourself e.g. from Friends or Family, please confirm their contact details below:

Name/s: \_\_\_\_\_

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

Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Address: \_\_\_\_\_

I/We hereby confirm all rent payments will be paid from my/our bank account, details below:

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

Bank Name: \_\_\_\_\_

Sort Code: \_\_\_\_\_

Account Number: \_\_\_\_\_

Swift Code: \_\_\_\_\_

IBAN: \_\_\_\_\_

Please confirm full name of the individual paying the deposit: \_\_\_\_\_

Initials \_\_\_\_\_



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## **Tenant Information - Badgemoor Limited**

This document provides important information for prospective tenants. Once you sign the Tenancy Agreement, you are legally bound for the fixed term and its conditions. It's crucial to understand these obligations before signing. We recommend seeking legal advice if you have any doubts. The landlord also has rights and obligations under the agreement.

**Offer and Holding Deposit:** All offers are subject to contract and referencing. You are not guaranteed the property until referencing is complete, documents are signed, and initial payments are made. Upon offer acceptance, you'll pay a Holding Deposit (one week's rent), compliant with the Tenants Fees Act 2019. This deposit is refundable unless you fail a Right to Rent check, provide false information, or withdraw before the deadline. We require a recent utility bill (within three months) and your passport for the application.

**Referencing:** After offer acceptance, you'll complete a referencing application. Information is confidential. Badgemoor may charge a referencing fee for non-Assured Shorthold Tenancies (ASTs). Right to Rent checks apply to all tenants and occupiers over 18. You must declare all occupiers to Badgemoor. Any changes in occupiers during the tenancy must be reported, and they must meet Badgemoor with identification.

**Tenancy Agreement:** The Tenancy Agreement is a binding contract. Most are Assured Shorthold Tenancies (ASTs) under the Housing Acts. Read it carefully. By signing, you agree to all terms. Breaching the agreement can lead to financial charges or legal action. Electronic signatures are common. No tenancy starts without signed contracts and full payment. You'll pay the first period's rent and the deposit via bank transfer before moving in.

**Early Termination:** You are liable for the entire fixed term. Early termination requires the landlord's agreement. You'll remain responsible for rent and bills until a new tenant is found or the term ends, or other conditions are agreed upon in writing. A £50 (including VAT) charge may apply for varying the agreement.

**Renewal or Termination:** Badgemoor will contact you before the tenancy ends to discuss renewal. Renewals may involve new documents and rent adjustments. Periodic tenancies require one period's written notice. Joint tenants are jointly and severally liable. All tenants must give notice for a break clause to be valid. Leaving early doesn't end your financial obligations.

**Deposit:** The deposit is held as stakeholder, meaning deductions require agreement. For ASTs, it's protected by the DPS. Disputes are resolved through the DPS or court. Interest on the deposit is retained by Badgemoor.

**Utilities and Council Tax:** You are responsible for transferring utilities and council tax. Provide meter readings at the end of the tenancy.

**Keys:** You get one set of keys per person. Additional sets require permission and must be returned. You may be charged for lock changes if keys are missing.



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**Rent Payments:** Rent is due on the same day each period, paid by bank transfer. Late payments may incur interest at 3% above the Bank of England base rate.

**Insurance:** Get contents insurance. The landlord's insurance covers the building, not your belongings.

**Check In/Out:** An inventory is prepared. Attend check-in and check-out. Tenants pay for check-in for non-ASTs.

**Maintenance:** The landlord is responsible for repairs. Report issues promptly. Do not attempt repairs yourself.

**Safety:** Test smoke alarms regularly. Run water in the property if vacant for more than seven days to prevent Legionella.

**Cleaning:** Leave the property clean. Professional cleaning may be required, especially if pets were kept.

**Tax and SDLT:** You may have tax or Stamp Duty Land Tax (SDLT) obligations in certain circumstances. Check HMRC guidelines.

**Data Protection:** Badgemoor processes your data according to the Data Protection Act 2018. Your information is kept confidential.

**End of Tenancy:** Remove all belongings, clean the property, and return all keys. You may be charged for any work needed.

**Complaints:** Submit complaints in writing to Badgemoor. We aim to respond within 15 working days.

**Schedule of Charges:**

1. Deposit: Usually 5 weeks' rent (6 weeks' if annual rent over £50,000).
2. Change of Occupant/Early Termination: £50 (including VAT) or as negotiated.
3. Late Rent Interest: 3% above Bank of England Base Rate.

**Non-Housing Act Tenancy Agreement only:**

4. Administration Charge: £300 (including VAT).
5. Extension Agreement: £150 (including VAT).
6. Referencing Cost: £40 (including VAT) per reference.

Badgemoor is a member of ARLA and The Property Ombudsman redress scheme.