



RESIDENTIAL LETTINGS ACROSS THE REGION

WEST MIDLANDS, STAFFORDSHIRE, WARWICKSHIRE AND WORCESTERSHIRE

TO FIND OUT MORE VISIT: WWW.MARWOODHOMES.COM

Sutton Coldfield: 0121 354 2079 and Cannock: 01543 500700

enquiries@marwoodhomes.com

RESERVATION FORM

Property Address: _____ **Ref:** _____

Please complete and return the form to the lettings office as soon as possible, together with a reference fee payment of £102.00 inc VAT per person to reserve the property (£150.00 inc VAT for a Company), **Subject to Contract**. A separate form must be completed by each proposed occupier aged 18 or over. Please complete all sections of this form to help us process your application quickly. Due to the confidential nature of the information required and supplied, we regret no explanation will be given if we are unable to arrange a tenancy for you.

The rental value does not include letting fees. Charges apply upon application. For further information please see below or contact your local office.

In the event that your application is successful, the following amounts will become due:

Initial Reference Fee: £ _____
Rent: £ _____
Deposit: £ _____
Tenancy Admin Fee £ _____ **TOTAL: £ _____**

“Subject to Contract and Satisfactory References”

Applications will not be accepted unless the property has been viewed initially. Applicants should be in full time employment. The initial payment is for referencing purposes only and is not refundable. Please read carefully the declaration below. We trust you find this in order. Should you require further assistance or have any queries, please contact the office.

Rental payments: The rent will be paid each month by single banker's standing order 3 days before the date shown on the Tenancy Agreement/Commencement date and charges will be made if reminders are necessary.

The Deposit usually and unless otherwise agreed and verified in the Terms and Conditions of the Tenancy Agreement, will be equal to one and a half months rent and held by the Agent or Landlord subject to the Tenancy Deposit Protection Scheme (Housing Act 2004).

**APPLICATION FORMS FOR REFERENCING AVAILABLE ONLINE AT
WWW.LETALLIANCE.CO.UK OR IN PDF FORMAT AT WWW.MARWOODHOMES.COM.
A PAPER COPY CAN BE PROVIDED.**

**THIS FORM IS NOT YOUR APPLICATION FOR THE TENANCY
SHOULD YOU HAVE ANY QUESTIONS REGARDING YOUR APPLICATION
PLEASE DO NOT HESITATE TO CONTACT LET ALLIANCE ON 0845 6850475 OR EMAIL
TENANT@LETALLIANCE.CO.UK**

Letting, Rent Collection & Full Management
MARWOOD HOMES - LETTINGS

Specialist in Residential Sales, Lettings, Property Management, Investments, Surveys, Valuations and Commercial Agency



Individual Information

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Letting Consultant Branch Property Ref

Rent £ Between Start Date Tenancy
PCM Term

Title Surname
(Mr/Mrs/Ms)

First Marital Maiden
Name (s) Status Name

Date of Birth National Insurance No

Current Address

Post Code

Home Tel No. Work Tel No.

Mobile No. Email Address

Number of years at this address Date of Departure

Reason for departure

Does your current address refer to: Rented Own Home Parents' Home

Dependant(s) moving into to the property:

Name Age Name Age

Name Age Name Age

Details of any pets

Smoker/ Non Smoker

Next of Kin Relationship Tel

Next of Kin Address

Post Code

Employment Details

Current Employment Status Employed Unemployed Self Employed Temp Worker Retired

Name of Company Salary Start Date: / / Full Time or Part Time: FT / PT

Position

Work Address Post Code

Work Tel No. Work Email

Companies Only Permitted Occupants (if names are known):

Age Name Age

Age Name Age

Name of Authorised Signatory Contact Number / Email

Position in Company



Declaration

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As a prospective tenant, personal or company, I agree with The Agent that:

1. The information given on this Reservation Form and the Tenancy Application is correct and complete. I understand that it will be relied upon by The Agent and their Clients in determining my suitability as a tenant. I have paid the minimum sum of £85.00 per person to The Agent (£125 for a Company) as a reference fee payment and to reserve the property, subject to contract and satisfactory references.
2. Reference fee payment is not refundable if I or the Landlord should withdraw from the proposed Tenancy. Upon a successful application a deposit and Tenancy Administration Fee applies. See below.
3. The reference payment will not be refunded and the proposed letting will not proceed if at the date hereof there is any satisfied or unsatisfied High Court or County Court Judgements or Default payments recorded in my name, or criminal record found against me.
4. For the purpose of the Council Tax the property will be used throughout the tenancy as my sole or main residence.
5. Share of Costs: The rental value does not include letting fees. Charges apply upon application. For further information see below or please contact your local office. There will be an administrative charge calculated as follows:

Initial Reference Fee (point 1 above) £102 inc VAT per person (£150 inc VAT for a Company).
Payable on application.

Payable on Completion of the Let:

Tenancy Admin Fee: £300 inc VAT

Company Let £426 inc VAT

Guarantor £90 inc VAT

Should my tenancy be extended there will be a charge of £60 inc VAT

For the Check-out Inspection there will be administration charge £60 inc VAT

6. Settlement: If the letting proceeds, the balance due will be paid by me either by Cash, Banker's Draft or Building Society cheque on or before the tenancy commencement date. Alternatively the balance may be paid by **Debit Card** (i.e. Maestro) subject to £1.00 surcharge or by **Visa or MasterCard** subject to 2.75% surcharge.
7. Rental Payments: **The rent will be paid each month by Single Bankers Standing Order 3 days before the date shown on the Tenancy Agreement and charges will be made if reminders are necessary.**
8. The deposit usually and unless otherwise agreed and verified in the Terms and Conditions of the Tenancy Agreement will be equal to one and a half months rent and held by The Agent for and on behalf of the landlord for the duration of the Tenancy (and any period of extension). The deposit will be returned to me, less any charges for damage or cleaning, rental reminders and Statutory Notices and provided there are no unresolved disputes, as soon as possible after the end of the Tenancy. For the Check-out Inspection and checking of the Inventory & Schedule of Condition at the end of the tenancy there will be an administration charge of £60 inc VAT which will be deducted from the deposit, if not paid direct.
9. All sums deposited with The Agent are held in a client account in accordance with ARLA regulations as security for the charges to which they relate and in no circumstances will I be entitled to claim interest on such, nor can the deposit be used by me instead of paying rent.
- 10* Landlords and Agents have a responsibility to hold and administer all tenancy deposits for Assured Shorthold Tenancies (AST) under an approved Tenancy Deposit Protection Scheme governed by the Housing Act 2004. As Agents we have joined the Tenancy Deposit Scheme (TDS), run by The Dispute Service Limited, which is an insured based scheme backed by RICS, ARLA and NAEA and all deposits for those properties managed by us as the Agent will be protected under the TDS scheme. For further information please refer to your tenancy agreement, leaflet entitled 'Information for Landlords and Tenants' or visit the TDS website; www.tds.qb.com.
11. The tenant must maintain insurance to protect against accidental damage to the landlords fixtures and fittings and proof of this cover will be required prior to the tenancy commencing.
12. The Agent will endeavour to ensure that gas, electricity and water services are connected, but are unable to guarantee connection. Connection of the gas, electricity, water and telephone is the responsibility of the ingoing tenants/occupant(s). Utility Management Partner, Hallmark Corporate Services Limited transfer details form will be provided including the tenant/occupant(s) details upon ingoing at point of check-in. If the tenant chooses to use another utility supplier, then they are responsible for ensuring the accounts are returned to the landlords preferred supplier at the end of the letting. If the tenant wishes to change the utility supplier, the tenant agrees to give the landlord written notice of the new supplier details. In the event the accounts are not returned to the landlords preferred supplier at the end of the letting, there will be an administration charge of £36 inc VAT for the work involved in returning the accounts to the landlords preferred supplier.
13. No contractual relationship arises in respect of a prospective tenant of the Property until the Tenancy Agreement is signed by all parties, exchanged and dated.

I confirm that the above information is true and complete to the best of my knowledge. I have no objection to this information being verified by whatever means necessary. I also give my Employer/Accountant permission to disclose details of my salary/income to: Let Alliance, 19 Grosvenor Street, Chester, CH1 2DD. I also give my permission to give my personal details to Let Alliance, Hallmark Corporate Services Limited to assist with utilities and TenTel Limited, Caledonian Exchange, 19A Canning Street, Edinburgh EH3 8HE.

* If you have selected a property available through our "Introduction Only" service, the security deposit will be held in one of three approved Deposit Protection Schemes and this will be selected by your Landlord. See Terms and Conditions of your Tenancy Agreement for more information.

Value Added Tax (VAT) applies and charges are shown including VAT where applicable.



Utility Information and Consent

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Please note the following permissions which we wish you to provide in relation both to the information you enter on this form when you register with us and of your residence at an address let to you under our agency.

By agreeing to the terms outlined, you indicate your consent to your personal information being passed to our Utility Management Partner, Hallmark Corporate Services Limited who will attend to the continuity of your energy and service supply. You also consent to Hallmark Corporate Services Limited offering you the opportunity to sign up to the services of its preferred utility supplier, British Gas.

By agreeing to the terms outlined, you indicate your consent to receiving email marketing, telephone marketing, postal marketing and or text messages from our Utility Management Partner, Hallmark Corporate Services Limited and its selected third party utility providers, such as Home Telecom.

I confirm I have read and understood the above information, including the privacy notice, and consent to comply with the terms outlined.

Please tick this box ONLY where you DO NOT wish to receive a Utility Pack from Hallmark Corporate Services Limited in order to be offered the opportunity to sign up to the services of Hallmark Corporate Services Limited's preferred utility supplier, British Gas

Privacy notice

For the purposes of the Data Protection Act 1998 (the "Act"), the data controller is Marwood Homes, 14 Beeches Walk, Sutton Coldfield, B73 6HN.

We use the personal details that you submit to provide you with our services. You may give us personal details about you by filling in this form or by corresponding with us by phone, email or otherwise. In addition to the information you give us on this form, we may also collect additional information (for example, details of your property, current energy providers) as necessary to provide our services and to deal with your queries.

Disclosures of your personal details

We may pass your personal details to our Utility Management Partner, Hallmark Corporate Services Limited to enable us to provide you with our services.

In turn, Hallmark may pass your personal details on to selected third party service providers to enable these providers to provide you with energy and other utility services that you request.

We may also share your information with:

- (i) credit reference agencies and other companies for use in credit decisions, for fraud prevention and to pursue debtors; and
- (ii) other third parties (including law enforcement bodies and Government agencies) if we are under a duty to disclose or share your personal details in order to comply with any legal obligation, or to defend or exercise our legal rights.

Marketing information

We would also like to use your personal details:

- (i) to tell you about other goods and services that we offer that are similar to those that you have already asked us to provide or have enquired about; and
- (ii) to provide you, or permit selected third parties to provide you, with information about goods or services we feel may interest you. Those third parties include our Utility Management Partner, Hallmark Corporate Services Limited, TenTel Limited, Let Alliance Limited and Hallmark's preferred energy and other utility supplies. For the purposes of the scheme "utilities" includes gas, Electricity, Water, Council tax and Telecommunications. Let Alliance provide bespoke Tenant and Landlord Insurance and referencing Services.

Accessing your information

The Act gives you the right to access information held about you. Your right of access can be exercised in accordance with the Act. Any access request may be subject to a fee of £10 to meet our costs in providing you with details of the information we hold about you.

Please send any questions, comments, complaints or requests regarding this privacy notice to: enquiries@marwoodhomes.com

Data Protection

Information supplied by you will be held on our computer records in accordance with the company's notification under the Data Protection Act 1998. We may use this information, or share it with our credit reference providers for account administration (including debt tracing and collection), credit, insurance, utility providers, local authorities to make property and rental decisions. We may record sensitive personal data as defined in the 1998 Data Protection Act. We confirm that progress of this application may be made available to agents, landlords and co-applicants. You are entitled to ask for a copy of the information held about you subject to the payment of an administration fee that will be notified to you on application and will not exceed the value set by statute. You have the right to request that it be amended if it is found to be incorrect.

PLEASE RETURN THE FORM AS SOON AS POSSIBLE. FAILURE TO PROVIDE ADEQUATE CONTACT DETAILS COULD DELAY YOUR APPLICATION.

APPLICANT'S / COMPANY
AUTHORISED SIGNATURE

Authorised Signature	DATE	
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