



By completing this form, you are instructing Proper Local Limited ("Proper Local") to enter into negotiations with the Landlord of your chosen Property.

The landlord has verbally accepted your offer and will formally accept your offer (subject to referencing) on the basis of the information you supply in this form. Once this form is completed and signed, and you have paid the reservation deposit, the property will be removed from the market and the referencing process will begin.

1. General Information

Property Address: 808 State Apartments, 606 Bassington Drive, London, E14 8US

Property details: https://www.properlocal.co.uk/

Applicant Names: Vera Good-Tenant

Email Addresses: vgt@gmail.com

Rent £2,166.67 per calendar month

Length of Tenancy: 12 months

Start Date: 1st June 2019

Managing Agent/Landlord: Proper Local

2. Decision Information

The information below is required in order for the Landlord to make a decision about accepting your offer.

Pets: Will any occupant have pets in the Property during the tenancy? [ ] Yes [ ] No

Smoking: Will any occupant smoke in the Property during the tenancy? [ ] Yes [ ] No

Age: Will anyone under 18 be residing in the Property during the tenancy? [ ] Yes [ ] No

Students: Do you either have funds to pay rent in advance, or a UK guarantor? [ ] Yes [ ] No [ ] NA

Credit History: Does any applicant have a bad credit rating, CCJs, defaults, or has been declared bankrupt? [ ] Yes [ ] No

If you have answered yes to any of these questions, please provide details. If there is any further information you think the Landlord should be aware of, please include it here:

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Residency: Do you have the right to remain in the UK for the duration of the tenancy? [ ] Yes [ ] No

3. Conditions of offer:

The Property will be let as seen unless otherwise stated; please specify any requests or conditions attached to the offer you are making:

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#### 4. Initial Costs

In order for the property to be removed from the market a payment must be made in advance.

The Reservation Deposit will be used to hold the property and is the equivalent of one week's rent and will be deducted from the Move in Costs.

Please note your Reservation Deposit may be retained if you do not comply with the tenancy process (see 'Further Information' for full details).

Reservation Deposit:	£500.00
<b>Total Initial Costs:</b>	<b>£500.00</b>

#### 5. Move in Costs:

Unless otherwise agreed as a result of the referencing process, the Move in Costs will be as follows, minus the Reservation Deposit.

Rent in advance	£2,166.67	(One month's rent in advance)
Security Deposit	£2,500.00	(Equivalent of 5 weeks Rent)
<b>Total Move in Costs</b>	<b>£4,666.67</b>	

#### 6. Payments

In order for your offer to be considered you are required to pay the total Initial Costs by bank transfer. We will only remove the property from the market once this payment has cleared into our client account. Once references have been received and accepted you will be required to pay the above Move in Costs. These too can only be paid bank transfer.

#### 7. Further Information

Further Information is shown below and should be read carefully before you sign this form.

#### 8. Declaration

I/we confirm that the above information is accurate at the point of offer. I/we also confirm that I/we have read in full, understand and agree to the terms detailed on this page and overleaf. I/we also agree to complete referencing as soon as possible, in the knowledge that my/our Reservation Deposit may be at risk (see 'Further Information').

#### 10. Signatures

**FURTHER INFORMATION**

**Tenant Fees Act 2019** - This Reservation Form has been prepared in accordance with the Tenant Fees Act 2019.

**Length of Tenancy** - The standard term for a tenancy is a minimum of 12 months with no break clause. This will be applied unless otherwise stated in your Conditions of Offer.

**Referencing & Referencing Criteria** - once you have paid your Reservation Deposit you will be referenced by a 3<sup>rd</sup> party company. It is imperative that you complete any form or link sent to you promptly as a delay may put your Reservation Deposit at risk. Referencing companies use a multiple of 30x monthly rent to assess affordability (e.g if the rent is £2,000/month you will need to demonstrate regular earnings of £60,000/year as a tenant, or group of tenants.) If you believe that your income does not fulfil this criterion, or you believe there is another reason why you may fail referencing, please speak with us before signing this form. Once referencing is complete these references will be passed to your landlord for final approval.

**Identification** - Before the tenancy can proceed each Tenant needs to provide us with a photo ID in the form of a passport or driving licence, proof of residency and/or right to live/work in the UK, and a proof of address.

**Retention/Refund of Reservation Deposit**

Your Reservation Deposit will be **RETAINED** in full if:

1. You pull out of the proposed tenancy at any time after the Reservation Deposit has been paid and before the tenancy agreement is signed.
2. If you fail a Right to Rent check (see 'Identification' above).
3. If you provide false or misleading information (this could include deliberately mis-stating your income, or not declaring credit issues)
4. If you do not enter the agreement by the deadline. The deadline is 15 days from when you pay your Reservation Deposit.

Your Reservation Deposit will be **RETURNED** in full if:

1. The landlord pulls out of the proposed tenancy at any time.
2. You fail referencing in instances where you have not supplied false or misleading information.

**Fees/Other Costs** – Subject to the clauses contained within the tenancy agreement, you may be liable for charges relating to: the cost of replacing a lost key or other security devices, and/or; variations to the contract (capped at £50 inc VAT), and/or; charges for late rental payments, and/or early termination fees (see 'Termination of Tenancy' below).

**Security Deposit** - The deposit (normally the equivalent of 5 weeks' rent) will be held in accordance with the terms of the tenancy agreement and where applicable will be held in a deposit protection scheme on your and the Landlord's behalf. The tenancy agreement entered into is between the Landlord and the Tenant and therefore you cannot hold us liable for any proposed deductions made from the deposit which may be in dispute.

**Payment of Rent** - The first instalment of rent must be paid in cleared funds before you take up occupation. Thereafter, rent is payable by standing order to arrive on the due date as stated in the Tenancy Agreement. The standing order may need to be set up so that the funds leave your account three days before the rent is due.

**Inventory Check-in and check-out** - An inventory, check in and check out may be conducted by an independent inventory company. We advise you to make yourself available for the check-in and check-out to avoid the possibility of disputes.

**Managing Agent** – In the General Information section we have stated who is managing the property. In some instances, Proper Local will be working on a 'tenant-find only' basis and its work is limited to purely finding tenants for landlords/other agents/managing agents. Where we are not managing the property, we cannot authorise any repairs or maintenance or guarantee the speed at which repairs will be carried out, and nor can we override any decisions made by those landlords/other agents/managing agents. Where we are managing the property, we may have to obtain the landlord's consent before proceeding with a repair.

**Renewal** – We/the Landlord/the Managing Agent will contact you approximately seventy days prior to the end of the tenancy to enquire into whether you, and the Landlord, wish to extend the tenancy.

**Termination of Tenancy** - Should you wish to terminate your tenancy before the end of its term (or before any break clause may be executed) an early surrender fee may be payable. The fee will not be more than the total rent outstanding on the property until the end of the term.

**Insurance** - It is strongly recommended that you take out Contents Insurance which covers your belongings and includes protection for the Landlord's fixtures and fittings throughout the tenancy.

**Utilities** - You will be responsible for the payment of all utilities including telephone, gas, water and electricity accounts at the property during your tenancy, as well as the council tax and (if applicable) television licence and broadband/phone charges.

**Data Protection** - Your agreement to these terms gives us permission to pass your personal information to third party partners e.g. Suppliers of references, Right to Rent and identity checks.

**Client Money Protection** - Proper Local Limited is a member of Client Money Protect - Membership No. CMP001605

**Property Ombudsman** - Proper Local Limited is a member of The Property Ombudsman - Membership No. D13663