



By completing this form, you are instructing Proper Local Limited ("Proper Local") to enter into negotiations with the Landlord of your chosen Property. If your offer is accepted by the Landlord we will begin the referencing process.



1. General Information

Property Address:
 Applicant Names:
 Contact Numbers:
 Email Addresses:
 Rent £: Per: Length of Tenancy: Start Date:

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

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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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.

All fees shown include VAT at 20%. All fees are non-refundable (please see below 'Further Information')

The Reservation Fee will be used to hold the property and is calculated as two times the weekly rent. The Reservation fee will be deducted from the Move in Costs.

The Referencing Fee is charged at £50 per applicant (or company) and covers referencing, Right to Rent and Identity checks. Guarantors, if required, will be charged at £30 per guarantor.

The Check-In Fee is chargeable per property, not per applicant. The Landlord will pay for the Inventory & Check-Out.

Reservation Fee:	£.....
Referencing Fees:	£.....
Check-In Fee:	£.....
Total Initial Costs:	£.....

5. Move in Costs:

Rent in advance (See clause 6)	£.....	(One calendar month's Rent)
Security Deposit (See clause 5)	£.....	(Equivalent of 6 weeks Rent)
Minus Reservation Fee paid	£.....	
Total due to Move in	£.....	

6. Payments

In order for your offer to be considered you are required to pay the total initial costs by credit or debit card or 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 can only be paid by BACS (bank transfer) or debit card. We do not accept credit cards, cash or cheques for Move in Costs.

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, overleaf and any Tenant Guide on the Proper Local website. I/we also agree to complete the online referencing as requested.

10. Signatures

Tenant Name:	Tenant Signature:	Date:
Tenant Name:	Tenant Signature:	Date:

FURTHER INFORMATION

References / Identification - Once your offer has been accepted we will take up references with an independent referencing agency. These references will be passed to the Landlord so that they can make a decision on granting the tenancy. 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 or right to live/work in the UK and a proof of address.

Refund of Fees – The Reservation Fee will only be refunded if the Landlord opts not to proceed with the tenancy when the Landlord has already has accepted references and confirmed the tenancy will proceed. The Referencing Fees are not refundable under any circumstances, unless the referencing process has not commenced. The Check-In Fee is only refundable in situations where the Landlord opts not to proceed with the tenancy and the Check-In appointment has not already been made.

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.

Term - 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.

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.

Deposit - The deposit will be held in accordance with the terms of the tenancy agreement and where applicable will be held in a deposit protection scheme on yours 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.

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

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.

Management of the Property - At the start of the tenancy we will inform you who is responsible for managing the Property. This is not normally Proper Local. 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. Where we are managing the Property, we may have to obtain the Landlord's consent before proceeding with a repair.

Renewal/Termination of tenancy - We or the Landlord 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. Should you wish to terminate your tenancy before the end of its term and the Landlord agrees, you will be responsible for the payment of the outstanding rent due to the Landlord until the agreed early release date, the Landlord's costs for finding a new Tenant and any 3rd party fees, unless you are exercising a break clause which is contained in your Tenancy Agreement.

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.

Taxation - If you pay rent directly to the Landlord's bank account and your Landlord is non-resident for tax purposes, you will be responsible for applying the provisions of HMRC's Non Resident Landlords (NRL) Scheme for taxing UK rental income and should ask the Agent for advice on this.