

THESE PROCEDURES ARE TO BE READ AND SIGNED **PRIOR** TO COMPLETING THE REFERENCE FORM ATTACHED. A COPY OF THESE TERMS AND CONDITIONS SHALL BE PROVIDED FOR YOUR RECORDS. **PLEASE NOTE: THIS IS NOT A TENANCY AGREEMENT.**

Initial Application:

All prospective Tenants are required to complete the attached application forms in full. Until Black Bear Lettings are in receipt of the completed application forms & administration fee, the property will be shown to other prospective Tenants. It is therefore in your interest to return the forms together with the administration fee immediately.

When Black Bear Lettings are in receipt of your application forms and fees, the property will be considered "Let, Subject to References".

We consider our referencing procedure to take 7-10 working days, after this, Black Bear Lettings will consider you to be ready to sign the lease and take occupation of the property unless alternative arrangements are agreed at the time the application forms are returned.

Administration Fees:

The administration fee is £80 (inc. VAT) per person. If the application is for three or more individuals the fee payable is £70 (inc. VAT) per person. Should a Guarantor be required, an additional administration fee is payable of £80 (inc. VAT).

Please note that the referencing procedure will not begin until the administration fee is paid in full. At this stage we do accept cash for this fee; a receipt of which may be provided by the office upon request (as we cannot guarantee the Agent on site will be able to provide you with one).

You may otherwise pay via cheque, Paypal (via our website www.blackbearlettings.co.uk > Payments) or BACs transfer. You may of course also put the money directly into our account:

Bank **HSBC**
Name **Black Bear Lettings Ltd**
Sort Code **40-45-24**
Account# **73664295 (Warrington)**
or **3664392 (St Helens)**

IMPORTANT: For all transactions, quote the property address as the reference

Deposit/Bond:

Where Black Bear Lettings take a deposit/bond, this will be included in one of the Tenancy Deposit Protection Schemes, as prescribed by Government Legislation.

Black Bear Lettings will advise where deposit funds will be held.

Should Black Bear Lettings receive deposit/bonds, the amount due will be based on size/type of property and level of furnishings. The deposit required will be discussed with you prior to your application being submitted. This will only be accepted in clear funds but WE DO NOT ACCEPT CASH upon the move in date.

Rental Payments:

On the first day of your Tenancy, all appropriate paperwork will be explained to you and signed on Black Bear Lettings premises. Prior to the keys being handed over by Black Bear Lettings, the first months rent must be paid. This will only be accepted in clear funds but WE DO NOT ACCEPT CASH.

Future rental payments must be made via standing order and the appropriate standing order mandate must be completed on the first day of your tenancy.

In the event of 2 or more shares in the property, a lead tenant shall be nominated. We will deal with this tenant in the case of maintenance, rent issues, check out and deposit return if applicable.

Please note that only one standing order per property shall be accepted. If you are sharing the property, you should nominate one person to pay the rent or set up a new "house" account. This should be organised ready for your moving in date.

Withdrawal:

Should you withdraw your application for any reason at any time once the referencing procedure has begun, 100% of your advance payment will be retained to cover Black Bear Lettings administration costs.

Insurance:

Tenants must show adequate contents insurance to protect Landlord's contents against accidents or negligence. If you do not present adequate evidence (i.e. a certificate of insurance) upon the moving in date, you will be required to take out insurance through our provider before taking keys.

Other Fees:

A fee of £400 (+VAT) will become payable should you wish to terminate your tenancy agreement and vacate the property early (subject to permission from your Landlord/Black Bear Lettings). This will cover the extra administration and costs incurred by Black Bear Lettings. You must be aware that you will be liable to pay the monthly rent until your agreement is superseded with a new tenancy.

Other Information;

Cheques should be made payable to Black Bear Lettings Ltd. However ALL initial funds must be cleared on or before the move in date.

All properties are offered subject to not being sold, let or withdrawn by the owner. Black Bear Lettings will take no responsibilities for this occurrence.

Some applicants will need a Guarantor (i.e. students, low income). Black Bear Lettings will advise you if you need to have a guarantor.

Black Bear Lettings would always advise that you seek legal advice before you using a tenancy agreement. Black Bear Lettings would be happy to supply you with a draft copy of the agreement when we receive all completed reference forms, fees and deposit/bond (please be aware we do not send this out unless you make a specific request).

The cost of any work authorised by you or someone acting on your behalf without written consent from Black Bear Lettings or the Landlord will not be reimbursed.

All relevant application details may be shared with your landlord and/or any associated third party.

All Black Bear Lettings fees/charges are NON REFUNDABLE.

Signature of Applicant (to accept these Terms):

.....

Date:/...../.....

Tenant Referencing Service

Guarantor Comprehensive Application Form

In order for the application to be processed quickly, please complete in BLOCK CAPITALS and ensure the application is completed in full. All sections marked with * are mandatory information.

Agent Details

Name of agent:	
Branch number:	Contact name:
Locality:	Phone number:

Property Details

Postcode*:	House number:
Flat number:	House name:
Street*:	District:
Town*:	County:

Rental Details

Guarantor for which tenant(s)*:	
Share of rent per month*: <p>£</p>	Total rent per month*: <p>£</p>
Tenancy term (months)*:	Start Date*:

Applicant Details

Title*: <input type="checkbox"/> Mr <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other	
First Name*:	Initial:
Surname*:	Date of birth*:
Sex*: <input type="checkbox"/> Male <input type="checkbox"/> Female	No of dependants*:
Marital Status*: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Widow(er)	
Any previous surnames:	
Employment Type*: <input type="checkbox"/> Full time employed <input type="checkbox"/> Part time employed <input type="checkbox"/> Temporary/Contract <input type="checkbox"/> Unemployed <input type="checkbox"/> Self-Employed <input type="checkbox"/> Retired <input type="checkbox"/> Student <input type="checkbox"/> Housewife/Home maker <input type="checkbox"/> Payment in advance	

Employment status*:	<input type="checkbox"/> Junior	<input type="checkbox"/> Management	<input type="checkbox"/> Unskilled	<input type="checkbox"/> Supervisor	<input type="checkbox"/> Semi-skilled
	<input type="checkbox"/> Skilled	<input type="checkbox"/> Senior Management	<input type="checkbox"/> Other	<input type="checkbox"/> Not applicable	
Occupation*:					
Can we contact the applicant?*		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Home phone number* :	
Work phone number:			Mobile phone number:		
Email Address:					

Affordability Details

Gross annual income*: £	Any additional sources of income?*: Yes <input type="checkbox"/> No <input type="checkbox"/>
Amount of additional income per annum?* £	
Please provide details of any additional income*:	

Employer Details

Is your employment likely to change shortly?*		Yes <input type="checkbox"/>	No <input type="checkbox"/>	If Yes please provide details of your future employer	
Job Title:		Start date*:		Month -	Year -
Employers company name*:					
Payroll number:					
Contact name*:			Contact job title:		
Postcode:			Building number:		
Unit number:			Building Name:		
Street:			District:		
Town*:			County:		
Daytime phone number*:			Mobile phone number:		
Fax number*:			Email address*:		
Please ensure you provide either a fax number or email address.					
Additional Information:					

Accountant Details

Do you have an accountant?*: Yes <input type="checkbox"/> No <input type="checkbox"/> If No Please provide 6 months bank statements showing proof of income	
Accountants name*:	
Contact name*:	
Postcode:	Building number:
Unit number:	Building name:
Street:	District:
Town*:	County:
Daytime phone number*:	Mobile phone number:
Fax number*:	Email Address*:
Please ensure you provide either a fax number or email address.	
Additional Information:	

Pension Providers Details

Do you have proof of pension?* Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide your annual statement of pension	
Pension providers name*:	Contact name:
Pension reference number*:	Postcode:
Building no:	Unit number:
Building name:	Street:
District:	Town*:
County:	Daytime phone number*:
Fax number:	Email address:
Additional information:	

Please supply addresses to cover your last 3 years of residency

Current Address – Please complete all address details where appropriate

Postcode*:	House number*:
Flat number:	House name*:
Street*:	District:
Town*:	County:
Is this a Foreign address?* Yes <input type="checkbox"/> No <input type="checkbox"/>	
Time at address From*: Month - Year- To: Month - Year -	
Living status*: <input type="checkbox"/> Furnished Tenant <input type="checkbox"/> Unfurnished Tenant <input type="checkbox"/> Own home <input type="checkbox"/> Living with parents <input type="checkbox"/> Other	

Previous Address – Please complete all address details where appropriate

Postcode:	House number*:
Flat number:	House name*:
Street*:	District:
Town*:	County:
Is this a Foreign address?* Yes <input type="checkbox"/> No <input type="checkbox"/>	
Time at address From*: Month - Year- To: Month - Year -	
Living status*: <input type="checkbox"/> Furnished Tenant <input type="checkbox"/> Unfurnished Tenant <input type="checkbox"/> Own home <input type="checkbox"/> Living with parents <input type="checkbox"/> Other	

2nd Previous Address – Please complete all address details where appropriate

Postcode:	House number*:
Flat number:	House name*:
Street*:	District:
Town*:	County:
Is this a Foreign address?* Yes <input type="checkbox"/> No <input type="checkbox"/>	
Time at address From*: Month - Year- To: Month - Year -	
Living status*: <input type="checkbox"/> Furnished Tenant <input type="checkbox"/> Unfurnished Tenant <input type="checkbox"/> Own home <input type="checkbox"/> Living with parents <input type="checkbox"/> Other	

Bank Details

How many credit cards held?*: _____	Current account held?*: Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please enter the details below
Sort code*:	Name of bank*:
Account name*:	Account number:
Address*:	
Time with bank*: (years)_____ (months)_____	Cheque guarantee card held*: Yes <input type="checkbox"/> No <input type="checkbox"/>

Additional Information

Will any of the tenants have pets?*	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will any of the tenants smoke?*	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will there be any children living at the property?*	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Please ensure that you have completed all fields indicated '*' as failure to do this may result in a delay in producing your report.

Consent

We will use the information provided to us by third parties to make decisions about your application. Agencies may supply to us, public information and/or fraud prevention information.

Information provided to Endsleigh may be supplied to other organisations and used by them and us to

- A. Verify your identity for this application and if you apply for other facilities including all types of insurance applications and claims.
- B. Check all or any of the application details which have been submitted.
- C. Assist organisations to make decisions on tenancy applications by you

By **confirming your agreement to proceed** you are accepting that we may use your information in this way.

Signed:

Date:

Endsleigh* offer specialist contents insurance for people in rented accommodation and as a service will contact the applicant to discuss insurance requirements.

If you do not wish to be contacted please tick here

The information contained within this application is being transmitted to and is only for the use of Experian. If the reader of this message is not the intended recipient, you are hereby advised that any dissemination, distribution or copy of this application is strictly prohibited. If you receive this application in error, please immediately notify us by calling

*Endsleigh Insurance Services Limited is authorised and regulated by the Financial Services Authority.
This can be checked on the FSA Register by visiting its website at www.fsa.gov.uk/register.
Endsleigh Insurance Services Limited. Company No: 856706 registered in England at Shurdington Road, Cheltenham Spa, Gloucestershire GL51 4UE