

Application for Tenancy

By completing this form you are giving permission to Supernova Real Estate Ltd T/A SN Estates London to enter into negotiations with the owner of the property you choose to rent.

Property Address: _____ Post Code: _____
 Rental amount: _____ Proposed move-in date: _____ Expected move-out date: _____
 Name: _____
 Current address: _____ Post Code: _____
 Home Tel: _____ Work Tel: _____ Mobile: _____
 Fax: _____ Email: _____
 Occupation: _____ Job Title: _____ Length of Service: _____

Employment Details:

Company Name: _____
 Contact: _____
 Address: _____

 Tel: _____
 Fax: _____
 Email: _____

Current Landlord:

Salutation: _____
 Address: _____

 Tel: _____
 Fax: _____
 Email: _____

Further Information:

Will anyone aged under 18 be residing in this property? YES NO If yes, how many? _____
 Do you have pets? YES NO If yes, provide details: _____

If you have answered yes either of these questions, or if there is any further information you think the owner should be aware of, please provide details below:

Condition of offer: Please specify any requests or conditions attached to the offer you are making. These points will be included in your tenancy agreement if the property owner agrees to them.

I confirm that the information I have provided above is accurate and that I have read and understood the terms and conditions detailed over lead. I accept that by signing this document I am bound by its entire content.

Signed: _____ Date: _____

Administration fees

We will take up references and credit checks based on the detail you have supplied to us. These references may be passed to our clients so that they can make a decision on granting a tenancy. Before the tenancy can proceed you need to provide us with a photo ID in the form of a passport.

Should you wish to terminate your tenancy before the end of the term and the landlord agrees that you can terminate early, you will be responsible for the repayment of the pro rata commission paid in advance by the landlord for the unexpired portion of the tenancy unless you are exercising a break clause which is contained in your tenancy agreement.

It is your obligation to obtain written consent from the landlord for any change in the identity of the tenants. Upon receipt of this consent Supernova Real Estate Ltd T/A SN Estates London will draw up a new tenancy agreement for signature by all parties. An administration fee of £50 will be charged for this service.

An administration fee of £54 will be charged for each letter sent by Supernova Real Estate Ltd T/A SN Estates London regarding late or non-payment of rent or administration charges.

If any charges remain outstanding at the end of the tenancy, Supernova Real Estate Ltd T/A SN Estates London will deduct the amount due from the deposit.

Renewal of tenancy

Please contact us in advance if you wish to extend your tenancy, if the tenancy is renewed, we will make a charge of £96 to cover our administration.

Payment of Rent

The first instalment of rent must be paid in cleared funds when you sign the tenancy agreement. Thereafter, the rent is payable by standing order (unless agreed otherwise) to arrive on the due date as stated in the tenancy agreement. This means that the standing order must be set up so that the funds leave your account three days before the rent is due. The full rent must be paid by a single standing order; we are unable to accept multiple standing orders.

Deposit

A deposit equivalent to five weeks rent must be paid in cleared funds when you sign the tenancy agreement and is held by Supernova Real Estate Ltd T/A SN Estates London as Stakeholder for the duration of the tenancy in accordance with the terms of the tenancy agreement and where applicable SN Estates London will register the deposit monies with a deposit protection scheme on the landlord's behalf. All deposit deductions must be agreed in writing by both landlord and tenant upon the termination of the tenancy. The tenancy agreement entered into is between the landlord and the tenant and, therefore, Supernova Real Estate Ltd T/A SN Estates London excludes liability in relation to loss caused by the insolvency of a financial institution, which holds deposits in its contracts with landlords and tenants.

Any interest earned on the deposit shall be retained by Supernova Real Estate Ltd T/A SN Estates London.

Check-in and check-out

Supernova Real Estate Ltd T/A SN Estates London will be instructed by the landlord as to what arrangements are to be made for the inventory and check-in. We advise you to make yourself available for the check-in and check-out.

Holding Deposit

A holding deposit of 1 week must be cleared to secure the property. Once a holding deposit is secured with Supernova Real Estate Ltd T/A SN Estates London it is non-refundable. In case where we are unable to provide the property to you due to the references being not acceptable or if the landlord doesn't accept your offer we will refund your holding deposit.

If the offer and the references are accepted, the holding deposit will be deducted from the 5 weeks of the security deposit.

Management of the property At the start of the tenancy the property, we will advise you who is responsible for managing the property. This is not always Supernova Real Estate Ltd T/A SN Estates London. 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.

Where we manage the property and hold keys, we can usually provide access to Supernova Real Estate Ltd T/A SN Estates London contractors (with your permission). However, where we do not hold the keys or the contractor is not willing to collect keys, it is your responsibility to provide access.

Insurance It is your responsibility to insure your own belongings throughout the tenancy.

Utilities You will be responsible for the payment of telephone, gas, water, broadband and electricity accounts at the property during your tenancy, as well as the council tax. It is your responsibility to notify the relevant companies and the local authority that you are moving into/out of the property. You are also responsible for ensuring that a valid TV licence remains in place for the duration of the tenancy. Utility companies will also always require the occupant to provide access for any visit.

Taxation If you pay rent directly to your landlord's bank account and your landlord is resident overseas, you will be responsible for applying the provisions of the HM Revenue and Customs Non-Resident Landlords scheme for taxing UK rental income and should ask us for advice on this. These provisions do not apply where you are paying rent to Supernova Real Estate Ltd T/A SN Estates London.

Anti-Money Laundering Regulations

Supernova Real Estate Ltd T/A SN Estates London is subject to the Money Laundering Regulations 2007. As a result we will need to ask you for suitable identification, and will be unable to proceed with any work on your behalf if we are unable to obtain this from you.

Complaints procedure

Should you have any problems with Supernova Real Estate Ltd T/A SN Estates London service which you are unable to resolve with the Negotiator involved or the department Manager, you should write to the Director of the area/department in question. This complaint will be acknowledged within three working days of receipt and an investigation undertaken. A formal written outcome of the investigation will be sent to you within 15 working days. If you remain dissatisfied, you should write to the Chief Operating Officer (COO) of Supernova Real Estate Ltd T/A SN Estates London. The same time limit will apply.

Following the COO's investigation, a written statement expressing SN Estates final view will be sent to you and will include any offer made. This letter will confirm that you are entitled, if dissatisfied, to refer the matter to the Property Redress Scheme (PRS) within six months for a review. For the avoidance of doubt, PRS will only review complaint made by consumers.

Amendments

Supernova Real Estate Ltd T/A SN Estates London reserves the right to change the schedule of fees and these terms of business upon providing reasonable notice in writing.

TERMS AND CONDITIONS

Signed: _____

Date: _____