

Colin Dean Residential Limited Tenancy Reservation



Reservation Form

Tenants:

Conditions of Taking Tenancy

Property:

1.

Rent:

2.

Deposit:

3.

Term:

4.

Commencement :

5.

1. Do you or any of the intended occupiers smoke? Yes / No
2. Do you or any of the intended occupiers have any pets Yes / No
3. Do you or any of the intended occupiers plan to claim assistance with the payment of your Rent from the Local Authority? Yes / No
4. I agree to take out a Contents Insurance Policy to cover my possessions for a minimum of £5000, and to cover my liability for any accidental damage that I may cause to the Landlords Contents. Yes / No
5. I understand that I will be liable to pay for an Independent firm to carry out the check out of the property when I / We vacate and an estimate of this cost is £ inc VAT

To Reserve the Property

Sums due to reserve a property are payable in CASH, Credit/Debit Card and are Non-Refundable in the event you do not proceed with the Tenancy or unsatisfactory reference responses are obtained.

Reference Fee

Reference charges at £55.00 per person.

If Credit Search only charge: £27.50

Tenancy Agreement / TDS Fee

Charged at £100.00 per tenancy.

Reservation Fee

2 weeks rent to be held until commencement of the Tenancy _____

TOTAL DUE ON RESERVATION

=====

To Commence the Tenancy

To be paid by cleared funds on or before the date the new Tenancy Commences. It will not be possible to make any exception to this condition.

First Month's Rent In Advance

Security Deposit

(to be held as part of the Tenancy Deposit Scheme)

LESS:

Reservation Fee credited towards the first months rent _____

()

TOTAL DUE ON COMMENCEMENT

=====

I/We acknowledge receipt of these terms and conditions of taking a tenancy and would like to apply to rent the above property

Signed

Date

Data Protection Act 1998

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 other members of ARLA, for account administration (including debt tracing and collection), credit, insurance, property and rental decisions. We may record sensitive personal data as defined in the 1998 Data Protection Act. 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 upon 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

Charges to Tenants (all charges include VAT)

We believe in being entire transparent in respect of any fees or charges that we may make to clients and tenants. If you are unwilling to be liable for these charges please do not enter into this Tenancy Agreement. The following are fees and costs that a tenant might incur when renting a property through Colin Dean Residential

When arranging a New Tenancy

| | |
|---|----------------------|
| Tenants Reference fee | £55.00 per person |
| Credit check only (only where appropriate - not a full reference) | £27.50 per person |
| Guarantors Reference fee (includes Property Check at Land Registry) | £60.00 per guarantor |
| Agreement fee | £75.00 per tenancy |

Tenants Contents Insurance

It will be necessary for you to arrange an Insurance policy to protect both your own possessions that you take into the property AND any accidental damage that you may cause to the landlord's possessions and property whilst you are living there. Please see the relevant section in Tenant Information for further information.

During a Tenancy arranged through Colin Dean.

To cover Administration costs in the event that your rent is late by more than 7 days. In addition to these charges you will be liable of any legal costs incurred in chasing an overdue rent account (as set out in your tenancy agreement).

| | |
|--|--------|
| Late rent letter (each letter that is needed until matter is resolved) | £7.50 |
| Bounced cheque fee each incident | £12.50 |
| Returned cheque each incident | £18.50 |

Preparation of new tenancy agreements

| | |
|---|---------|
| In event of a change in the Tenant's circumstances requiring new Agreements | £120.00 |
| If preparing new tenancy agreements at a Tenants request | £120.00 |

| | |
|--|--------|
| When preparing new tenancy agreements on commencement of a new Tenancy | £75.00 |
| When preparing new tenancy agreement on renewal of an existing Tenancy | £75.00 |

If a property visit is cancelled at your request without 24 hours notice £50.00

House sitting - if at your request we are required to wait for a contractor / delivery £50.00 p.hour

Lock-out fee - if we are required to attend to deliver a spare key if you are locked out £50.00

When leaving a property rented through Colin Dean

Check out fee

It will be necessary for you to pay for the check out at the property at the end of the tenancy. (The Landlord will have already paid for the preparation of the original inventory)
This will be carried out by one of our own staff or an Independent Inventory Clerk
The price of this service varies according to the size of property. Please ask for an approximate costing.

Cleaning

We can arrange for the property to be professionally cleaned at the end of your tenancy, leaving you to concentrate on your move. Please ask for a quotation

Repairs

If you have damaged the Landlord possessions or property the cost of a repair may be covered by your Contents Insurance Policy. Please check this with your Insurer.

We can arrange for repairs that are your responsibility to be carried out by one of our preferred contractors. Please ask us for a quotation.

Shopping

We can help source replacements for items lost or damaged during your tenancy. Please let us know in plenty of time and we can obtain a price for the replacement of any item. Please note that the cost will include the item replaced and our time in sourcing and obtaining the replaced item.

General

Payments due may be made in CASH, cheque, by direct payment to our bank account, or by credit or debit card. Please note that a surcharge will be made for all credit/debit card payments.

Our Bankers are;

Barclays Bank PLC, Harrow Branch

Sort code: 20-37-16

Account Number 73954625

Colin Dean Residential Ltd Clients Account

**Colin Dean Residential Limited
Bank House,
350 Pinner Road, Harrow,
Middlesex HA1 4LB**

Tel 0208 515 7929

Fax 0208 515 7927

Email enquiries@colindean.com

Web www.colindean.com

**Colin Dean Residential Limited
Companies House No 6139504
Directors: Dean C Ayling Claire S Ayling**