

## Terms & Conditions

1. **Registration:** There is no charge for registering your property requirements with Sunderlands & Thompsons however no viewings will be arranged until we are in receipt of a completed registration form.
2. **Referencing/Administration fee:** Having viewed a property, should you wish to be considered for the tenancy, we will require a fully completed application form together required documents and a fee of £150 (inc VAT) In the event that an application is not referenced the £150.00 will be refunded in full.  
  
If an application is declined by the agent £100.00 will be refunded. Should the prospective tenant decide not to take a tenancy after it has been offered the full £150.00 will be forfeited to cover the agents referencing and administration costs.  
  
**Required Documents:** All tenants will be required to provide documentary evidence of proof of residency and identification. For example; utility bill, bank statement, passport or photo driving licence. This information is to conform to Anti Money Laundering Regulations.
3. **Rents:** All rents are payable in advance on the first day of each month via Standing Order direct to the Agents bank account unless otherwise advised. The initial rent will be charged on a pro rata basis to bring the rent up to the first day of each month.
4. **Age Restriction:** We regret that a tenancy will not be offered to anybody under the age of 21.
5. **Income:** All applicants must prove sufficient income on an ongoing basis to comply with the tenancy and its financial commitment.
6. **Deposits:** A deposit, usually equivalent to one months rent (subject to a minimum of £750 unless otherwise stated) will be required before commencement of tenancy. The deposit will be protected in accordance with Government regulations.
7. **Local Housing Allowance (formerly Housing Benefit):** Under certain circumstances, some landlords may accept applicants in receipt of LHA, however all claimants will still be required to conform with the above financial arrangements in relation to deposits, reference fees and forward payment of rent. Properties that may accept LHA claimants are shown on our rental list.

### DECLARATION AND CONSENT

**To be completed by the TENANT**

Please read the declaration and sign and date below. WE CANNOT PROCEED WITH THIS APPLICATION IF YOU DO NOT CONSENT TO THESE TERMS.

I confirm that the information which I have given in my application form is to the best of my knowledge true and accurate. I acknowledge and agree to **HomeLet / Sunderlands & Thompsons** carrying out searches to verify such information. I consent that such verifications may involve **HomeLet / Sunderlands & Thompsons**:-

- Contacting any referee detailed in my application;
- Consulting with credit referencing agencies;
- Consulting with the Industry Sortcode Directory (ISCD) and Account Number Modulus Checker in order to confirm the accuracy of my bank account details; and consulting with other third party tenancy database providers, such as Insurance Database Services Limited (who operate the Claims and Underwriting Exchange (CUE)).

In connection with my application I acknowledge and consent that:-

- **HomeLet / Sunderlands & Thompsons** and any third party may keep a record of any search carried out to verify the information I have provided;
- **HomeLet / Sunderlands & Thompsons** may pass on any information I have supplied and the results of any linked verification checks to the letting agent and / or any appointed landlord;
- If I default on my rental payment or apply for a new tenancy agreement in the future **HomeLet / Sunderlands & Thompsons** may review the results of the verifications and searches set out above;
- If I default on paying my rent the default will be recorded on **HomeLet's** central database for defaulting tenants and that such default may affect any future application I may make for tenancies, credit and / or insurance;
- **HomeLet / Sunderlands & Thompsons** can use debt collection agencies or tracing agents to trace my whereabouts and recover any monies I owe to **HomeLet / Sunderlands & Thompsons**;
- I may request the name and address of the Credit Reference Agency **HomeLet / Sunderlands & Thompsons** use, I understand that I may apply for a copy of the information they provided to **HomeLet / Sunderlands & Thompsons**.

The provisions of Section 17 of the Housing Act 1996 will apply, where applicable, to this application. If any information within this application is found to be untrue it may be grounds to terminate the tenancy agreement.

**HomeLet / Sunderlands & Thompsons** shall, for the purposes of this application form, be the Data Controller as defined in the Data Protection Act 1998 (the "Act").

In connection with the Act I acknowledge and consent that **HomeLet / Sunderlands & Thompsons**:-

- Can release my details where they are required to do so by law.
- Can contact me about their alternative services which are appropriate and may be of interest to me, including a personalised pre-populated price indication for tenants contents insurance if I do not tick this box . Please note that you can contact us to unsubscribe at any time.
- Can pass my details to third parties for those third parties to contact me with information about their products and services, which they feel may be of interest to me if I do not tick this box . Please note that you can contact us to unsubscribe at any time.

I hereby authorise my employer/accountant/pension administrator (delete as appropriate) to provide details of my earning and dates of employment to **HomeLet / Sunderlands & Thompsons** for the purposes described above.

First Applicant's Signature ..... Date .....

Second Applicant's Signature ..... Date .....