



# Company Application Form



the **CARRINGTON** partnership  
the residential property letting specialists

■ The Carrington Partnership  
240 Wellington Road South  
Stockport  
Cheshire  
SK2 6NW

Tel: 0161-480-0099  
Fax: 0161-474-0099



**SAFE AGENT**



# Company Application Form

Property Details:

**1. Rental Property Address:**

.....  
.....

Postcode:..... Preferred Start Date:...../...../.....

Total Monthly Rent: £..... Tenancy Term: .....Months

**Full Company Name:** .....

Contact Name: .....

Position Held:.....

Address:

.....  
.....

Postcode:..... Tel. (Day Time):.....

Email:..... Fax:.....

Public  Private Ltd  Partnership  Sole Trader  Proprietor  Other

If Private Ltd or PLC please provide registration number:

.....

Approximate Date Of Company Formation:...../...../.....



the **CARRINGTON** partnership  
the residential property letting specialists

# Company Application Form

Details Of Accountant  
Or Auditor:

Please authorise your  
accountant/ auditor to  
provide a reference.

Bank/ Building Society  
current account only.

To avoid  
unnecessary  
delay, please print  
and complete in  
full in a dark  
colour.

Occupier's Details:

**4. Practice Name:**.....

Contact Name:.....

Address:

.....

.....

Postcode:..... Tel:.....

Fax:.....

---

**5. Bank/ Building Society Name:**.....

Address:

.....

.....

Postcode:..... Tel:.....

How long have you been with the branch?:.....

Account Name:.....

Account Number:.....

Sort Code: .....-.....-.....

---

**6. Names Of Occupiers:**

1) Contact Name: .....

Address:

.....

.....

Postcode:..... Tel. (Day Time):.....

Email:..... Fax:.....



the **CARRINGTON** partnership  
the residential property letting specialists

# Company Application Form

Occupier's Details:

2) Contact Name: .....

Address:

.....

.....

Postcode:..... Tel. (Day Time):.....

Email:..... Fax:.....

Occupier's Details:

3) Contact Name: .....

Address:

.....

.....

Postcode:..... Tel. (Day Time):.....

Email:..... Fax:.....

Declaration:

## COMPANY'S CONSENT

I confirm that the supplied information is to the best of my knowledge and belief, true and may be verified. DATA PROTECTION ACT: Information provided by you on this form may be verified and held by ourselves or any authorised credit reference agency who may retain a record.

This information is only used for making credit decisions and occasionally for fraud prevention, or the tracing of debtors.

I also consent that information contained in this application and subsequent searches may be made available to the prospective landlord for the purposes of assessing this application.

Name:.....

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



the **CARRINGTON** partnership  
the residential property letting specialists

# Guide to Charges

All charges are reviewed yearly by the Carrington Partnership and can therefore be subject to change

<p><b>Application Fees:</b></p> <p>Company:</p>	<p>£300.00 INC VAT AT 20%</p>
<p><b>Change of Tenant Fee:</b> In shared households where one or more tenant(s) wishes to leave the property mid tenancy or at renewal and therefore find a replacement, the following charges will be made (subject to landlord approval and references)</p>	<p>Agent's Administration Fee £96.00 INC VAT AT 20% for Incoming Tenant</p>
<p><b>Pet Fee:</b> Non-refundable in cases where pets are accepted in a property.</p>	<p>Variable depending on size of property/type of pet. Fee taken at start of tenancy – Usually £100.00</p>
<p><b>Loss of Keys/ Lock Out Fee (Out of hours):</b> In the event that a tenant loses their keys, is locked out of the property or if master key not available, cost of locksmith will be applied.</p>	<p>£42.00 INC VAT AT 20% plus cost of a Locksmith call out to change the locks and supply a duplicate key. However, weekend/ Bank Holidays will be charged at £60.00 INC VAT AT 20%.</p>
<p><b>Missed/ Re Inspection Appointment:</b> (Inspections will be arranged by letter. It is the tenant's responsibility to change the date if it is not convenient, and to present the property in a good order. In the event that the property manager arrives and is not allowed to access or should the property not meet the standard required to carry out the inspection then a charge will be issued and the inspection re-scheduled).</p>	<p>£60.00 INC VAT AT 20%</p>
<p><b>Rent Arrears Reminder Letter:</b></p>	<p>£24.00 INC VAT AT 20% (per letter issued)</p>
<p><b>Reference Request Letter:</b> Reference requested from The Carrington Partnership by tenants or ex-tenants for mortgage purposes.</p>	<p>£24.00 INC VAT AT 20%</p>
<p><b>Standing Order not cancelled at the end of the Tenancy Fee:</b></p>	<p>£24.00 INC VAT AT 20%</p>
<p><b>Storage Costs:</b> Costs will be incurred for the storage of any personal items left at the property after the tenancy ends.</p>	<p>Variable depending upon size of storage facility required.</p>



the **CARRINGTON** partnership

the residential property letting specialists

# Important Notes For Tenants

Please read these notes carefully

---

## **1. Application Fee**

After payment of fees and the return of the application forms, the property will be taken off the market and referencing will commence. Should you decide for whatever reason not to take the property, the fees will **not** be refunded.

If the landlord decides not to let the property for any reason other than non-receipt of satisfactory references, all fees, rent and deposit paid by the tenant will be refunded.

## **2. Rent:**

Managed Properties:

All rent is due on the 1<sup>st</sup> day of each calendar month. Where a tenancy commences on any date after the 18<sup>th</sup> of the month then the rent to the end of the month is payable plus the full rent for the following month. A standing order will be set up to collect rents on the 1<sup>st</sup> day of each month thereafter.

$\text{Rent} \times 12, \text{ divided by } 365 \text{ days} \times \text{the days in occupation within the month.}$

Let Only Properties:

One full month's rent is due on the date of occupation and a standing order will be set up for exactly one month later e.g. If a tenancy commences on the 12<sup>th</sup> of the month the rent will be paid on the 12<sup>th</sup> of the month thereafter.

**Please note that full deposit monies plus the first month's rent are required in cleared funds prior to the commencement of the tenancy. PERSONAL CHEQUES ARE NOT ACCEPTED ON THE DAY THAT YOU ARE MOVING IN- however, building society cheques (only if formally issued by the society), cash or bankers drafts are permitted.**

**WE DO HAVE DEBIT CARD FACILITIES WITHIN THE OFFICE SHOULD YOU WISH TO PAY USING OUR "CHIP AND PIN" MACHINE.** If using a Credit Card we would charge 2.2% of the total payment.

## **3. Inventory:**

A copy of the inventory will be given to the tenant at the start of the tenancy. Discrepancies should be noted in writing within 72 hours and provided to The Carrington Partnership. If the inventory is not returned within this time detailing any amendments, then it will be deemed to be a true reflection of the contents and condition of the property in every detail and will be used to assess dilapidations on vacation.

## **4. Deposit:**

Tenants deposits equate to one month's rent plus £100.00. The Carrington Partnership are members of The Tenancy Deposit Scheme and therefore will, in most cases, hold the deposit. The deposit is to cover the damage to the property over and above reasonable wear and tear and/or rent arrears. At the end of the tenancy, the deposit will be returned to the tenant as soon as practicably possible, less any deductions agreed. However, occasionally, a dispute may arise regarding the proposed deductions. If this cannot be agreed between parties, The Carrington Partnership are able to refer any deadlock disputes to The Tenancy Deposit Scheme (TDS). Each case is sent to their Independent Case Examiner (ICE) and subject to expert third party adjudication and the apportioning of deposit monies.



the **CARRINGTON** partnership

the residential property letting specialists

# Important Notes For Tenants

Please read these notes carefully

UNDER NO CIRCUMSTANCES WILL THE DEPOSIT BE USED TO COVER RENT DURING THE PERIOD OF THE TENANCY.

Prior to the signing of a formal tenancy agreement, the deposit will be refundable only in the following circumstances:

- a) Should the landlord withdraw the property from the market.
- b) Should the landlord fail to comply with the agreed conditions of letting as specified at the end of this form.

## **5. Renewing your tenancy:**

Approximately 5 weeks prior to the ending of your tenancy we will contact you to ask if you would like to extend the tenancy after seeking the landlord's permission. If you do, a new agreement will be drawn up for you to sign and return to us.

Should you not wish to renew your tenancy The Carrington Partnership will commence remarketing and conduct accompanied viewings by prior appointment. You must make the property available for viewings when given sufficient notice.

## **6. Early Termination:**

Once signed and executed you are legally bound by the terms and conditions of your agreement. Therefore, your landlord is under no legal obligation to release you from your tenancy early and may hold you liable until the end of the fixed term. However, in exceptional circumstances a landlord may agree to release a tenant from their obligations provided a suitable tenant has been found as a replacement and provided the existing tenant pays the rent up to the day before the new tenant moves in. In this case the existing tenant may be expected to cover the cost of any charges incurred by the landlord and The Carrington Partnership.

## **7. Cancellation of Terminated Tenancy:**

If we have agreed arrangements with you to terminate your tenancy and then you subsequently decide to renew the tenancy and remain in the property, you will be responsible for abortive charges including all advertising costs and the refund of application fees (if applicable) in respect of the new tenancy.

## **8. Insurance:**

The landlord will retain buildings and personal contents insurance on the property. However, this will not cover your own personal belongings and furniture. You must therefore insure your own possessions and it is strongly advised that this insurance includes accidental damage cover to landlord's possessions. It is advised that you take advantage of our fantastic insurance rates the details of which are located towards the back of this document.

## **9. Utilities & Services:**

You are responsible for the payment of gas, electricity, council tax, water rates and television license, telephone and any other subscription services such as Sky and NTL. It is our companies' utility management policy that most of our properties are supplied by our preferred supplier SSE. This will mean you will benefit from SSE's award winning customer service and value for money. We will arrange for our Utility Pack to be sent to you for completion. Please ensure you read all the documents included within the Utility Pack. Then, please sign and return all completed utility documents in the FREEPOST envelope provided in the pack.



the **CARRINGTON** partnership

the residential property letting specialists

# Important Notes For Tenants & Declaration

Please read these notes carefully and sign where necessary.

---

## **10. Property Information:**

Every effort has been made to ensure that you are given correct information relating to the property for which you are applying for a tenancy. You must ask if there is any aspect of the property about which you are unsure. The current inventory will be made available to you on request if you wish to confirm the items, which will remain in the property.

## **11. Guarantor:**

In the case where a guarantor is required for a tenancy, the guarantor must be aware that they will need to sign the tenancy agreement prior to the keys being handed over and they will be jointly and severally liable for tenancy. This will include the payment of rent and any other terms set out in the agreement in the event that the named tenant does not meet the tenancy obligations.

PROPERTY ADDRESS:

.....  
.....  
.....

Postcode:.....

SPECIAL CONDITIONS OF THE LET (IF APPLICABLE):

---

---

---

---

## **Declaration:**

I confirm that I have read, understood and accepted the attached information in full, including the Guide to Charges.

Name:.....

Signature:.....

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

