



Lillingtons Residential Lettings

Application Guidance Notes



The following is designed to provide you with an overview of the application process and the associated costs.

The Application

Each individual over the age of 18 years old is required to complete a Tenancy Application Form prior to commencing the application process. A refundable Holding Deposit may be payable at the time of submitting the application. Applications may be unsuccessful and either party can withdraw from the process at any time for any reason.

All applications are subject to Landlord's approval; once the application is received and the Landlord has accepted the application subject to referencing, the property is then considered to be 'under application' and is held for you for a maximum of 15 calendar days while the referencing process is carried out.

Holding Deposit

A refundable Holding Deposit (equivalent of one weeks rent) may be payable at the time of application, please see the individual property advert for details. The Holding Deposit will be repaid to you within 7 days of either signing the tenancy agreement or if the landlord withdraws from the application process. Should your application be unsuccessful due to any of the reasons listed in the fees section, then the Holding Deposit will be retained by us and you will be notified of this in writing.

Referencing

Lillingtons Estate Agents use external professional tenant referencing services to process all tenant applications; by submitting an application, you are giving us permission to share your contact details with them to enable them to carry out this process.

The referencing company will contact you via email, phone and/or text message so please ensure you provide a current email address and mobile number that you can access regularly and easily.

The referencing company will request additional information from you via an online application form. If applicable, a current Landlord and employment reference will also be requested so please ensure these have been notified in advance. All applications will be credit checked and in some cases a guarantor may be requested. A guarantor must be over the age of 25 years old, a UK resident and in full time, permanent employment.

Tenancy Deposit

As required by law the Tenancy Deposit will be protected and held by The Deposit Protection Service (DPS) or another government approved scheme. The DPS's terms and conditions will be included in your tenancy pack or are available on the DPS website.

Tenancy Start Date

Once all references have been returned and the application process has been completed, with final Landlord approval we will then confirm a tenancy start date and arrange for you to visit your local Lillingtons branch to sign the tenancy agreements and relevant paperwork. When you visit the branch to sign your paperwork, you will need to provide your Passport (current or expired) to verify your Right to Rent a property in the UK in accordance with government legislation. If you are unable to provide your Passport please contact your local branch and they will advise you of the alternative identification documents you can provide.

For the tenancy to commence we will require cleared funds of the first month's rent and the Tenancy Deposit, which is usually the equivalent to one month's rent but may be subject to change depending on the property or tenant circumstances, so please check with the branch in advance. If the property is managed directly by Lillingtons Estate Agents you will be required to complete a Standing Order Form to enable future monthly rent payments to be collected.

Further Information

The government offer a guide to help landlords and tenants understand their rights and responsibilities when renting a house in the private sector and we strongly recommend you read this guide before submitting your application. Search on the GOV.UK website for '[How to Rent](#)' or if you do not have internet access contact your local branch for a copy. Additional information and advice is also available from a number of sources including charities like [Shelter](#) and [Citizens Advice](#).

Fees Payable

All fees are inclusive of VAT at the current rate of 20%. Payment can be made in either cash at any of our branches or by direct bank transfer (using the bank details below). All monies received are held in a dedicated Client Money Account. We are part of a Client Money Protection (CMP) Scheme. This is currently provided by UKALA and the scheme reimburses landlords, tenants and other clients should an agent misappropriate their rent, deposit or other client funds.

Holding Deposit	A refundable Holding Deposit may be payable when you apply for a property with us. This is limited to one weeks rent. The Holding Deposit will only be retained by us if you or any other of the applicants; fails a Right to Rent check; provides false or misleading information which the Landlord believes affects the applicants' suitability to rent the property; decides not to enter into a tenancy agreement or fails to take all reasonable steps to enter into a tenancy agreement.
Tenancy Deposit	A Tenancy Deposit will be payable at the start of a tenancy usually the equivalent to one month and is capped at a maximum of 5 weeks rent. The Tenancy Deposit will be protected with the DPS or another government approved scheme.
Rent	All properties are subject to rent payments. Usually monthly, in advance, please see the individual property details for more information.
Utilities	All properties will be subject to payments for the provision of a utility (gas, electricity, water, council tax, tv licence etc). It is the tenants responsibility to pay all utility charges unless otherwise stated in the tenancy agreement.
Default Charges	A default charge for rent that is overdue by 14 days or more, will be charged at £25 + interest at 3% above the current Bank of England's base rate from the day it became due. Replacement/additional keys or security access devices will be charged at the cost of the key(s)/device +10%. Replacement locks due to tenant misuse will be charged at the cost of the contractor's total invoice +10%.
Variation to Tenancy	Amendments to tenancy agreements will cost £50 including VAT or any reasonable costs incurred if these are higher than £50. This could include adding or removing a tenant to the agreement or changing a rent payment date etc.
Termination of Tenancy	If you surrender your tenancy agreement early, you will be liable to pay the financial loss that is incurred by the Landlord. This will include any rent until another tenant is found or the tenancy term has ended (whichever is first) plus the administration fees of £299 including VAT.
Damages	The landlord can recover any reasonable costs incurred in repairing or replacing any part of their property that has been damaged by the tenant or their visitors which is beyond normal wear and tear.
Payments Methods	Payments can be made in either cash at any of our branches or by bank transfer to the following details; HSBC 40-47-20 63663531 Please ensure the property address and your surname are used as the payment reference. We will never request a change to these bank details via phone or email.

For more information on the fees which apply to each individual property or if you have any queries, please contact your local branch directly.



Residential Sales & Lettings

**For more information contact
your local property expert**

Cockermouth

39a Station Street, Cockermouth

01900 828600

cockermouthlettings@lillingtons-estates.co.uk

Workington

14 Murray Road, Workington

01900 606006

lettings@lillingtons-estates.co.uk

Whitehaven

58 Lowther Street, Whitehaven

01946 590412

whitehavenlettings@lillingtons-estates.co.uk

lillingtons-estates.co.uk



Tenancy Application Form

Please ensure you have read and understood the tenancy application guidance notes before completing this application form. Please complete this form in BLOCK CAPITALS. One application form for each application over the age of 18 years old must be completed. Should you have any queries please contact your local branch.

ABOUT THE PROPERTY YOU WISH TO APPLY FOR

Full Address (including post code): _____

Monthly Rent: £ _____ **Preferred Tenancy Start Date:** _____

ABOUT YOU

Full Name (including title): _____

Mobile Number: _____ **Email Address:** _____

Date of Birth: _____ **Do You Smoke:** _____

Employment Details: _____

Do you require any additional help to manage your responsibilities as a tenant (e.g. large print tenancy agreements): _____

Do you have any other information that may be relevant to your application (e.g. CCJ's, bankruptcy)? _____

ABOUT YOUR HOUSEHOLD

Total number of occupants over 18 years old: _____

If more than one applicant who will be the main point of contact: _____

Details of children under 18 years old (names and ages): _____

Details of any pets (including breed and age): _____

DECLARATION

You give your permission for us to share your information and the information gained during the application process (*including reference and credit check results*) with relevant parties involved in the application process (*including but not limited to referencing companies, landlords, utility companies*). We will never share your information with third parties for the purposes of marketing.

Print Name: _____ **Sign:** _____ **Date:** _____

By signing this form you understand that the property will be held for a maximum of 15 calendar days from the date the application is received unless agreed otherwise in writing.

Print Name: _____ **Sign:** _____ **Date:** _____

You understand that the Holding Deposit (*if paid*) can be retained by Lillingtons if you decide to withdraw from the application process within the 15 days holding period or if your application is refused due to failed Right to Rent checks, or misleading information provided by yourself. You agree to notify Lillingtons Estate Agents as soon as possible if a change in your circumstances will affect your ability to rent a property.

Print Name: _____ **Sign:** _____ **Date:** _____

You confirm you have seen the energy performance information for the property, read and understood our tenancy application guidance notes and has the opportunity to read the Governments How to Rent Guide prior to applying for a property and you wish to continue with this application.

Print Name: _____ **Sign:** _____ **Date:** _____

For Office Use Only

Date Application Received: _____

Holding Deposit Amount: _____

Date Holding Deposit Received: _____