

# pre-tenancy checklist

Please read each point and initial that you have understood. At the end of the check list please sign and date. **PLEASE NOTE THESE PAGES FORM PART OF THE 23 PAGE FULL APPLICATION FORM** – Do read the full document. Available on the letcanterbury.com website which also contains a full copy specimen of the Tenancy Agreement – [www.letcanterbury.com](http://www.letcanterbury.com)

1. I/we understand that once my/our application has been submitted to letcanterbury.com ltd that the holding deposit is non - refundable. This Holding deposit will be credited towards your first months rent.

**Initial(s)** .....

2. I/we understand that for every person named on the tenancy I/we have to pay £ holding deposit which will be credited against your first months rent, the holding deposit is non-refundable should the application fail for any reason.

**Initial(s)** .....

3. I/we understand that once I/we have submitted my application form that I/we need to contact my/our current employer and current Landlord and inform them to expect a reference application from our referencing company. This needs to be responded to immediately. (This is where the delay usually occurs.)

**Initial(s)** .....

4. I/we have viewed the property and understand that the property is let as seen. If there is any work I/we feel is needed to be carried out on the property I/we must have informed letcanterbury.com in writing before the Tenancy Application has been submitted. If the property is described as unfurnished, NO items (including white goods) will be left in the property, unless otherwise stated. If property is described as part or fully furnished I/we am aware which items are being left in the property.

**Initial(s)** .....

5. I/we understand that compliance with the Government **Right to Rent** legislation is compulsory.

I/we understand that failure to complete this process of providing appropriate identification proof in a timely manner **will lead to a failure of the application and loss of Holding Deposit.** This could effect the whole group.

1) Scan or photograph the relevant documents **when returning the application form.**

2) **Bring with me/us when signing the tenancy agreement original documents.** If not already provided in person for proof of identification as set out in RIGHT to RENT legislation. Full details of this Government requirement is available on our website - If in doubt please ask your negotiator.

**Initial(s)** .....

6. I/we will need to pay a Security Deposit for the property amounting to five (5) weeks rent rounded to the nearest £50.00. This is required as described on Page 3 clause 7, and will be kept and returned as described on page 6 & 17 of this document. This Security Deposit amount is £

**Initial(s)** .....

7. I/we understand that I am/we will be signing a Assured Shorthold Tenancy agreement, for a minimum term of six month Tenancy Agreement. If longer tenancy is required, this has previously been agreed by the Landlord and appears on the Assured Shorthold Tenancy (A.S.T.) agreement. I/we understand that it is a binding agreement between the Landlord and tenant for the duration of the tenancy. I/we agree to abide by the terms and conditions set out in the A.S.T. I/we have had an opportunity to read through the agreement beforehand and (if applicable) have passed a copy to any guarantor included in the agreement before signing, and have had opportunity to ask any questions arising and take legal advice before signing.

**Initial(s)** .....

8. I/we understand that I/we will receive a section 21 notice, with my/our A.S.T. I/we will either be contacted by letcanterbury.com or I/we will contact letcanterbury.com to confirm if I/we wish to stay in the property and renew my/our tenancy. If I/we wish to stay in the property I/we will await confirmation from the landlord through the office of letcanterbury.com and sign and renew my/our A.S.T. by appointment.  
 If I/we wish to vacate the property at the end of the tenancy agreement letcanterbury.com will be made aware. I/we are aware that at the end of the tenancy a check out will be booked for before 12 midday with our office. Should the check out timing fail, call backs will be charged at £50 per call. This will be deducted from your deposit return.

**Initial(s)** .....

9. I/we understand that if we should lock ourselves out or for what-ever reason require the agent to provide entry into the house this will be chargeable to the tenant this - fee will be £60.00

**Initial(s)** .....

10. letcanterbury.com Ltd is a .com (on-line) business, therefore as a company we are treated as so by banks. There is an expectation by them that banking transactions (money) are received and paid by direct transfer not cash or cheque – therefore we are charged for any other type of transaction. I/we agree that a charge will be made to cover any other type banking transaction other than direct transfer made into or out of the agents account this will be equal to the charge made by the bank.

**11. Privacy, Information sharing, your details and Data.**

Letcanterbury.com ltd does not and will not share any of your information with a third party for marketing purposes what so ever.

**Should this application fail all details and documents received will be shredded and deleted from our systems.**

**We ask for your agreement** to share your contact details with 1) Your landlord. 2) Contractors who directly need to contact you to arrange an appointment in respect of any repair, maintenance, or inspection required at the property stated as in your tenancy agreement, during your tenure.

**Initial(s)** .....

13. I/we understand that full details of letcanterbury.com ltd General Data Protection Regulation GDPR are available on the letcanterbury.com website.

**Initial(s)** .....

I/WE HEREBY AGREE TO COMPLY WITH THE PROVISIONS OF THE TENANTS OBLIGATIONS, PRE-TENANCY CHECKLIST, AND SHORTHOLD TENANCY AGREEMENT AS ISSUED BY THE LANDLORDS AGENT; LETCANTERBURY.COM WHICH I/WE HEREBY ACKNOWLEDGE.

Signed	Signed
Name	Name
Date	Date

Please supply full names of all persons residing at the property (including applicant).

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IMPORTANT NOTICE: This is a legal document and by completing and signing you are entering into a legally binding agreement with letcanterbury.com ltd. Signatures applied using this platform comply with The Electronic Signatures Directive 1999/93/EC, The Electronic Communications Act 2000 and The Electronic Signatures Regulations 2002.