INFORMATION FOR PROSPECTIVE TENANTS (APT)

Carter Jonas

05/26 APTV01

SUBJECT TO CONTRACT, SATISFACTORY REFERENCES AND RIGHT TO RENT

IMPORTANT NOTICE BEFORE SIGNING: Before signing any paperwork, it is your responsibility to ensure that you fully understand the contents of the document. If anything is unclear, you are encouraged to consult your local lettings team, who will be happy to provide clarification. Alternatively, you may seek independent legal advice from a solicitor, other professional advice or Citizens Advice before proceeding with your signature.

COMMUNICATIONS: Please note that any communication via SMS or WhatsApp will not be considered part of the contract. The formal agreement between the Landlord and Tenant is subject to a full written contract and is dependent upon Satisfactory References and Right to Rent verification.

MATERIAL INFORMATION: You will need to satisfy yourself that the information that has been provided about this property enables you to make an informed decision to let this property. If you have any questions, please contact us.

SHARERS: If you are sharing a property with flatmates, please be aware that you are each jointly and severally responsible for the tenancy; this means that each tenant is legally responsible both together and individually for meeting all the terms of the tenancy. You should also be aware that if one person gives notice on the property then notice is deemed as given for all and the tenancy will end. The Landlord may consider a new tenancy with the tenants who would like to remain but references would need to be completed again for all Tenants.

We would therefore strongly recommend that each person pays their share of the 5/6 week deposit since Carter Jonas is only able to pay monies back to the person and bank account from which the monies were received.

MAKING AN OFFER: When you have found a property you would like to rent you must complete a Proposed Offer form so that we can put forward the offer to the Landlord. Please contact your local office and we will email an offer form to you.

You must provide us with the names of all Tenants and occupiers over the age of 18 who will be living at the property and include any requests or special conditions attached to the offer you are making as these will be included in the tenancy agreement if agreed by the Landlord. Please note that pets are not automatically permitted in a property and any requests for pets must be put in writing.

Any offer will remain 'Subject to Contract, Satisfactory References and Right to Rent' until the Landlord has approved the references, the tenancy agreement has been signed and executed, the Right to Rent for all Tenants is confirmed, we have confirmation of cleared funds and the property is vacant and ready to be moved into.

In accordance with the Tenancy Agreement, you are not permitted to sublet the whole or part of the Property. You may not advertise, feature, use any photographs or mention the property or part of the property on any internet-based marketing website, social media or messaging websites, portal, apps or other means of advertising including, but not limited to, Airbnb, Spareroom and Meta.

You may be asked to provide information which supports your application to carry out a reference check such as:

- Bank statements to assess income
- A Reference from a previous Landlord (where applicable)
- Proof of address history
- Details of current employer

All offers will be shared with the landlord, and they have discretion as to which offer to accept. The landlord may not decide immediately, and we may continue to advertise the property until a decision is made. The landlord's decision is final and they will consider all relevant factors including tenant referencing, financial affordability, credit worthiness and proceed-ability of the applicants. Decisions will not be influenced by sex, age, national origin, race, religion, disability, or family circumstances.

Please be aware of the following:

PERMITTED PAYMENTS: In accordance with the Tenant Fees Act 2019 the following are permitted payments for APT tenancies:

- Rent
- A capped refundable Holding Deposit
- A capped Tenancy Deposit
- Payments in the event of a default
- Payment in the event of loss of keys
- Payment on a variation of a tenancy
- Payment on early termination (surrender) of a tenancy
- Payment in respect of Council Tax and utilities (gas or other fuel, electricity, water or sewage, television licence and communication services)
- Green deal charge (if applicable)

RENT: Rents are advertised weekly or monthly and will be paid monthly. We cannot accommodate any changes to the Rent Payment Date.

HOLDING DEPOSIT: We will take a Holding Deposit of one week's rent to reserve a property and show your commitment to the property whilst reference checks and preparation for a tenancy agreement are undertaken.

Payment of the Holding Deposit is not a guarantee that the property has been secured by you. The Landlord is not obliged to let the property to you, nor does it commit the Landlord to grant a tenancy or form an offer of a tenancy to you.

A Holding Deposit can be held for up to 15 calendar days; this is known as the Deadline for Agreement. From taking the Holding Deposit, the tenancy agreement must be entered into (signed by both parties and dated) before the Deadline of Agreement. If the start date of the tenancy is after the Deadline of Agreement, we will ask you to sign a separate extension agreement to enable us to process the tenancy and show your commitment to the property.

Please note the Holding Deposit does not fall under the deposit protection schemes of the Housing Act 2004.

Retaining the Holding Deposit: we or the Landlord can retain the Holding Deposit if:

- the Tenant fails the Right to Rent check regardless of when the deposit was accepted.
- the Tenant provides false or misleading information to the Landlord or Agent, which the Landlord or Agent is reasonably entitled to consider in deciding whether to grant the tenancy because this materially affects their suitability to rent the property.
- the Tenant notifies the Landlord or Agent before the deadline for agreement that they have decided not to enter into a tenancy agreement.
- the Tenant fails to take all reasonable steps to enter into a tenancy agreement including failing to respond in a timely manner to any reasonable request for clarification or additional information in relation to their application.

The Holding Deposit or any balance of the Holding Deposit monies will be paid to the Landlord.

At all times we act on behalf of the Landlord who owns this property and on that basis any dispute arising from the Holding Deposit should be directed to the Landlord.

Repaying the Holding Deposit: we will repay the Holding Deposit if:

- the Landlord and Tenant enter into a tenancy agreement (we will ask for your agreement to deduct the equivalent sum from the first payment of rent).
- the Landlord decides before the deadline of agreement not to enter into a tenancy agreement for reasons unconnected with those detailed in 'Retaining the Holding Deposit' above.
- the Landlord and Tenant fail to enter into a tenancy agreement before the Deadline of Agreement.

Once the amount has been agreed with your Landlord, the balance of the Holding Deposit will be refunded and will be credited to the person who paid the Holding Deposit within 7 working days by our Accounts Department, and not by the local office.

DEPOSIT: A Security Deposit "the deposit" will be payable on the signing of the tenancy agreement. For the duration of your Tenancy the Deposit will be held by either Carter Jonas or the Landlord in accordance with a Tenancy Deposit Protection Scheme.

For more information please click on the following link:
Tenancy deposit protection: Overview - GOV.UK

The Deposit is held as security against any unpaid bills, non-payment of rent, and/or damage caused to the property during the duration of the tenancy.

For APTs, if the total annual rent for the property is less than £50,000 per annum, the Deposit will be five weeks' rent. If the total annual rent is above £50,000 per annum, the Deposit will be six weeks' rent.

Where Carter Jonas holds the Deposit: we will register the deposit with the Tenancy Deposit Scheme. The Tenancy Deposit Scheme (TDS) is a government backed accredited protection scheme which aims to resolve deposit disputes quickly and efficiently. A certificate of the deposit registration will be sent to you within 30 days of the Deposit being paid or the tenancy commencing. The Deposit must be paid in cleared funds prior to the commencement of the tenancy. Please note interest is not payable on the Deposit.

Where the Landlord holds the Deposit: You will be asked to pay the deposit monies directly to the Landlord. You should ensure that you pay these into a UK bank account.

The Landlord is responsible for registering the deposit in a Tenancy Deposit Protection Scheme and will forward all relevant paperwork to you under separate cover.

All deposit matters are between the Landlord and the Tenant including agreeing any deductions and the release of the deposit at the end of the tenancy. Carter Jonas will accept no responsibility regarding the return of the deposit.

THIRD PARTY PAYMENT OF A DEPOSIT FOR AN APT: If a third party is paying the deposit monies on your behalf, please advise us in writing since, in accordance with deposit protection legislation, we are required to provide them with documentation in relation to the protection of the deposit.

OFFER AGREED: Should the Landlord accept your offer, Carter Jonas will prepare the tenancy paperwork which includes:

REFERENCES: Carter Jonas will apply for references to satisfy affordability on behalf of the Landlord using a tenant referencing agency. Typically, you will be required to have an annual gross household income equivalent to a minimum of 30 times the total monthly rent. You will also be asked to declare if you have any current or pending county court judgements/ IVAs or missed or late payments (including rent). Please speak to the Lettings team if you are concerned about the credit worthiness of your application prior to paying a Holding Deposit.

We use an independent agency to complete all reference checks. Full details of how your personal data is used can be found on the reference company's privacy notice on their website.

The agency may ask you to consent to Open Banking: a secure, consent driven process that allows you to grant direct, read-only access to your bank account, which enables faster and more accurate verification of your financial status and ability to pay rent. Please be aware that the results of the references will be shared with the Landlord for approval. You must respond to any request from the agency promptly otherwise you may risk losing the property and forfeiting your Holding Deposit.

If you fail to satisfy the referencing criteria, your application to rent the property may be terminated which may result in forfeiting your holding deposit.

Carter Jonas is unable to divulge any information should your reference be unsuccessful.

GUARANTOR: A Landlord may request a Personal Guarantor if they are not satisfied with the references supplied. The guarantor must be UK based and will be somebody who will guarantee payment of the rent and any other liabilities under the Tenancy. References will be taken on the guarantor as if they were renting the property and we will need to complete proof of funds and source of wealth checks. Please note the acceptance of a Guarantor is at the Landlord's discretion.

PROFESSIONAL RENT GUARANTOR: If you are unable to provide a UK-based personal guarantor, you can consider applying to a professional rent guarantor scheme, where the premium is usually around 80%–100% of one month's rent.

Any arrangement would be directly between you and the provider, and the landlord would need to agree to accept this alternative arrangement. You can find more information about this type of scheme on our website.

IDENTIFICATION: We are required by law to undertake financial sanctions checks on all applicants. This will be completed as part of the referencing process or alternatively we may send you a separate link to enable you to complete the check online.

Before you move into the property, all tenants and occupiers will need to bring in photographic proof of identity (i.e. a passport or driving licence) and proof of address (ie bank statement or utility bill showing your current address dated within the last 3 months). We are unable to accept mobile phone statements.

RIGHT TO RENT: In accordance with the Immigration Act 2014 we are required by law to establish that every adult occupant has the right to rent in the UK before we can allow the tenancy to start. You will be asked to come into our office and evidence your Right to Rent in England: Prove your right to rent in England: Overview - GOV.UK.

We are required to see the evidence of your Right to Rent with the person present before the start of the tenancy and will not be able to release keys until this has happened. We will retain a copy of the documents on file.

TENANCY AGREEMENT: Carter Jonas will provide our standard tenancy agreement or, where applicable, the Landlord's own version, including any special clauses.

Please follow the link to view a copy of a Carter Jonas standard APT agreement: Carter Jonas APT

Please note that this is a legally binding agreement between you and the Landlord and we recommend that you take independent legal advice before proceeding. The tenancy agreement may be sent to you for digital signature.

The Deposit is payable before the tenancy agreement is signed. Once the agreement is signed and dated by all parties it will become legally binding and you will be required to pay the remaining monies prior to the start date of the tenancy.

If there are any variances between the Information for Prospective Tenants document and the Tenancy Agreement, the terms of the Tenancy Agreement will prevail.

CHANGES TO A TENANCY AGREEMENT: Carter Jonas will charge a Permitted Payment of £50 including VAT for any changes to the Tenancy Agreement once it has become legally binding.

STATEMENT OF MONIES: Monies will be due in three instalments: the Holding Deposit and the Deposit are due before the Tenancy Agreement is signed, and the final payment of the first month's rent (less the Holding Deposit) will be due immediately after the Tenancy Agreement is signed by all parties.

Please let us know if funds are coming from overseas and/or from a third party as we may need to carry out enhanced due diligence to satisfy our proof of funds and source of wealth checks. Please note, we are unable to release keys until all funds have cleared and any enhanced due diligence checks are completed.

For your information the Carter Jonas bank details are:

Bank Account:	Carter Jonas LLP Residential Lettings Clients Account No 2
Bank Name:	Barclays Bank
Account Number:	80123196
Sort Code:	20-67-45

Under the RICS rules we are required to advise you that the monies paid by you to Carter Jonas will be held in the above interest-bearing account until such time as the tenancy starts. Full details of our client money handling policy and procedures can be found on our website: www.carterjonas.co.uk. Carter Jonas does not charge an administration fee for this account and will retain any interest accruing on the account to offset our costs.

PAYMENT OF RENT: Payment can be made by Bank Transfer or Debit Card. Cleared funds are required prior to the tenancy start date. We do not accept payment by Credit Card.

PAYMENT OF RENT TO OVERSEAS LANDLORDS: If the Landlord is not resident in the UK for a period of more than six months in any tax year and you are paying rent directly to the Landlord, you may be liable to deduct basic rate tax from the Rent and remit the payment to His Majesty's Revenue and Customs ("HMRC") on a quarterly basis. Further information can be obtained from the website at www.hmrc.gov.uk or your local HMRC Enquiry Office.

LATE PAYMENT OF RENT: A default fee of 3% over the Bank of England base rate will be charged for late payment of rent where the rent has been outstanding for 14 days or more. The fee is charged from day one as per the Tenancy Agreement.

CERTIFICATES: you will be provided with a copy of the Gas Safety Certificate (if applicable), an Electrical Safety Inspection Report and an EPC. Energy costs may vary from those quoted in the EPC.

INVENTORIES: An inventory check in may be arranged; this details the contents and the condition of the property, and you will receive a copy for your approval and retention. At the end of the tenancy a check out should be undertaken and any deductions from the deposit will be agreed by reference to the inventories.

KEYS, SECURITY DEVICES OR FOBS: We will arrange a suitable time for a named Tenant only to collect the keys, including any security devices or fobs. Where possible, a minimum of two sets of keys will be provided to you. We will ask you to sign a key receipt. If you misplace any keys, security devices or fobs during your Tenancy, please contact the Landlord or Carter Jonas immediately. You will be liable for the cost of the replacement.

UTILITIES, COMMUNICATION SERVICES, TV LICENCE AND COUNCIL TAX: Once you have moved into your chosen property you will be responsible for contacting the utility and communication service companies and arranging for all accounts to be transferred into your name. Utilities means electricity, gas or other fuel, water or sewage. By law you are required to have a valid TV Licence if you use or install a television. For further information please refer to www.tv-l.co.uk.

If any bills are included in the rent, then these will be documented in the Tenancy Agreement.

SEPTIC TANK/CESS PIT: Please be aware if the property has a septic tank, you will be responsible for the emptying of the septic tank or cess pit throughout the Tenancy and at the end of the Tenancy.

INSURANCE: You are responsible for insuring your own personal possessions as these will not be included under your Landlord's insurance policy.

STAMP DUTY LAND TAX: Payment of any Stamp Duty Land Tax (SDLT) that might be due on a Tenancy Agreement is solely your responsibility as Tenant. This is a legal obligation and HM Revenue and Customs may impose fines or penalties for failure to comply. More information and guidance can be obtained from Stamp Duty Land Tax: Residential property rates - GOV.UK (www.gov.uk)

MANAGEMENT OF THE PROPERTY: If Carter Jonas is responsible for the management of the property, we will look after all maintenance issues you may have during the tenancy.

If your Landlord, or their agent, has chosen to manage the property, they will be responsible for all the maintenance issues. Please be aware that the standard of service may differ from Landlord to Landlord, and from the managed service provided by Carter Jonas. Where the Landlord or their agent has chosen to manage the property, your relationship will be directly with the Landlord or their agent, and Carter Jonas will not have any involvement once you move into the property. We will provide you with the contact details of the person or agent who will be responsible for the management of the property during your tenancy prior to the start of the tenancy.

MONEY LAUNDERING REGULATIONS: We are registered with HMRC for the purposes of anti-money laundering regulation and comply with all current anti money laundering legislation in the UK. We are obliged to confirm the identity to the parties of the lettings transaction and we use a third-party electronic verification system to complete the necessary checks. You will be asked for evidence of your identity and residential address to enable these checks to be completed. Any third parties who also are part of the lettings transaction will be required to complete the necessary checks.

REFERRALS: From time to time, we may introduce third parties offering services which may be of interest to you. These referrals may generate a commission or gift which we will accept for our benefit without reference to you, provided your interests are not adversely affected. This introduction is not an endorsement of these third parties.

COMPLAINTS HANDLING PROCEDURE: Carter Jonas are members of The Property Ombudsman Scheme and are proud of the quality of service we provide to all our clients, Tenants and contacts. There will however be occasions when someone feels they have cause for complaint. Should you have a grievance or concern, your first step should be to contact your local office and we will try to resolve any concerns you may have. If you remain dissatisfied you can escalate your complaint by referring to our complaints procedure which can be found at www.carterjonas.co.uk/complaints-procedure.

DATA PROTECTION: Carter Jonas is committed to your privacy and will manage your personal data in accordance with our Privacy Policy which can be found at www.carterjonas.co.uk/policies. You are

advised that we may share your personal data with associated parties including, but not limited to:

- a reference agency to enable the referencing process to proceed;
- the Landlord or their managing agent, concierge or porter
- the Tenancy Deposit Scheme (APT only) or a Security replacement provider if a Security Deposit replacement product is chosen (where you have consented to this),
- authorised contractors; legal advisors, debt collectors and any third party with an interest in the Property
- utility and media providers and facilitators
- the Local Authority

If you have any questions about the use of your personal data please email dp@carterjonas.co.uk.

ACCEPTANCE OF TENANCY DOCUMENTS BY EMAIL:
By providing Carter Jonas with the following email addresses, you agree to accept service of notices and other documents given under or in connection with the tenancy by email:
(please insert your email addresses below)

Tenant 1:

Tenant 2:

Tenant 3:

Tenant 4:

CYBER SECURITY: There is an increasing risk of cybercrime and fraud including alleged changes to bank details, illegal scams and hacking of emails. We advise you to remain vigilant at all times since Carter Jonas cannot accept liability for payments made to an incorrect account. Please check payment details carefully and contact us if you are unsure. You should not share any sensitive information unless you are certain of the recipient's identity. You may wish to refer to our Cyber Alert Notice on our website at Cyber Alerts

DECLARATION:
I/We confirm that I/we accept and agree to the terms outlined above and sign in agreement for the entirety of the Tenancy, including any extensions.

NOTE: This is a legally binding contract and we always recommend seeking independent or legal advice before signing this or any other document presented during the tenancy application process to ensure full understanding of your rights and responsibilities.

Property address:

Address line 1:

Address line 2:

City/Town:

County:

Postcode:

Agreed Rent (£)

Holding Deposit (£)*:

*I agree that the equivalent sum of the above Holding Deposit can be deducted from the first payment of rent Yes / No

Deposit (£):

Proposed Start Date:

Proposed Term:

Within the last 6 years, have you or any of the Tenants:
Owed overdue payments equivalent to one month or more for an outstanding financial obligation including rental payments, loans and mortgages?

Yes / No

Been the subject of one or more county court judgements?

Yes / No

Been subject to an Individual Voluntary Arrangement or Bankruptcy order?

Yes / No

Signed (by proposed Tenant/s)

Full Name:
Nationality:} Signed:

Full Name:
Nationality:} Signed:

Full Name:
Nationality:} Signed:

Full Name:
Nationality:} Signed:

INFORMATION FOR PROSPECTIVE TENANTS (NHA)

Carter Jonas

BARNES, SOUTHFIELDS, FULHAM & WANDSWORTH: 05/26V28

SUBJECT TO CONTRACT, SATISFACTORY REFERENCES AND RIGHT TO RENT

IMPORTANT NOTICE BEFORE SIGNING: Before signing any paperwork, it is your responsibility to ensure that you fully understand the contents of the document. If there is anything unclear, you are encouraged to consult your local lettings team, who will be happy to provide clarification. Alternatively, you may seek independent legal advice from a solicitor or Citizens Advice before proceeding with your signature.

COMMUNICATIONS: Please note that any communication via SMS or WhatsApp will not be considered part of the contract. The formal agreement between the Landlord and Tenant is subject to a full written contract and is dependent upon Satisfactory References and Right to Rent verification.

NON-HOUSING ACT TENANCIES: This document refers to Non-Housing Act Tenancies (NHA) where the annual rent is more than £100,000 and Company tenancies. For Assured Periodic tenancies (APT) where rent is less than £100,000 per annum please request the Information for Prospective Tenants for Assured Periodic Tenancies as different terms and charges apply.

The asking rent does not include lettings fees. Depending on your circumstances and the property you select, the following fees may apply:

Application for References	£100 inc VAT £90 inc VAT	per company per Tenant
Tenant Contribution to the preparation of a Tenancy Agreement	£360 inc VAT	per tenancy
Extension, renewal, rent review and periodic tenancy documentation	£180 inc VAT	per tenancy
Inventory check out (paid at the end of tenancy)	£120 - £250 inc VAT (there may be additional charges for larger properties)	per tenancy

MATERIAL INFORMATION: You will need to satisfy yourself that the information that has been provided about this property enables you to make an informed decision to let this property. If you have any questions, please contact us.

SHARERS: If you are sharing a property with flatmates, please be aware that you are each jointly and severally responsible for the tenancy; this means that each tenant is legally responsible both together and individually for meeting all the terms of the tenancy. You should also be aware that if one person gives notice on the property then notice is deemed as given for all and the tenancy will end. The Landlord may consider a new tenancy with the tenants who would like to remain but references would need to be completed again for all Tenants.

We would therefore strongly recommend that each person pays their share of the 5/6 week deposit since Carter Jonas is only able to pay monies back to the person and bank account from which the monies were received.

MAKING AN OFFER: When you have found a property you would like to rent you must complete a Proposed Offer form so that we can put forward the offer to the Landlord. Please contact your local office and we will email an offer form to you.

You must provide us with the names of all Tenants and occupiers over the age of 18 who will be living at the property and include any requests or special conditions attached to the offer you are making as these will be included in the tenancy agreement if agreed by the Landlord. Please note that pets are not automatically permitted in a property and any requests for pets must be put in writing.

Any offer will remain 'Subject to Contract, Satisfactory References and Right to Rent' until the Landlord has approved the references, the tenancy agreement has been signed and executed, the Right to Rent for all Tenants is confirmed, we have confirmation of cleared funds and the property is vacant and ready to be moved into.

In accordance with the Tenancy Agreement, you are not permitted to sublet the whole or part of the Property. You may not advertise, feature, use any photographs or mention the property or part of the property on any internet-based marketing website, social media or messaging websites, portal, apps or other means of advertising including, but not limited to, Airbnb, Spareroom and Meta.

You may be asked to provide information which supports you to carry out a reference check such as:

- Bank statements to assess income
- A Reference from a previous Landlord (where applicable)
- Proof of address history
- Details of current employer

All offers will be shared with the landlord, and they have discretion as to which offer to accept. The landlord may not decide immediately and we may continue to advertise the property until a decision is made. The landlord's decision is final and they will consider all relevant factors including tenant referencing, financial affordability, credit worthiness and proceed-ability of the applicants. Decisions will not be influenced by sex, age, national origin, race, religion, disability, or family circumstances.

Please be aware of the following:

RENT: Rents are advertised weekly or monthly but will be payable monthly, quarterly, six monthly or yearly in advance. Where rent is payable in six monthly or yearly in advance, the Landlord may ask you to pay at the start of the fourth month where the rent is paid six monthly, and the start of the tenth month where the rent is paid yearly. We cannot accommodate any changes to the Rent Payment Date.

HOLDING DEPOSIT: We will take a Holding Deposit to reserve a property and show your commitment to the property whilst reference checks and preparation for a tenancy agreement are undertaken.

Payment of the Holding Deposit is not a guarantee that the property has been secured by you and your offer is subject to contract, satisfactory referencing and Right to Rent. The Landlord is not obliged to let the property to you, nor does it commit the Landlord to grant a tenancy or form an offer of a tenancy to you.

Retaining the Holding Deposit: we or the Landlord can retain the Holding Deposit if:

- the Occupant fails the Right to Rent check regardless of when the deposit was accepted.
- the Tenant provides false or misleading information to the Landlord or Agent, which the Landlord or Agent is reasonably entitled to consider in deciding whether to grant the tenancy because this materially affects their suitability to rent the property.
- the Tenant notifies the Landlord or Agent that they have decided not to enter into a tenancy agreement.
- the Tenant fails to take all reasonable steps to enter into a tenancy agreement including failing to respond in a timely manner to any reasonable request for clarification or additional information in relation to their application.

The Holding Deposit or any balance of the Holding Deposit monies will be paid to the Landlord.
At all times we act on behalf of the Landlord who owns this property and on that basis any dispute arising from the Holding Deposit should be directed to the Landlord.

Repaying the Holding Deposit: we will repay the Holding Deposit if:

- the Landlord decides not to enter into a tenancy agreement.

Once the amount has been agreed with your Landlord, the balance of the Holding Deposit will be refunded and will be credited to the person who paid the Holding Deposit within 7 working days by Carter Jonas and by bank transfer through our Accounts Department and not by the local office.

DEPOSIT: A Security Deposit "the deposit" will be payable on the signing of the tenancy agreement. For the duration of your Tenancy the Deposit will be held by either Carter Jonas or the Landlord. The Deposit will be at least six weeks' rent to be agreed by your Landlord and is held as security against any unpaid bills, non-payment of rent, and/or damage caused to the property during the duration of the tenancy. Please note that in some instances the Landlord may require a higher Deposit if you have a pet. The Deposit does not have to be registered with a Tenancy Deposit Scheme.

OFFER AGREED: Once the Landlord has accepted your offer Carter Jonas will prepare the tenancy paperwork which includes:

REFERENCES: Carter Jonas will apply for references to satisfy affordability on behalf of the Landlord using a tenant referencing agency. Typically, you will be required to have an annual gross household income equivalent to a minimum of 30 times the total monthly rent. You will also be asked to declare if you have any current or pending county court judgements/ IVAs or missed or late payments (including rent). Please speak to the Lettings team if you are concerned about the credit worthiness of your application prior to paying a Holding Deposit.

We use an independent agency to complete all reference checks. Full details of how your personal data is used can be found on the reference company's privacy notice on their website.

The results of the references will be shared with the Landlord for approval. You must respond to any request from the agency promptly otherwise you may risk losing the property and forfeiting your Holding Deposit.

If you fail to satisfy the reference criteria, your application to rent the property may be terminated and which may result in forfeiting your holding deposit. Carter Jonas is unable to divulge any information should your reference be unsuccessful. Please ensure that you understand the reference company terms and conditions on their website prior to completing the reference form.

GUARANTOR (COMPANY LETS EXCLUDED): A Landlord may request a Personal Guarantor if they are not satisfied with the references supplied. The guarantor must be UK based and will be somebody who will guarantee payment of the rent and any other liabilities under the Tenancy. References will be taken on the guarantor as if they were renting the property and we will need to complete proof of funds and source of wealth checks. Please note the acceptance of a Guarantor is at the Landlord's discretion.

PROFESSIONAL RENT GUARANTOR (COMPANY LETS EXCLUDED): If you are unable to provide a UK-based personal guarantor, you can consider applying to a professional rent guarantor scheme, where the premium is usually around 80%–100% of one month's rent.

Any arrangement would be directly between you and the provider, and the landlord would need to agree to accept this alternative arrangement. You can find more information about this type of scheme on our website.

IDENTIFICATION: We are required by law to undertake financial sanctions checks on all applicants. This will be completed as part of the referencing process or alternatively we may send you a separate link to enable you to complete the check online.

Before you move into the property, all tenants and occupiers will need to bring in photographic proof of identity i.e. a passport or driving license. We will also require proof of address which can be a bank statement or utility bill showing your current address dated within the last 3 months. We are unable to accept mobile phone statements. Please ask the office for further information if necessary.

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We are required to see the evidence of your Right to Rent with the person present before the start of the tenancy and will not be able to release keys until this has happened. We will retain a copy of the documents on file.

TENANCY AGREEMENT: Carter Jonas will provide our standard tenancy agreement or, where applicable, the Landlord's own version, including any special clauses.

Please follow the link to view a copy of a Carter Jonas standard Non Housing Act Agreement: Carter Jonas NHA. In some instances a Landlord may have their own tenancy agreement and we will provide a copy on request.

Please note that this is a legally binding agreement between you and the Landlord and we recommend that you take independent legal advice before proceeding. The tenancy agreement may be sent to you for digital signature.

The Deposit is payable before the tenancy agreement is signed. Once the agreement is signed and dated by all parties it will become legally binding and you will be required to pay the remaining monies prior to the start date of the tenancy.

If there are any variances between the Information for Prospective Tenants document and the Tenancy Agreement, the terms of the Tenancy Agreement will prevail.

CHANGES TO A TENANCY AGREEMENT: Carter Jonas will charge a permitted payment of £50 including VAT for any changes to the tenancy agreement once it has become legally binding.

EARLY TERMINATION (SURRENDER) TO A TENANCY AGREEMENT: Where an early termination (surrender) to a tenancy agreement is agreed by the Landlord, Carter Jonas will provide details of the costs payable by the Tenants. The Landlord is not under any obligation to agree to an early surrender but where this is agreed you will remain liable for the rental payments and associated costs until a new tenant is found. Full details will be provided at that time.

STATEMENT OF MONIES: You will receive an invoice detailing the initial monies due on the signing of the tenancy agreement which

includes the First Rental Payment and the Deposit. Please let us know if funds are coming from overseas and/or from a third party as we may need to carry out enhanced due diligence to satisfy our proof of funds and source of wealth checks. Please note, we are unable to release keys until all funds have cleared and any enhanced due diligence checks are completed.

For your information the Carter Jonas bank details are:

Bank Account:	Carter Jonas LLP Residential Lettings Clients Account No 2
Bank Name:	Barclays Bank
Account Number:	80123196
Sort Code:	20-67-45

Under the RICS rules we are required to advise you that the monies paid by you to Carter Jonas will be held in the above interest-bearing account until such time as the tenancy starts. Full details of our client money handling policy and procedures can be found on our website: www.carterjonas.co.uk. Carter Jonas does not charge an administration fee for this account and will retain any interest accruing on the account to offset our costs.

PAYMENT OF RENT: Payment can be made by Bank Transfer or Debit Card and cleared funds are due on the signing of the Tenancy Agreement. Please note that we do not accept payment by Credit Card.

PAYMENT OF RENT TO OVERSEAS LANDLORDS: If the Landlord is not resident in the UK for a period of more than six months in any tax year and you are paying rent directly to the Landlord, you may be liable to deduct basic rate tax from the Rent and remit the payment to His Majesty's Revenue and Customs ("HMRC") on a quarterly basis. Further information can be obtained from the website at www.hmrc.gov.uk or your local HMRC Enquiry Office.

LATE PAYMENT OF RENT: A default fee of 3% over the Bank of England base rate will be charged for late payment of rent where the rent has been outstanding for 14 days or more. The fee is charged from day one as per the tenancy agreement.

CERTIFICATES: you will be provided with a copy of the Gas Safety Certificate (if applicable), an Electrical Safety Inspection Report and an EPC. Energy costs may vary from those quoted in the EPC.

INVENTORIES: An inventory check in may be arranged; this details the contents and the condition of the property, and you will receive a copy for your approval and retention. At the end of the tenancy a check out should be undertaken and any deductions from the deposit will be agreed by reference to the inventories.

KEYS, SECURITY DEVICES OR FOBS: We will arrange a suitable time for a named Tenant only to collect the keys, including any security devices or fobs. Where possible, a minimum of two sets of keys will be provided to you. We will ask you to sign a key receipt. If you misplace any keys, security devices or fobs during your Tenancy, please contact the Landlord or Carter Jonas immediately and you will be charged for the cost of the replacement and an administration fee of £30 inc VAT.

UTILITIES, COMMUNICATION SERVICES, TV LICENCE AND COUNCIL TAX: Once you have moved into your chosen property you will be responsible for contacting the utility and communication service companies and arranging for all accounts to be transferred into your name. Utilities means electricity gas or other fuel, water or sewage. By law you are required to have a valid TV Licence if you use or install a television: for further information please refer to www.tv-l.co.uk.

If any bills are included in the rent, then these will be documented in the Tenancy Agreement.

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SEPTIC TANK/CESS PIT: Please be aware if the property has a septic tank, you will be responsible for the emptying of the septic tank or cess pit throughout the Tenancy and at the end of the Tenancy.

INSURANCE: You are responsible for insuring your own personal possessions as these will not be included under your Landlord's insurance policy.

STAMP DUTY LAND TAX: Payment of any Stamp Duty Land Tax (SDLT) that might be due on a Tenancy Agreement is solely your responsibility as Tenant. This is a legal obligation and HM Revenue and Customs may impose fines or penalties for failure to comply. More information and guidance can be obtained from Stamp Duty Land Tax: Residential property rates - GOV.UK (www.gov.uk).

MANAGEMENT OF THE PROPERTY: If Carter Jonas is responsible for the management of the property, we will look after all maintenance issues you may have during the tenancy. If your Landlord, or their agent, has chosen to manage the property, they will be responsible for all the maintenance issues. Please be aware that the standard of service may differ from Landlord to Landlord, and from the managed service provided by Carter Jonas. Where the Landlord or their agent has chosen to manage the property, your relationship will be directly with the Landlord or their agent, and Carter Jonas will not have any involvement once you move into the property. We will provide you with the contact details of the person or agent who will be responsible for the management of the property during your tenancy prior to the start of the tenancy.

MONEY LAUNDERING REGULATIONS: We are registered with HMRC for the purposes of anti-money laundering regulation and comply with all current anti money laundering legislation in the UK. We are obliged to confirm the identity of the parties to the lettings transaction and we use a third-party electronic verification system to complete the necessary checks. You will be asked for evidence of your identity and residential address to enable these checks to be completed.

REFERRALS: From time to time, we may introduce third parties offering services which may be of interest to you. These referrals may generate a commission or gift which we will accept for our benefit without reference to you, provided your interests are not adversely affected. This introduction is not an endorsement of these third parties.

COMPLAINTS HANDLING PROCEDURE: Carter Jonas are members of The Property Ombudsman Scheme and are proud of the quality of service we provide to all our clients, Tenants and contacts. There will however be occasions when someone feels they have cause for complaint. Should you have a grievance or concern, your first step should be to contact your local office and we will try to resolve any concerns you may have. If you remain dissatisfied you can escalate your complaint by referring to our complaints procedure which can be found at www.carterjonas.co.uk/complaints-procedure.

DATA PROTECTION: Carter Jonas is committed to your privacy and will manage your personal data in accordance with our Privacy Policy which can be found at www.carterjonas.co.uk/policies. You are advised that we may share your personal data with associated parties including, but not limited to:

- a reference agency to enable the referencing process to proceed;
- the Landlord or their managing agent, concierge or porter
- the Tenancy Deposit Scheme (APT only) or a Security replacement provider if a Security Deposit replacement product is chosen (where you have consented to this),
- authorised contractors; legal advisors, debt collectors and any third party with an interest in the Property
- utility and media providers and facilitators
- the Local Authority

If you have any questions about the use of your personal data please email dp@carterjonas.co.uk.

ACCEPTANCE OF TENANCY DOCUMENTS BY EMAIL:
By providing Carter Jonas with the following email addresses:
(please insert your email addresses below)

Tenant 1:

Tenant 2:

Tenant 3:

Tenant 4:

Tenant 5:

you agree to accept service of notices and other documents given under or in connection with the tenancy by email.

CYBER SECURITY: There is an increasing risk of cybercrime and fraud including alleged changes to bank details, illegal scams and hacking of emails. We advise you to remain vigilant at all times since Carter Jonas cannot accept liability for payments made to an incorrect account. Please check payment details carefully and contact us if you are unsure. You should not share any sensitive information unless you are certain of the recipient's identity. You may wish to refer to our Cybercrime Alert Notice on our website at Cyber Alerts

DECLARATION: I/We confirm that I/we accept and agree to the terms outlined above and sign in agreement for the entirety of the Tenancy, including any extensions.

NOTE: This is a legally binding contract and we always recommend seeking independent or legal advice before signing this or any other document presented during the tenancy application process to ensure full understanding of your rights and responsibilities.

Property address:

Address line 1:

Address line 2:

City/Town:

County:

Postcode:

Agreed Rent(£):

Holding Deposit (£)*:

*I agree that the equivalent sum of the above Holding Deposit can be deducted from the first payment of rent Yes No

Deposit(£):

Proposed Start Date:

Proposed Term:

Within the last 6 years, have you or any of the Tenants:

Owed overdue payments equivalent to one month or more for an outstanding financial obligation including rental payments, loans and mortgages?

Yes No

Been the subject of one or more county court judgements?

Yes No

Been subject to an Individual Voluntary Arrangement or Bankruptcy order?

Yes No

Signed (by proposed Tenant/s)

Full Name:

Nationality:

Signed:

Full Name:

Nationality:

Signed:

Full Name:

Nationality:

Signed:

Full Name:

Nationality:

Signed: