

## **Terms of making an application through Inside Homes Limited.**

Thank you for choosing to rent through Inside Homes. We are committed to ensuring the process between now and your move in be as smooth as possible.

In the majority of cases, Inside Homes uses a 3<sup>rd</sup> party to conduct reference checks on our behalf. Shortly after you have filled in this application form, the referencing company will contact you to guide you through the referencing process. Our referencing partner(s) have an exceptional level of customer service and will endeavour to make the process as easy as possible. However, there is inevitably some duplication between the information we request from you and the information that referencing partner will request from you. We apologise for this and ask for your understanding on this matter.

Application forms must be filled in by each person applying for a tenancy at the property.

Please read the following notes carefully.

Application forms, along with required supporting documents must be returned within 48 hours or the property will be re-advertised and you could lose any fees you have paid.

You must also provide Inside Homes with photocopies or a scanned image of 1 of each of the following supporting documents.

1) Proof of address, e.g. a utility bill or bank statement.

2) Proof of identity, e.g. the photo card of your driving license or passport.

Copies of supporting documents can be sent via email to [support@insidehomeslimited.co.uk](mailto:support@insidehomeslimited.co.uk).

In the event that you (the tenant) proceed to reference stage with this property, a 3<sup>rd</sup> party referencing company will access the information you provide. In order to process your application as efficiently as possible, we use an online application form that removes the need for paper forms.

All information you provide must be up to date and accurate. Failure to provide accurate information could result in a failed application.

The applicant agrees that Inside Homes have permission to contact any landlord/employer/agency detailed in this form to request a status/reference report to demonstrate that you are capable of paying the specified rent. The applicants agrees that Inside Homes can share this information regarding references with the landlord/owner of the property we are letting. The applicants agree to rent the property as seen and agree that Inside Homes can only guarantee property upgrades requested by the tenant on this form if agreed to by the landlord/owner. The applicants agrees that Inside Homes or a 3<sup>rd</sup> party referencing company may carry out a credit check on me/us, this may include passing your details to a 3<sup>rd</sup> party referencing company.

The applicants agrees that Inside Homes or the landlord can use your contact details including email address to issue you notices by post. The applicants agrees that Inside Homes or the landlord can use your contact details including email address to issue you notices by email.

Tenant Shop Limited and or One Utility Bill (OUB) acts on our behalf to notify the local council, water supplier(s) and energy provider(s) in line with your tenancy start date and secondly to supply notifications to the local council, water supplier(s) and energy providers(s) from the date that you vacate the property.

Tenant Shop limited will only use your information for the purpose of council and utility registration, closing of council and utility accounts and Energy/Media comparisons upon your arrival.

Call Centre comparisons are completely optional for you (the tenant) and you can opt out at any time.

Tenant Shop Limited is fully compliant with the data protection act 1998 and a registered member of the Information Commissioners Office with registration number Z305733X.

At the start of the lease, gas and electricity may be provided, or may be in the process of being provided by our preferred supplier Spark Energy Supply Limited ("Spark Energy"). However this will not prevent the Tenant from changing to a different energy provider if desired.

The applicant agrees that the letting agent may pass the Tenant's name and contact details to One Utility Bill for the purposes of:

registering the gas and electricity meters at the property in the applicants name, providing gas and electricity to the Tenant and administering the Tenant's account with;

registering the applicant with the incumbent water supplier to the property.

The water supplier may contact the applicant in order to provide further information about its services and products and conclude an agreement with the Tenant for those services and products.

One Utility Bill and Spark Energy will use the applicants details only for the purposes set out above and not in any other way. One Utility Bill and Spark Energy will comply with their obligations as a data controller in the Data Protection Act 1998 and will handle Tenant's data in the manner set out in both One Utility Bill's and Spark Energy's standard terms and conditions and/or privacy notice.

By submitting an application form you are agreeing to the above statement and confirming that the information provided in this application form is true to the best of your knowledge.

### **Tenancy Information**

For properties in England, the Tenant Fees Act 2019 means that in addition to rent, lettings agents can only charge tenants (or anyone acting on the tenant's behalf) the following permitted payments:

- Holding deposits (a maximum of 1 week's rent);
- Deposits (a maximum deposit of 5 weeks' rent for annual rent below £50,000. This is calculated by dividing the annual rent by 52 and multiplying by 5 (or 6 if rent is £50,000 or more) and will be required to be paid at the start of the tenancy. This is subject to referencing
- Payments to change a tenancy agreement, such as a change of sharer (capped at £50 or, if lower, any reasonable costs)
- Payments associated with early termination of a tenancy (capped at the landlord's loss or the agent's reasonably incurred costs) \*\* Please note this is subject to the landlords written consent and will also be subject to all rent and utilities being paid by you as the tenant up until a new tenancy commences.
- Utilities, communication services (eg. telephone, broadband), TV licence and council tax.
- Interest payments for the late payment of rent (up to 3% above Bank of England's annual percentage rate)
- Reasonable costs for replacement of lost keys or other security devices.
- Contractual damages in the event of the tenant's default of a tenancy agreement; and any other permitted payments under the Tenant Fees Act 2019.

### **Tenant protection**

In addition to publishing relevant fees, lettings agents are also required to publish details of: the redress scheme they are a member of; and the name of the approved or designated Client Money Protection scheme they are a member of (if any).

Inside Homes are a member of the property Ombudsman and are also a member of The Money Shield.

### **Fees applicable to Landlords**

Inside Homes offers a wide range of services including a Let Only Packages and a Management Packages.

Depending on the service required prices range from 10% + VAT of the monthly rental amount for our management service and 75% + VAT of one months rent on our Let Only Package.

Third party fees apply for inventory services, gas safety certificates, boiler services, EPC's, PAT testing and other property maintenance requirements.

*\* required by law, but does not have to be arranged through Inside Homes.*

<b>Service</b>	<b>Price</b>	<b>Tick as required</b>
EPC *	£65.00 VAT	
Electrical Condition Report *	Starting from £175 +VAT	
Deposit Protection (DPS)*	£50+VAT	
Gas Safety Certificate *	£60 +VAT	
Boiler Service	£60 +VAT	
Tenant Welcome Hamper	£40 +VAT	
Check-In Photography	£50 +VAT	
Check Out Photography and deposit deductions	£100 +VAT (additional charges may be incurred)	
Pre-Tenancy Clean	Starting from £75 +VAT	
Legionella Test	£60 +VAT	
PAT Testing	Dependant on number of appliances	

\*Required by law but does not have to be arrange by Inside Homes.