



# John Shepherd LETTINGS

## RESIDENTIAL LETTINGS ACROSS THE REGION

WEST MIDLANDS, WARWICKSHIRE, STAFFORDSHIRE AND WORCESTERSHIRE

TO FIND OUT MORE VISIT: [WWW.JOHNSHEPHERDLETTINGS.COM](http://WWW.JOHNSHEPHERDLETTINGS.COM)

T: 0121 354 2079

[lettings@johnshepherd.com](mailto:lettings@johnshepherd.com)

## RESERVATION FORM

Property Address: \_\_\_\_\_

Ref: \_\_\_\_\_

Please complete and return the form to the lettings office as soon as possible, together with a reference fee payment of £102.00 inc VAT per person to reserve the property (£150.00 inc VAT for a Company), **Subject to Contract**. A separate form must be completed by each proposed occupier aged 18 or over. Please complete all sections of this form to help us process your application quickly. Due to the confidential nature of the information required and supplied, we regret no explanation will be given if we are unable to arrange a tenancy for you.

**Payments will only be accepted by Debit Card or Credit Card, no cash payments accepted.**

The rental value does not include letting fees. Charges apply upon application. For further information please see below or contact your local office.

In the event that your application is successful, the following amounts will become due:

Initial Reference Fee: £ \_\_\_\_\_

Rent: £ \_\_\_\_\_

Deposit: £ \_\_\_\_\_

Tenancy Admin Fee £ \_\_\_\_\_ **TOTAL: £ \_\_\_\_\_**

### “Subject to Contract and Satisfactory References”

Applications will not be accepted unless the property has been viewed initially. Applicants should be in full time employment. The initial payment is for referencing purposes only and is not refundable. Please read carefully the declaration below. We trust you find this in order. Should you require further assistance or have any queries, please contact the office.

Rental payments: The rent will be paid each month by single banker's standing order 3 days before the date shown on the Tenancy Agreement/Commencement date and charges will be made if reminders are necessary.

The Deposit usually and unless otherwise agreed and verified in the Terms and Conditions of the Tenancy Agreement, will be equal to one and a half months rent and held by the Agent or Landlord subject to the Tenancy Deposit Protection Scheme (Housing Act 2004).

**Letting, Rent Collection & Full Management**

**John Shepherd Lettings Limited**

Specialist in Residential Sales, Lettings, Property Management and Commercial Agency

Registered in England – 06841027

VAT Registration Number: 977 8931 41



## Individual Information

Letting Consultant  Branch  Property Ref

Rent £  Between  Start Date  Tenancy   
PCM  Term

Title  Surname   
(Mr/Mrs/Ms)

First  Marital  Maiden   
Name (s) Status Name

Date of Birth  National Insurance No

Current Address

Post Code

Home Tel No.  Work Tel No.

Mobile No.  Email Address

Number of years at this address  Date of Departure

Reason for departure

Does your current address refer to: Rented  Own Home  Parents' Home

Dependant(s) moving into to the property:

Name  Age  Name  Age

Name  Age  Name  Age

Details of any pets

Smoker/ Non Smoker

Next of Kin  Relationship  Tel

Next of Kin Address

Post Code

### Employment Details

Current Employment Status  Employed  Unemployed  Self Employed  Temp Worker  Retired

Name of Company  Salary  Start Date: / / Full Time or Part Time: FT / PT

Position

Work Address  Post Code

Work Tel No.  Work Email

### Companies Only – Permitted Occupants (if names are known)

Age  Name  Age

Age  Name  Age

Name of Authorised Signatory  Contact Number / Email

Position in Company



## Declaration

As a prospective tenant, personal or company, I agree with The Agent that:

1. The information given on this Reservation Form and the Tenancy Application is correct and complete. I understand that it will be relied upon by The Agent and their Clients in determining my suitability as a tenant. I have paid the minimum sum of £102 inc VAT per person to The Agent (£150 inc VAT for a Company) as a reference fee payment and to reserve the property, subject to contract and satisfactory references.
2. Reference fee payment is not refundable if I or the Landlord should withdraw from the proposed Tenancy. Upon a successful application a deposit and Tenancy Administration Fee applies. See below.
3. The reference payment will not be refunded and the proposed letting will not proceed if at the date hereof there is any satisfied or unsatisfied High Court or County Court Judgements or Default payments recorded in my name, or criminal record found against me.
4. For the purpose of the Council Tax the property will be used throughout the tenancy as my sole or main residence.
5. Share of Costs: The rental value does not include letting fees. Charges apply upon application. For further information see below or please contact your local office. There will be an administrative charge calculated as follows:

Initial Reference Fee (point 1 above) £102 inc VAT per person (£150 inc VAT for a Company).  
Payable on application.

**Payable on Completion of the Let:**

Tenancy Admin Fee: £300 inc VAT  
Company Let £426 inc VAT  
Guarantor £90 inc VAT

Should my tenancy be extended there will be a charge of £144 inc VAT

For the Check-out Inspection there will be administration charge £60 inc VAT

6. Settlement: If the letting proceeds, the balance due will be paid by me either by **Debit Card** (i.e. Maestro) subject to 0.75% surcharge or by **Visa or MasterCard** subject to 3.5% surcharge, on or before the tenancy commencement date.
7. Rental Payments: **The rent will be paid each month by Single Bankers Standing Order 3 days before the date shown on the Tenancy Agreement and charges will be made if reminders are necessary.**
8. The deposit usually and unless otherwise agreed and verified in the Terms and Conditions of the Tenancy Agreement will be equal to one and a half months rent and held by The Agent for and on behalf of the landlord for the duration of the Tenancy (and any period of extension). The deposit will be returned to me, less any charges for damage or cleaning, rental reminders and Statutory Notices and provided there are no unresolved disputes, as soon as possible after the end of the Tenancy. For the Check-out Inspection and checking of the Inventory & Schedule of Condition at the end of the tenancy there will be an administration charge of £60 inc VAT which will be deducted from the deposit, if not paid direct.
9. All sums deposited with The Agent are held in a client account in accordance with ARLA regulations as security for the charges to which they relate and in no circumstances will I be entitled to claim interest on such, nor can the deposit be used by me instead of paying rent.
- 10\* Landlords and Agents have a responsibility to hold and administer all tenancy deposits for Assured Shorthold Tenancies (AST) under an approved Tenancy Deposit Protection Scheme governed by the Housing Act 2004. As Agents we have joined the Tenancy Deposit Scheme (TDS), run by The Dispute Service Limited, which is an insured based scheme backed by RICS, ARLA and NAEA and all deposits for those properties managed by us as the Agent will be protected under the TDS scheme. For further information please refer to your tenancy agreement, leaflet entitled 'Information for Landlords and Tenants' or visit the TDS website; [www.tds.gb.com](http://www.tds.gb.com).
11. The tenant must maintain insurance to protect against accidental damage to the landlords fixtures and fittings and proof of this cover will be required prior to the tenancy commencing.
12. The Agent will endeavour to ensure that gas, electricity and water services are connected, but are unable to guarantee connection. Ensure that all connections and meter readings of the gas, electricity, water, council tax and telephone is the responsibility of the incoming Tenants/Occupant(s) on commencement of this Tenancy. Water and Sewage Charges are also payable by the Tenant. John Shepherd Lettings work in partnership with Spark Energy Supply Limited, transfer details will be provided including the tenant/occupant(s) details upon ingoing at point of check-in. If the tenant chooses to use another utility supplier, then they are responsible for ensuring the accounts are returned to the landlords preferred supplier at the end of the letting. If the tenant wishes to change the utility supplier, the tenant agrees to give the landlord written notice of the new supplier details. In the event the accounts are not returned to the landlords preferred supplier at the end of the letting, there will be an administration charge of £36 inc VAT for the work involved in returning the accounts to the landlords preferred supplier.
13. No contractual relationship arises in respect of a prospective tenant of the Property until the Tenancy Agreement is signed by all parties, exchanged and dated.

I confirm that the above information is true and complete to the best of my knowledge. I have no objection to this information being verified by whatever means necessary. I also give my Employer/Accountant permission to disclose details of my salary/income to: Let Alliance, 19 Grosvenor Street, Chester, CH1 2DD for referencing purposes. I also give my permission to give my personal details to Let Alliance to assist with insurance requirements, Spark Energy to assist with supply of utilities, Etrick Riverside, Dunsdale Road, Selkirk TD7 5EB and TenTel Limited, 2 Westler Shawfair, Shawfair Park, Edinburgh, EH22 1FD to assist with Broadband and Telephone connections.

\* If you have selected a property available through our "Introduction Only" service, the security deposit will be held in one of three approved Deposit Protection Schemes and this will be selected by your Landlord. See Terms and Conditions of your Tenancy Agreement for more information.

Value Added Tax (VAT) applies and charges are shown including VAT where applicable.



## Utility Information and Consent

Please note the following permissions which we wish you to provide in relation both to the information you enter on this form when you register with us and of your residence at an address let to you under our agency.

By agreeing to the terms outlined, you indicate your consent to your personal information being passed to our Utility Management Partner, Spark Energy Supply Limited who will attend to the continuity of your energy and service supply.

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

The Tenant agrees that the letting agent may pass the Tenant's name and contact details to Spark Energy for the purposes of:

- a. registering the gas and electricity meters at the property in the Tenant's name with Spark Energy, providing gas and electricity to the Tenant and administering the Tenant's account with Spark Energy;
- b. registering the Tenant with the relevant local authority for the payment of council tax; and
- c. registering the Tenant with the incumbent water supplier to the property. The water supplier may contact the Tenant in order to provide further information about its services and products and conclude an agreement with the Tenant for those services and products.

Spark Energy will use the Tenant's details only for the purposes set out above and not in any other way. Spark Energy will comply with its obligations as a data controller in the Data Protection Act 1998 and will handle Tenant's data in the manner set out in Spark Energy's standard terms and conditions and/or privacy notice. If the Tenant has any questions regarding details or use of the Tenant's data held by Spark Energy, the Tenant may contact Spark Energy at Ettrick Riverside, Dunsdale Road, Selkirk TD7 5EB or [customerservice@sparkenergy.co.uk](mailto:customerservice@sparkenergy.co.uk) or 0345 034 7474.

John Shepherd Lettings work in partnership with Let Alliance who will provide you with a no obligation quote for tenant liability insurance upon completion of your reference application. Alternatively, you can provide John Shepherd with a copy of your current policy details prior to your move in.

### Privacy notice

For the purposes of the Data Protection Act 1998 (the "Act"), the data controller is John Shepherd Lettings, 14 Beeches Walk, Sutton Coldfield, B73 6HN.

We use the personal details that you submit to provide you with our services. You may give us personal details about you by filling in this form or by corresponding with us by phone, email or otherwise. In addition to the information you give us on this form, we may also collect additional information (for example, details of your property, current energy providers) as necessary to provide our services and to deal with your queries.

### Disclosures of your personal details

We may pass your personal details to: Let Alliance, 19 Grosvenor Street, Chester, CH1 2DD for referencing purposes. I also give my permission to give my personal details to Let Alliance to assist with insurance requirements, Spark Energy to assist with supply of utilities, Ettrick Riverside, Dunsdale Road, Selkirk TD7 5EB and TenTel Limited, 2 Westler Shawfair, Shawfair Park, Edinburgh, EH22 1FD to assist with Broadband and Telephone connections.

We may also share your information with:

- (i) credit reference agencies and other companies for use in credit decisions, for fraud prevention and to pursue debtors; and
- (ii) other third parties (including law enforcement bodies and Government agencies) if we are under a duty to disclose or share your personal details in order to comply with any legal obligation, or to defend or exercise our legal rights.

### Marketing information

We would also like to use your personal details:

- (i) to tell you about other goods and services that we offer that are similar to those that you have already asked us to provide or have enquired about; and
- (ii) to provide you, or permit selected third parties to provide you, with information about goods or services we feel may interest you. Those third parties include; Spark Energy Supply Limited, TenTel Limited, Let Alliance Limited. For the purposes of the scheme "utilities" includes gas, Electricity, Water, Council tax and Telecommunications. Let Alliance provide bespoke Tenant and Landlord Insurance and Referencing Services.

### Accessing your information

The Act gives you the right to access information held about you. Your right of access can be exercised in accordance with the Act. Any access request may be subject to a fee of £10 to meet our costs in providing you with details of the information we hold about you.

Please send any questions, comments, complaints or requests regarding this privacy notice to: [lettings@johnshepherd.com](mailto:lettings@johnshepherd.com)

### Data Protection

Information supplied by you will be held on our computer records in accordance with the company's notification under the Data Protection Act 1998. We may use this information, or share it with our credit reference providers for account administration (including debt tracing and collection), credit, insurance, utility providers, local authorities to make property and rental decisions. We may record sensitive personal data as defined in the 1998 Data Protection Act. We confirm that progress of this application may be made available to agents, landlords and co-applicants. You are entitled to ask for a copy of the information held about you subject to the payment of an administration fee that will be notified to you on application and will not exceed the value set by statute. You have the right to request that it be amended if it is found to be incorrect.

**PLEASE RETURN THE FORM AS SOON AS POSSIBLE. FAILURE TO PROVIDE ADEQUATE CONTACT DETAILS COULD DELAY YOUR APPLICATION.**

APPLICANT'S / COMPANY  
AUTHORISED SIGNATURE

_____ Authorised Signature	DATE	
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