



**Assured Shorthold Tenancy  
and  
Non Housing Act Tenancy  
APPLICATION FORM**

[www.mellerbraggins.com](http://www.mellerbraggins.com)

Applicant's initials:

For Assured Shorthold Tenancies (AST), the following fees will be charged:

Charges are chargeable under the following circumstances:	Charge (inclusive of VAT)
Holding deposit	Equivalent to one week's rent which, if your application is successful, will be put towards your first rent due on completion of your tenancy.
Amendments to your tenancy agreement after the tenancy agreement has been signed	£50 or for any reasonable costs incurred if these are higher than £50
Deposit (of annual rental up to £50,000)	Equivalent of five weeks' rent
Deposit (of annual rental of £50,000 or more)	Equivalent of six weeks' rent
Early termination	All costs, fees and charges incurred by the landlord for allowing early termination including the agents' existing or re-letting fee.
Late, unpaid, returned rent payments	3% above the base rate of Bank of England per annum calculated daily.
Lost/Replacement security items (Keys, fobs and security devices or associated items which have been lost, damaged or broken.	Up to £180 inclusive of VAT.

Client money protection (CMP) provided by RICS:

[rics.org/clientmoneyprotectionscheme](https://www.rics.org/clientmoneyprotectionscheme)



Applicant's initials:

For Non-Housing Act Tenancies (NHA), the following fees will be charged:

Charges are chargeable under the following circumstances:	Charge (inclusive of VAT)
Pre Tenancy Application Charge	£200
Administration fee* (for contract negotiation and arranging the tenancy)	£114
Extensions to tenancy agreement (tenant's share) – please note that extensions cannot be automatically guaranteed).	£114
Credit control – should Meller Braggins be required to chase collection of rent at any time:	
Telephone call	£12
Letters & default payments (i.e. returned standing orders)	£30
Amendments to Tenancy Agreements	£114
Letters for any other breach of tenancy	£30
Failure to attend an appointment or contractor visit	£30
Out of hours service (where actions of the tenant result in the agent (or nominated contractor) attending the property, time to remedy the situation is charged at the prevailing rate	£50 per hour
Arrangement of remedial works following tenant damage to a property, or other obligations not fulfilled – the tenant will be liable for payment in full for such work, together with an administration fee equal to 15% of the cost of the work carried out	Min £30 administration fee
Provision of reference for future landlord (cost per applicant)	£30

\*On receipt of an acceptable report from Homelet, an Administration fee of £114 inclusive of VAT is payable in addition to any referencing application fee and before a tenancy agreement is prepared. If an applicant(s) withdraws at any stage prior to the signing of a Tenancy Agreement being formally completed, the applicant(s) will not be entitled to any refund of the application fee and administration fee.

Applicant's initials:

## **Fees, Terms & Conditions:**

### **HOLDING DEPOSIT AGREEMENT**

In line with the requirements outlines within Schedule 1, Tenant Fees Act 2019, a refundable holding deposit equivalent to one week's rent will be required in order to reserve a property. For example, if the rental is £1,000 per calendar month the holding deposit you'll have to pay will be £1,000 x 12 months/52 weeks = £230.77.

Any applicant (including guarantors, if applicable) over the age of 18 years will be required to complete an application form. Multiple applicants will only be required to pay one holding deposit.

By completing the below, the tenant agrees to provide honest representations as to income, tenancy history and references and to enter into the tenancy under the terms agreed with the landlord. The landlord agrees to enter into the tenancy as per the agreed terms subject to satisfactory fulfilment of all pre-tenancy checks.

Once the holding deposit is received, the property may be taken off the market (unless otherwise agreed) and you, any guarantor and the landlord have a maximum of 15 days to complete and sign all tenancy paperwork. If agreed in writing by both parties, this period can be reduced or extended. If, by the end of this period, you have not completed the tenancy, the landlord can:

Withdraw from the tenancy, and/or;

Remarket the property, and;

Keep your holding deposit, or;

Agree with you another date to complete the tenancy.

### **What happens to your holding deposit?**

If the tenancy successfully goes ahead the holding deposit paid will be put towards your first rent that is due. Should you decide you do not wish to go ahead for any reason, or if the tenancy cannot proceed because of any of the following, the landlord, or we, can keep all of the holding deposit:

Your application includes false or misleading information, which would affect the landlord's decision to rent their property to you, unless you can prove that it was given in error.

You change your mind about going ahead with the tenancy and withdraw your application.

You, any guarantors or anyone acting on your behalf cause any delays to the tenancy being completed.

You, any guarantors or anyone acting on your behalf fail to take all reasonable steps to enter into the tenancy for example; you don't provide information requested to support your application.

You fail any Right to Rent checks.

We will write to the person who paid the deposit within seven days of the holding deposit expiring to let them know the reasons it will not be returned. If the landlord decides not to go ahead with the tenancy and none of the above applies, the holding deposit will be returned to the person who made the payment within seven days of the date the landlord decides not to go ahead.

Applicant's initials:

Please complete this form below, together with the HomeLet referencing form

**Property Address to be let:**

.....  
..... Postcode: .....

Full name (including forenames and any middle names):

.....

Current address:

.....  
..... Postcode: .....

Telephone: (m) ..... (w) ..... (e) .....

Agreed rent: £ ..... pcm Share of deposit: £ .....

Amount of holding deposit provided: £ .....

Date holding deposit: .....

Specified date for the deadline agreement: .....

Approximate move in date: ..... Term of tenancy: ..... months

(please note that this cannot be guaranteed)

Unless otherwise advised, it will be assumed that the deposit will be apportioned equally between the tenant(s) named within the Tenancy Agreement. By signing the application and holding deposit arrangement, you agreed that any deposit monies that are to be returned will be divided equally between those named within the Tenancy Agreement

If the deposit is being provided by a third party(ies), please provide details below:

Full name(s): .....

Address:  
.....

Email(s):  
.....

Contact telephone numbers: (m) ..... (w) .....

Will this be your main residence? YES/NO?

If 'No', please state how many nights per week you will reside at the property: .....

Applicant's initials:

Please state your nationality .....

As part of the Immigration Act 2014, we are required to secure confirmation of a Tenant's 'right to rent' within the UK and, as a result, all successful applicants will be required to produce an original copy of their passport and/or proof of residency documentation prior to the commencement of any tenancy agreement

On signing the Assured Shorthold Tenancy Agreement (and Guarantor if applicable), you will be required to pay the first month's rent (less any holding deposit) and deposit as agreed. Please be advised that occupation of the property will be granted until we are in possession of the signed Tenancy Agreement and cleared funds as stated.

**Declaration:** I confirm that the information supplied is to the best of my knowledge and belief true. I have no objection to this information being verified by fair and lawful means which will include contacting referees. In accordance with privacy requirement of the Data Protection Act 1998, I authorise Meller Braggins to use, release, or obtain upon request any information gained during the process of my application and continued relationship to the landlord, local authority, utility company and third party block management agents. I also consent for Meller Braggins, as agents for the landlord, to supply contact details to contractors for the sole purposes of arranging access for repairs, maintenance and servicing. I also acknowledge that I have received an example of an Assured Shorthold Tenancy Agreement prior to the signing of this agreement. I have read and agreed to Meller Braggins' terms and conditions of application.

Signature: ..... Date: .....

Note: the foregoing information is required to help the Agents to arrange a suitable tenancy for the property and does not bind them to granting a tenancy to any particular person.

Applicant's initials: