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SUBJECT TO CONTRACT & REFERENCES
PROPERTY RESERVATION FORM

Sum Received: £500 Date Received:

Property Held:

Rent Agreed: £ per calendar month

Anticipated Tenancy Start: Agreed Term:

Express Check In: Yes/No (see fees to tenants)

Special Tenancy Conditions Agreed (see fees to tenants):

Additional Clauses Agreed:

Agreed pre-tenancy actions:

No of children under 18

Please list any pets

Full Names including middle names of all occupants over 18 Years Old	% share of rent
Email address	
Email address	
Email address	
Email address	

1. The property will be reserved in your name for a period of two weeks from the date of this receipt. We may show it to other people but no other tenancy applications will be accepted while the property is being held for you.

2. If you withdraw from the tenancy less than 14 days after this reservation, the monies will be returned to you less our administration charge. If you withdraw your application 14 or more days after this reservation, the monies will be forfeited in full.

3. If you withdraw from the tenancy less than 14 days before the tenancy start date, the reservation monies will be forfeited in full.

4. If you fail references because of undisclosed adverse credit history, the reservation monies will be forfeited in full.

5. You agree to the terms above and those in 'Notes for Tenants' & 'Fee to Tenants' copies of which you have been supplied with.

Signed as Agreed ……

…… Date ……

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NOTES FOR TENANTS
SUBJECT TO CONTRACT & REFERENCES

1. Thank you for choosing to rent a property through Davis Tate. These notes are being provided to set out clearly the process involved in renting a property through Davis Tate and to explain the charges that you will be asked to pay. Davis Tate has 14 office locations in Oxfordshire and Berkshire with over 1100 properties under management. Each office has a dedicated Lettings Sales Manager who will be available to assist you with any queries that you may have.

   Davis Tate is proud to be a part of ARLA (The Association of Residential Letting Agents) who promote high standards of practice within the residential letting industry.

   Why Choose an ARLA Agent?
   ARLA members are required to work within a robust code of practice. Any money lodged with Davis Tate is held in a protected client account bonded by ARLA. As ARLA member agents we are also required to hold professional indemnity insurance and be members of The Property Ombudsmen Scheme.

   For further information about ARLA contact www.arla.co.uk

2. In order to reserve a property, you will need to ensure that you have provisionally agreed the following information:
   - Tenancy Start Date
   - Tenancy Term
   - Agreed Rent
   - Full names and ages of occupants
   - Number and types of pets, if any.
   - Will there be any smokers in the property
   - Any special tenancy clauses
   - Any pre-tenancy action
   - Express Check-in - If you request a move-in less than 7 days after reservation, an Express Check-in Fee is due (See Property Reservation Form).

3. Once the terms of the tenancy have been provisionally agreed with your landlord you will be asked to pay reservation monies of £500 and complete the attached property reservation form. (Reservation monies may be more for larger properties)

   You will be asked to provide photo identification and proof of current address for any applicant over the 18.

4. Each applicant will receive within 24 hours of completing the Reservation form an e-mail from our referencing company Property Risks. It is important that you ensure that you check your e-mail spam filter and let us know if you do not receive the completed form within 48 hours.

5. Property Risks will require the following information and it will speed up the process, if you have this information ready and ensure that your referees contact details are accurate and up to date:
   - Residential addresses for the last 3 years
   - Previous landlord or agents contact details
   - National Insurance number
   - Employers contact details
   - Payroll number
   - Salary details
   - Other sources of income
   - Bank details

IF YOU BELIEVE THAT YOU MAY HAVE ANY ADVERSE CREDIT HISTORY, CCJ'S OR VOLUNTARY ARRANGEMENTS, IT IS IMPORTANT THAT YOU INFORM US PRIOR TO REFERENCING BEING UNDERTAKEN. FAILURE TO DO SO WILL RISK LOSING YOUR RESERVATION MONIES

6. Once we receive completed satisfactory reference reports we will draft a formal Tenancy Agreement, send you the Energy Performance Certificate and your first account invoice. This invoice will include the following charges:

- **Security Deposit -** equivalent to one and a half month's rent (2 months in some cases) which will be protected under a recognised tenancy deposit scheme.
- **Administration fee –** for referencing and setting up the tenancy (**See current Fees for Tenants)**
- **Inventory Check-in fee –** depending on the size and furnishings of the property (**See current Fees for Tenants)**
- **First month's rent, less the reservation monies.** Rent is always payable in advance.

7. **Method of Payments**

OUR PREFERRED PAYMENT METHOD IS:

- **Faster Payments** - which allows bank to bank payments normally within a couple of hours. Check whether your bank offers this service and also whether a maximum limit applies. You can use **FASTER PAYMENTS** with online banking.
- **Make your payment to Davis Tate Ltd – Handelsbanken – Sort Code 405162 – Account No. 17013643**
  Add an appropriate reference eg Your Name or Property Address to the payment.

Other payment methods are

- **Personal Cheque** – We require 10 working days for this to clear, so if you are moving with less than 10 days notice we will not be able to accept this method of payment.
- **Paypal** – Please contact your Lettings Sales Manager for details (Please note a 3% fee will be added for all card payments).
- **Bankers Draft** – A bankers draft will only be accepted by prior agreement.

8. **Insurance**
   In order to protect your deposit it is a requirement that you have insurance to cover your own belongings and accidental damage to the property & landlords contents.
   We recommend Property Risks who provide specialist Tenants Insurance from just £8.92 a month.
   Please contact your Lettings Sales Manager to provide you with a specific quote.
   Please note we will require proof of adequate insurance before keys can be released

9. **Inventory Check In**
   We will advise you of a check in time when you will meet the inventory clerk at the property who will run through the Inventory and Schedule of Condition with you, take meter readings and hand over keys. If there are any issues with the property, you should raise these with the inventory clerk during this appointment.

Approximately 3 months before the end of your tenancy we will contact you to find out your future plans.

Online log in – You will receive an automated email post move in which contains your password which you can use along with your email address to access the property you rent to view any relevant documentation. If you do not receive this email or have difficulties accessing your online account please contact George Cassells on 0118 972 4242 for further assistance.

See the current 'Fees to Tenants' for inventory scale charges and other fees & charges.

Any fees outstanding at the end of your tenancy will be deducted from your deposit.

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Fees to Tenants

Tenants Administration Fee: 30% of the first months rent plus VAT (Subject to a minimum of £240). For more than 2 applicants an additional £60 is payable by each additional applicant.

Inventory Fees:

Property	Type	Furnished	Unfurnished
Studio	Check-In	£75	£70
	Check-Out/Aborted Check-out	£95	£85
1-Bed	Check-In	£95	£90
	Check-Out/Aborted Check-out	£105	£95
2-Bed	Check-In	£110	£95
	Check-Out/Aborted Check-out	£115	£105
3-Bed	Check-In	£125	£115
	Check-Out/Aborted Check-out	£135	£125
4-Bed	Check-In	£145	£125
	Check-Out/Aborted Check-out	£155	£140
5-Bed	Check-In	£175	£150
	Check-Out/Aborted Check-out	£190	£155
6 Bed Plus	Price on application		

Renewal Fee: £60 (at the time of renewal we reserve the right to erect a Let board for 14 days)

Express Check In: £120

Special Tenancy Conditions: £90 Pet Clause £90 Guarantor Clause

Amendment of tenancy commencement date: £90

Davis Tate Online You will have online access to all documents & statements relating to your tenancy, if you require paper documents to be printed, they will be subject to a Paperwork Fee of £24 per document

Arrears Charges: The Landlord reserves the right to charge interest on any amounts of rent due and in arrears at the rate of 5% above the Bank of England base rate calculated on a day to day basis from the date that the same shall become due until payment in full is made and recover the interest as though it were rent.

Should rent not be received on the due date, an Administration Charge of £12 will be made for the first letter sent by the Agent confirming non-receipt and £12 for every subsequent 7 day period that rent remains unpaid. All legal costs will be charged to the Tenant.

If the tenant requests an early termination of the contract and the landlord agrees for the property to be remarketed in order to find suitable replacement tenants then the tenant agrees to pay an early termination fee of £440.00 including vat to cover remarketing costs which is to be paid prior to the commencement of remarketing. In addition the tenant may be requested to pay the landlords administration fee at the discretion of the landlord and will also remain liable for the property and the rent until the commencement of the new contract with the replacement tenant.

All Prices are effective from 4 January 2012. They may be subject to change, revised fees and charges will be posted on www.davistate.com. They include VAT at 20% (unless shown otherwise).

Any fees and charges outstanding at the end of your tenancy will be deducted from your deposit.