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Your holding deposit explained

Longden & Cook Real Estate Limited
trading as
Herwald Sales & Lettings



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The tenancy application

Thank you for applying to rent a property from one of our Landlords. Before your application can be fully considered, you will need to pay to us a holding deposit equivalent to one weeks' rent for the property you are interested in. This document explains what happens to that holding deposit and the circumstances in which the deposit will / will not be refunded. It is important that you know your legal rights and accordingly you should feel free to seek independent legal advice before signing this or indeed any other document which we might put before you.

Once we have your holding deposit, current legislation stipulates that the necessary paperwork should be completed within 15 days or such longer period as might be agreed.

In the present case, it has been agreed that the relevant period will be extended to the number of days shown below, from when we receive your holding deposit.

If at any time during that extended period you decide not to proceed with the tenancy, then your holding deposit will be retained by our firm. By the same token, if during that period you unreasonably delay in responding to any reasonable request made by our firm, and if it turns out that you have provided us with false or misleading information as part of your tenancy application (including undisclosed adverse credit/CCJ's) or if you fail any of the checks which the Landlord is required to undertake under the Immigration Act 2014, then again your holding deposit will not be returned. It will be retained by this firm. If you have any doubts over your credit worthiness please contact our office prior to filling out the pre application form.

However, if the Landlord decides not to offer you a tenancy for reasons unconnected with the above then your deposit will be refunded within 7 days. Should you be offered and you accept a tenancy with our Landlord, then your holding deposit will be credited to the first months' rent due under that tenancy.

Where, for whatever reason, your holding deposit is neither refunded nor credited against any rental liability, you will be provided with written reasons for your holding deposit not being repaid within 7 days.

You will not be asked to pay any fees or charges in connection with your application for a tenancy. However, if your application is successful under our standard assured shorthold tenancy agreement, you will be required to pay certain fees for any breach of that tenancy agreement in line with the Tenant Fees Act 2019. In consideration of us processing your tenant application, you agree to pay those fees to us on request.

Completing your application

It is agreed that the deadline for completing your application to rent the property specified below and thereafter entering into a tenancy agreement will be extended for a period of days from the date hereof.

Your holding deposit is £.....

Property to which your application relates:

Print..... Sign.....

Prospective tenant 1

Print..... Sign.....

Prospective tenant 3

Print..... Sign.....

Prospective tenant 2

Dated.....

Agents Name:

Rental Address:

Proposed Move Date:

Tenancy Term:

Monthly Rent:

Credit Search Full Tenant Profile

Office use only

YOUR FULL APPLICATION WILL BE SENT TO YOUR EMAIL ADDRESS – PLEASE COMPLETE THIS IN BLOCK CAPITALS

Applicant/Guarantor (delete as appropriate)

Name (with title): Date of Birth:

Email: Mobile Phone:

Current Address

Do you have any adverse Court or Credit data? Yes No

If yes please provide details

Total Income per Year: Share of Rent: %

Your means of income (tick as applicable)

Employed: Start Date: Permanent: Temporary:

Self Employed/Director: Start Date: Other:

Is the property you currently live in: (tick as applicable)

Owned by you: Rented: With Family or Friends:

For Applicants Only

Total number of occupants over the age of 18 who will be living at this property: Number of children under 18:

Do you have or intend to have any pets living at the property? Yes No

Do any occupants smoke? Yes No

I, the applicant/guarantor declare that the information provided within this pre-tenancy form is accurate and correct.
I understand that this information will form the basis of the application process.

Signature Date

All applicants will be sent an email containing a link to your online application form. Check your inbox and spam folders for emails.
IMPORTANT!!!!
Before you begin to fill in your application ensure you have all your information and referee contact details of those who can official verify the information you provide. You will be asked to provide contact names, addresses, phone numbers, email address for your Current/Previous Accommodation and Income where applicable.
Missing or incorrect information will result in delays and possible rejections.
Terms & Conditions will need to be read and agreed to on your online application before referencing by UKTenantData commences.