

### Do you want to apply for the property you have just viewed?

1. Give our lettings team a call on 0121 445 7410 and we shall take more details from you to present to the landlord.
2. We shall confirm the rental amount and security deposit for the property with you.
3. Please complete our online application form, this can be found on [www.oulsnam.net/tenants](http://www.oulsnam.net/tenants). Once completed please email the application form and proof of identity to [lettings@oulsnamlettings.net](mailto:lettings@oulsnamlettings.net). The completed application form and proof of identity needs to be received within 48 hours of your initial telephone call.
4. Once we receive your application an email will be sent to you asking for permission to use your Holding Deposit towards the first month rent, this will need to be signed and returned to our email, [lettings@oulsnamlettings.net](mailto:lettings@oulsnamlettings.net). At this point you will be asked to make payment of the Holding Deposit, equivalent to one week rent for the property.
5. We will also email you a link to be completed for referencing. This will request more in-depth information about your employment and residential history. The referencing link will need to be completed within 48 hours of receiving to prevent delays.
6. Please feel free to contact your referees and inform them that Hazelton Mountford (HM) will be contacting them to collect and verify information that relates to you being suitable for taking out a tenancy. Some employers/accountants etc will require written consent from you to release the information we need e.g. salaries, contract type etc. You will receive an email from the system (once this information has been submitted) with the authorisation to release a document which you may need to sign and send onto your referee.
7. If you have any queries, please do not hesitate to contact Hazelton Mountford on 01905 721269. HM and your agent will do their utmost to complete this process ASAP and keep you informed of any questions we may have and updates regarding your referencing progression.
8. Providing we receive satisfactory references we will then contact you to agree a move date which will need to be agreed with the landlord. Once agreed we will arrange a time on that date for you to come into our office in Barnt Green to complete paperwork, pay the remaining rent and security deposit monies and then collect keys.
9. Should the landlord request to see a copy of the completed reference report we reserve the right to forward this information on to them.

# Criteria

Do you fit the criteria to pass the credit referencing and have a right to rent?

- You must be able to supply three years address history in the UK
- You must not have any adverse credit history (E.g. CCJ's, IVA's or bankruptcy) otherwise you will fail references or at least require a guarantor. If in doubt, please speak to us first before applying.
- If you are Self-Employed you will need to have been self-employed for the last twelve months and either have an Accountant who can verify your income or have twelve months self-assessment forms.
- A guarantor will need to fit the above criteria.
- Have you checked your income and guarantor's income if applicable on the affordability calculator? If your income falls short of the required amount, then you will be requiring a guarantor.
- You must be able to provide an **ORIGINAL** of one of the following documents:
  1. A British passport
  2. An EEA passport
  3. Registration Certificate or documents indicating permanent residency issued by The Home Office
  4. A permanent residence card issued by The Home Office
  5. A biometric immigration document signed by The Home Office
  6. A passport or other travel document endorsed to show that the holder is exempt from immigration control, can stay indefinitely in the UK and has no time limited on their stay
  7. Current immigration status document containing a photograph issued by The Home Office with an endorsement indicating the person is permitted to stay indefinitely. This document must not have expired.
  8. A certificate of registration or naturalism as a British Citizen

If you cannot provide the above, please contact the office.

We will carry out landlord references (if applicable) and employment references to verify your income stated on the application form.

## Affordability Calculator

Monthly Rent	Tenant Income	Guarantor Income		Monthly Rent	Tenant Income	Guarantor Income
150	4500	5400		1350	40500	48600
200	6000	7200		1400	42000	50400
250	7500	9000		1450	43500	52200
300	9000	10800		1500	45000	54000
350	10500	12600		1550	46500	55800
400	12000	14400		1600	48000	57600
450	13500	16200		1650	49500	59400
500	15000	18000		1700	51000	61200
550	16500	19800		1750	52500	63000
600	18000	21600		1800	54000	64800
650	19500	23400		1850	55500	66600
700	21000	25200		1900	57000	68400
750	22500	27000		1950	58500	70200
800	24000	28800		2000	60000	72000
850	25500	30600		2050	61500	73800
900	27000	32400		2100	63000	75600
950	28500	34200		2150	64500	77400
1000	30000	36000		2200	66000	79200
1050	31500	37800		2250	67500	81000
1100	33000	39600		2300	69000	82800
1150	34500	41400		2350	70500	84600
1200	36000	43200		2400	72000	86400
1250	37500	45000		2450	73500	88200
1300	39000	46800		2500	75000	90000

# Tenant Obligations

1. The tenant is asked to note that when they sign their Tenancy Agreement (or any endorsement made thereafter) and the said agreement states a specific length of tenancy, they are legally bound to pay rent for the full term of the tenancy, whether or not they remain at the property for that length of time. If the tenant does need to vacate early the Landlord may release them from the agreement providing the rent is paid in full until a new tenant is found and the landlords agents costs for letting the property are paid.
2. You will be required to pay a deposit which is equal to five weeks rent together with the balance of the first month rent when signing the agreement. This payment must be made in the form of a bank transfer (made at least three working days prior to the tenancy start date) or debit card. **A personal cheque or cash will not be accepted.**
3. The deposit is held in respect of damage to the property or contents, such deposit to be fully returnable (without interest) at the end of tenancy but after deducting any sum due in the respect of rent, damage to the property or in compensation for the breach of any other terms of this agreement.
4. All correspondence you receive, which is not addressed to the tenant personally, should be redirected to the Landlord. There is no postage payable on re-addressed up-opened mail.
5. The tenant should always contact the landlord or the agent as appropriate if they have any queries regarding repairs to the property itself including the central heating system and any electrical or gas appliances **BEFORE** arranging for any work to be carried out.
6. Breakages of windows or glass are the tenant responsibilities for repair.
7. During the period 1<sup>st</sup> November to 31<sup>st</sup> March inclusive, there is always a danger of damage to the property from burst pipes etc and should the tenant be away from the property at any time, it is their responsibility to ensure that some form of heating is left low, or other action is taken to prevent damage occurring.
8. The tenant may not remove furniture or any items belonging to the landlord from the property and should leave the furniture and effects at the end of the tenancy in the rooms or places in which they were at the beginning of tenancy.
9. The tenant is at no time to keep pets including a dog or cat in or about the property without the express permission of the landlord or his representative.
10. Any television sets which may be included on the inventory at the commencement of the tenancy may be used by the tenant on the understanding that in the event of any breakdowns or repairs required, this is the responsibility of the tenant to put right. The tenant is also responsible for the payment of license fees in addition to the rent.
11. The tenant must keep the interior of the premises in good decorative condition and repair.
12. The tenant must not without written consent of the landlord, make any structural alterations to the premises or remove any partition, door, cupboard or fixture and not altering the existing decoration scheme.
13. The tenant must keep the garden in a proper state of cultivation and clear, tidy and free from weeds, if it is so at the beginning of the tenancy.
14. No television/satellite dishes/receivers may be installed or erected at the property without the landlord written permission.
15. The tenant must permit the landlord or the landlord's agents at reasonable hours in the daytime, within the last twenty-eight days of the tenancy to enter and view the property with prospective tenants.

16. After vacation, the property will be inspected by the landlord or the landlord's agent, all furniture and equipment should be in the rooms in which it appears in the inventory.
17. It is the tenant responsibility to notify their bank to cancel the standing order at the end of tenancy.
18. Upon vacating the property, the tenant should arrange with the post office for all mail to be re-directed to their forwarding address.
19. It is the responsibility of the tenant to ensure all utility providers are notified and new accounts set up for the duration of the Tenancy Agreement.

## **Privacy Notice**

For the purposes of the Data Protection Act 1998 (the 'ACT'), the data controller is Robert Oulsnam and Company Limited of 79 Hewell Road, Barnt Green, Birmingham B45 8NL.

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 the application form or by corresponding with us by phone, email or otherwise. In addition to the information you give us on the application form, we may also collect additional information (for example, details of your property and 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 our property management partner, Ittria to enable us to provide you with our services. In turn Ittria may pass your personal details on to selected third party service providers to enable these providers to provide you with energy and other utility services that you may request.

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 similar to those 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 our Property Management Partner, Ittria and Ittria preferred energy and other utility supplies. For the purposes of the scheme 'utilities' include gas, electricity, water, council tax and telecommunications.

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

