



MONKS

Registration form for lettings

Please note: each applicant over the age of 18 must complete a separate application form.
When returning the completed application to the office the following must be attached:

- Holding deposit equivalent to 1 weeks' rent
- Passport as proof of ID (where this is not possible please speak to a member staff to discuss alternative options)



Shrewsbury Office
10a Shoplatch, Shrewsbury
Shropshire, SY1 1HL

01743 361 422

Wem Office
13a High St , Wem
Shropshire, SY4 5AA

01939 234 368

For more information contact us on
lettings.shrewsbury@monks.co.uk

www.monks.co.uk

Your holding deposit explained

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 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 and your Landlord.

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 30 days from the date hereof.

Your holding deposit is £ _____

Signed _____

Date _____

In order for the application to be processed quickly, please complete in **BLOCK CAPITALS** and ensure the application is completed in full.

Property details

Flat number: _____

House number: _____

House name: _____

Postcode*: _____

Street*: _____

District: _____

Town*: _____

Country: _____

Rental details

Monthly rental*: £ _____

Proposed moving in date? _____

Number of tenants/guarantors*: _____

Tenancy term (months)*: _____

Can we contact the applicant?* ☐ Yes ☐ No

Is applicant paying in advance? ☐ Yes ☐ No

Applicant's details

Title*: ☐ Mr ☐ Miss ☐ Mr ☐ Ms

Date of birth*: _____

First name*: _____

Middle name: _____

Last name*: _____

National Insurance number:

I can confirm this is my legal name: ☐

Sex*: ☐ Male ☐ Female

Marital Status*:

No of dependants*: _____

☐ Single

Daytime phone number*: _____

☐ Divorced

Email address: _____

☐ Separated

Mobile number: _____

☐ Widow(er)

Work number: _____

Have you ever been declared bankrupt? ☐ Yes ☐ No

Have you received any County Court Judgements or Individual Voluntary Arrangements against you? ☐ Yes ☐ No

Setting up your household services

In preparation for your move, Monks has arranged for Tenant Shop's accredited concierge team to call you to discuss the set up of your household services.

Tenant Shop helps you:

- **Set up your broadband, TV and phone** from a range of leading suppliers to ensure you have arranged the best package for you ahead of move-in. Tenant Shop potentially offer up to 50% off the standard pricing*
- **Ensure you have the correct cover in place** to protect your liabilities as a tenant against any accidental damage to your home
- **Set up your gas and electricity account** to help you choose the best available tariff and payment option from a choice of suppliers
- **Make savings on other products** such as removal firms

To help you set up your household services, Tenant Shop will call you.

☐ Opt in

☐ Opt out

*offers subject to availability

Property notifications

To help with the move-in process we have teamed up with Tenant Shop to streamline the registration process for your new property by notifying the local council, water and energy suppliers of your move. We will use software supplied by Tenant Shop to notify all the necessary organisations that you have arrived and provide your contact information, moving in date and meter readings where applicable. Tenant Shop will call you to clarify the current suppliers to your new property. The reverse will happen when you move out.

I have read the above fair processing notices.

Signed: _____

Print name: _____ Date: _____

Confidentiality & consent

I am aware and agree that the information included in this application will be kept, stored and managed by Monks Estate & Letting Agents Ltd in line with the Data Protection Act 1998.

I hereby certify that the information provided is true and accurate to the best of my knowledge and give permission for this information to be provided to the Lettings Hub Ltd.

I also understand and consent that The Lettings Hub Ltd may contact me on the contact details I provided in this application for the purpose of completing my reference.

Signed: _____ Dated: _____

Data Protection Act 2018

Tenant Shop Limited, registered office Inchora House, Building X92, Cody Technology Park, Farnborough, Hampshire, GU14 0LX is fully compliant with the data protection act 2018 and is registered with the Information Commissioners Office registration number Z305733X. Tenant Shop limited will only use your information for the purposes set out above.

Tenant Shop is a trading style of Tenant Shop Limited which is an appointed representative of Albany Park Limited, which is authorised and regulated by the Financial Conduct Authority. Financial Services Register number for Albany Park Limited is 304130 and 741081 for Tenant Shop Limited trading as Tenant Shop. This is regarding Insurance products only.

You can alter your options, exercise the right of restricted processing or opt out at any time by emailing:

customerservices@mytenantshop.co.uk