



Offer Form

Branch: Negotiator: Date:

Property Details:

Address: Postcode:

Applicant Details:

Applicant (1) Full name: **Applicant (2)** Full name:
 Address: Address:
 Postcode: Postcode:
 Telephone: Telephone:
 Email: Email:

Applicant (3) Full name: **Applicant (4)** Full name:
 Address: Address:
 Postcode: Postcode:
 Telephone: Telephone:
 Email: Email:

Children to reside? Yes / No Names: Ages:

Guarantor required? Yes / No
 Title: Full Name: Occupation:
 Address: Postcode:
 Phone Number: Email:

Offer Tenancy Details: (Subject to Contract)

Tenancy Type: Start Date: Term (months): BC:
 Rental amount: £ Pm/pw: Furnished Unfurnished Part Furnished

Offer Initial Monies (Subject to Final Rent Agreed)

Description	£ incl. VAT
Rent in advance	
Security Deposit	
Tenancy set up fee	
Check-in fee	
Total	
Less: holding deposit	
Balance of monies due on move-in	

Additional Request:

Tenancy set up fee:
£299 (incl. VAT) for tenant
£495 (incl. VAT) for company
£65 (incl. VAT) each guarantor

- This fee includes:
- Production of the tenancy agreement including any individually negotiated clauses.
 - Production of the deed of guarantee if applicable
 - Compiling, submitting and completing reference reports for submission to your prospective landlords.

- Obtaining acceptance of your reference report from your prospective landlords.
- Obtaining & verifying all safety certificates and consents are in place prior to the move in date.
- Arrange quotes and organising any work required per-let.
- Ensuring all paperwork is complete and in place prior to the move in date.
- Taking payment of the move in monies.
- Registering the deposit with the TDS and issuing a certificate of registration, where applicable.

Tenant's Insurance: we will pass your details to Letsure who may contact you by telephone, in relation to tenant's insurance. Tick this box to opt-out.

Utilities: we will pass your details to tenant shop who may contact you in relation to utilities and other home services. Tick this box to opt-out.

By signing this document, you are confirming that you have read and understood the responsibilities of placing a reservation fee and terms of conditions.

Signature Date

Thank you for your offer on the above property. We will submit your offer to the Landlord and inform you if your offer is accepted. Should your offer be agreed, we will issue you with a "Subject to Contract Letter" and "reservation fee Form" for the above property to this email, which details your Tenancy application and a breakdown of your intended payments following any required negotiation with the Landlords. Please note after you have viewed a property you may reserve it by payment of a reservation fee (equivalent to two week's rent). We will also deduct your reservation fee from the card details given above. This will be held against our expenses in processing your application and if your application is successful will be deducted from your Initial Payment detailed in the "Subject to Contract Letter" and "reservation fee Form".

This reservation fee does not oblige our clients to let the property concerned or any other property to you and it does not commit the Landlord to granting a Tenancy or constitute a Tenancy Contract. No interest will be paid on this reservation fee to which you are or may be entitled. Should it be necessary to alter the Tenancy dates given in the Subject to Contract Letter due to any change or delay in your circumstances, it will be necessary to charge an additional administration fee of £50 plus VAT. Please note that if your application is unsuccessful because you change your mind and withdraw, or because your references or credit check fails, or the commencement date is delayed by you, then no money will be refunded to you. However, if the Landlord decides not to proceed for any other reason than your money will be returned minus the reference fee. Should you require any further information please do not hesitate to contact me on 020 8740 9944.

Offer Progression		Notes added to Acquaint	Landlord accepted	Tenant informed
Offer 1 Date	Price £		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Offer 2 Date	Price £		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Offer 3 Date	Price £		Yes <input type="checkbox"/> No <input type="checkbox"/>	
Offer 4 Date	Price £		Yes <input type="checkbox"/> No <input type="checkbox"/>	

Offer Agreed

Confirm affordability (2.5 times monthly rent) Holding deposit taken Date: Method:

Date: Negotiator:
(please complete the 'Confirmed Tenancy Details' section below)

Signature:

Confirmed Tenancy Details

Tenancy Type: Start Date: Term (months): BC:

Rental Amount pw / pcm: £ Furnished Unfurnished Part Furnished

Additional Requests:

No additional requests

Branch Manager Sign Off:

Property set up correctly on Acquaint: Managed Yes / No dropdown completed	<input type="checkbox"/>	Owner group set up correctly on Acquaint: All legal owners added	<input type="checkbox"/>
Service selected	<input type="checkbox"/>	Percentage ownership correctly set up	<input type="checkbox"/>
Fee percentage completed	<input type="checkbox"/>	Bank details added	<input type="checkbox"/>
Responsibility of completed	<input type="checkbox"/>	Landlord address correct	<input type="checkbox"/>
Proof of identity attached for all applicants (if not ticked the branch and applicant(s) are aware that the applicant(s) cannot move in without proof of identity for all applicants)	<input type="checkbox"/>	Salutation completed	<input type="checkbox"/>
Proof of address attached for all applicants (if not ticked the branch and applicant(s) are aware that the applicant(s) cannot move in without proof of address for all applicants)	<input type="checkbox"/>		

Name:

Signature: Date: