

RESIDENTIAL LETTINGS ACROSS THE REGION
WEST MIDLANDS, WARWICKSHIRE, STAFFORDSHIRE AND WORCESTERSHIRE
TO FIND OUT MORE VISIT: WWW.JOHNSHEPHERD.COM

RESERVATION FORM (Subject to Contract)

Property Address: _____ **Ref:** _____

Please complete and return the form to the lettings office as soon as possible. A separate form must be completed by each proposed occupier aged 18 or over. Please complete all sections of this form to help us process your application quickly. Due to the confidential nature of the information required and supplied, we regret no explanation will be given if we are unable to arrange a tenancy for you.

In the event that your application is successful, the following amounts will become due as outlined within our declaration. The rental value does not include letting fees. Charges apply upon application. All the following fees are inclusive of VAT at the current rate, unless otherwise stated. The term application and administration fees includes but is not limited to arranging and reviewing references, tenancy paperwork including tenancy agreements, inventories, How To Rent guide and all other pre tenancy compliance paperwork. For further information please see below or contact your local office.

Per Property Application Fee	£ _____
Immigration Check & Anti-Money Laundering Check	£ _____ (Payable directly to UKtenantdata)
Tenancy Administration Fee	£ _____
Rent	£ _____
Deposit	£ _____
TOTAL	£ _____

“Subject to Contract and Satisfactory References”

Applications will not be accepted unless the property has been viewed initially. The initial payment is for referencing purposes only and is not refundable. Please read carefully the declaration below. We trust you find this in order. Should you require further assistance or have any queries, please contact the office.

Rental payments: The rent will be paid each month by single banker's standing order 3 days before the date shown on the Tenancy Agreement/Commencement date and charges will be made if reminders are necessary.

The Deposit usually and unless otherwise agreed and verified in the Terms and Conditions of the Tenancy Agreement, will be equal to one and a half months rent and held by the Agent or Landlord subject to the Tenancy Deposit Protection Scheme (Housing Act 2004)

Letting, Rent Collection & Full Management

John Shepherd Lettings Limited

Specialist in Residential Sales, Lettings, Property Management and Commercial Agency

Registered in England – 06841027

VAT Registration Number: 977 8931 41



Individual Information

Letting Consultant Branch Property Ref

Rent £ Between Start Date Tenancy
PCM Term

Title Surname
(Mr/Mrs/Ms)

First Marital Maiden
Name (s) Status Name

Date of Birth National Insurance No

Current Address

Post Code

Home Tel No. Work Tel No.

Mobile No. Email Address

Number of years at this address Date of Departure

Reason for departure

Does your current address refer to: Rented Own Home Parents' Home

Dependant(s) moving into to the property:

Name Age Name Age

Name Age Name Age

Details of any CCjs No Yes (explain)

Pets / Smokers No Yes (explain)

Next of Kin Relationship Tel

Next of Kin Address

Post Code

Employment Details

Current Employment Status Employed Unemployed Self Employed Temp Worker Retired

Name of Company Salary Start Date: / / Full Time or Part Time: FT / PT

Position

Work Address Post Code

Work Tel No. Work Email

Companies Only – Permitted Occupants (if names are known)

Age Name Age

Age Name Age

Name of Authorised Signatory Contact Number / Email

Position in Company

Declaration

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As a prospective tenant, personal or company, I agree with The Agent that:

1. The information given on this Reservation Form and the Tenancy Application is correct and complete. I understand that it will be relied upon by The Agent and their Clients in determining my suitability as a tenant. I have paid a fee as detailed below as an application fee to reserve the property, subject to contract and satisfactory references.
2. The Application fee payment is not refundable if I or the Landlord should withdraw from the proposed Tenancy. Upon a successful application a deposit and Tenancy Administration Fee applies. The Immigration ID checks and the Anti Money Laundering (AML) compliance is conducted by UKTenantdata and a payment is made directly to them. See below.
3. The Application fee payment will not be refunded and the proposed letting will not proceed if at the date hereof there is any satisfied or unsatisfied High Court or County Court Judgements or Default payments recorded in my name, or criminal record found against me.
4. For the purpose of the Council Tax the property will be used throughout the tenancy as my sole or main residence.
5. Share of Costs: The rental value does not include letting fees. Charges apply upon application. For further information see below or please contact your local office. The term application and administration fees includes but is not limited to arranging and reviewing references, tenancy paperwork including tenancy agreements, inventories, How To Rent Guide and all other pre tenancy compliance paperwork.

Payable on an application. All the following fees are inclusive of VAT at the current rate, unless otherwise stated.

- Application fee: £300.00 (Per Property)
 - Immigration & Anti Money Laundering (AML) Check Fee Per Applicant: £36.00 (Payable directly to UKtenantdata)
 - Tenancy Administration Fee: £120.00 (One Applicant)
 - Tenancy Administration Fee: £240.00 (Two Applicants)
 - Tenancy Administration Fee: £360.00 (Three Applicants)
 - Tenancy Administration Fee: Price on application, min fee £460.00 (Four Applicants or More)
 - Company Let (Non Housing Act) Administration Fee: £576.00
 - Guarantor Administration Fee: £234.00
 - Should my tenancy be extended there will be a charge of £180.00
 - For the Check-out Inspection Report there will be a charge of £120.00
6. Settlement: If the letting proceeds, the final balance due will be paid by me either by **BACS, Debit Card** (i.e. Maestro) or by **Visa or MasterCard**, on or before the tenancy commencement date.
 7. Rental Payments: **The rent will be paid each month by Single Bankers Standing Order 3 days before the date shown on the Tenancy Agreement and charges will be made if reminders are necessary.**
 - 8*. The deposit usually and unless otherwise agreed and verified in the Terms and Conditions of the Tenancy Agreement will be equal to one and a half months rent and held by The Agent for and on behalf of the landlord for the duration of the Tenancy (and any period of extension). The deposit will be returned to me, less any charges for damage or cleaning, rental reminders and Statutory Notices and provided there are no unresolved disputes, as soon as possible after the end of the Tenancy. For the Check-out Inspection and checking of the Inventory & Schedule of Condition at the end of the tenancy there will be an administration charge of £100.00 inc VAT which will be deducted from the deposit, if not paid direct.
 - 9*. All sums deposited with The Agent are held in a client account in accordance with Propertymark ARLA regulations as security for the charges to which they relate and in no circumstances will I be entitled to claim interest on such, nor can the deposit be used by me instead of paying rent.
 - 10*. Landlords and Agents have a responsibility to hold and administer all tenancy deposits for Assured Shorthold Tenancies (AST) under an approved Tenancy Deposit Protection Scheme governed by the Housing Act 2004. As Agents we have joined the Tenancy Deposit Scheme (TDS), run by The Dispute Service Limited, which is an insured based scheme backed by RICS, ARLA and NAEA and all deposits for those properties managed by us as the Agent will be protected under the TDS scheme. For further information please refer to your tenancy agreement, leaflet entitled 'Information for Landlords and Tenants' or visit the TDS website; www.tenancydepositscheme.com
 11. The tenant is highly recommended to maintain insurance to protect against accidental damage to the landlords fixtures and fittings and proof of this cover will be required prior to the tenancy commencing.
 12. The Agent will endeavour to ensure that gas, electricity and water services are connected, but are unable to guarantee connection. Ensure that all connections and meter readings of the gas, electricity, water, council tax and telephone is the responsibility of the ingoing Tenants/Occupant(s) on commencement of this Tenancy. Water and Sewage Charges are also payable by the Tenant. John Shepherd Lettings work in partnership with Spark Energy Supply Limited, transfer details will be provided including the tenant/occupant(s) details upon ingoing at point of check-in. If the tenant chooses to use another utility supplier, then they are responsible for ensuring the accounts are returned to the landlords preferred supplier at the end of the letting. If the tenant wishes to change the utility supplier, the tenant agrees to give the landlord written notice of the new supplier details. In the event the accounts are not returned to the landlords preferred supplier at the end of the letting, there will be an administration charge of £36 inc VAT for the work involved in returning the accounts to the landlords preferred supplier.
 13. No contractual relationship arises in respect of a prospective tenant of the Property until the Tenancy Agreement is signed by all parties, exchanged and dated.

I confirm that the above information is true and complete to the best of my knowledge. I have no objection to this information being verified by whatever means necessary. I also give my Employer/Accountant permission to disclose details of my salary/income to: Ifaqs Ltd T/A UKtenantdata 9 & 10 South Preston Office Village, Cuerden Way, Bamber Bridge, Preston, PR5 6BL for referencing purposes. I also give my permission to give my personal details to UKtenantdata to assist with insurance requirements and Spark Energy, Ettrick Riverside, Dunsdale Road, Selkirk TD7 5EB to assist with supply of utilities,

If you have selected a property available through our "Introduction Only" service, the security deposit will be held in one of three approved Deposit Protection Schemes and this will be selected by your Landlord. See Terms and Conditions of your Tenancy Agreement for more information. Value Added Tax (VAT) applies and charges are shown including VAT where applicable.

Insurance, Utility Information and Consent

Please note the following permissions which we wish you to provide in relation both to the information you enter on this form when you register with us and of your residence at an address let to you under our agency.

By agreeing to the terms outlined, you indicate your consent to your personal information being passed to our Utility Management Partner, Spark Energy Supply Limited who will attend to the continuity of your energy and service supply. At the start of the lease gas and electricity will be provided, or will be in the process of being provided by OVO Gas Ltd (company number 06752915) and OVO Electricity Ltd (company number 06858121) which are the licenced supply entities appointed to take on the supply to Spark Energy customers. However this will not prevent the Tenant from changing to a different energy provider if desired.

The Tenant agrees that the letting agent may pass the Tenant's name and contact details to Spark Energy for the purposes of: (a) registering the gas and electricity meters at the property in the Tenant's name with Spark Energy, providing gas and electricity to the Tenant and administering the Tenant's account with Spark Energy; (b) registering the Tenant with the relevant local authority for the payment of council tax; and (c) registering the Tenant with the incumbent water supplier to the property. The water supplier may contact the Tenant in order to provide further information about its services and products and conclude an agreement with the Tenant for those services and products.

Spark Energy will use the Tenant's name and contact details to fulfil the Tenant's contract with Spark Energy and only for the purposes set out above. Spark Energy will comply with its obligations as a data controller in the Data Protection Act 2018 and will handle Tenant's data in the manner set out in Spark Energy's standard terms and conditions and/or privacy policy. Spark Energy will not share the Tenant's details with any third party other than the relevant local authority and incumbent water supplier, and will hold the Tenant's details for the duration of the contract. The Tenant is reminded of their rights under the Data Protection Act 2018 to access, rectification, erasure, restriction of processing, and portability of their data. If the Tenant is dissatisfied with the manner in which Spark Energy handles their details they may lodge a complaint with the Information Commissioner's Office. If the Tenant has any questions regarding the details or use of the Tenant's data held by Spark Energy, the Tenant may contact Spark Energy at Ettrick Riverside, Dunsdale Road, Selkirk TD7 5EB or customerservice@sparkenergy.co.uk

John Shepherd Lettings work in partnership with Ifaqs Ltd T/A UKtenantdata who will provide you with a no obligation quote for tenant liability insurance upon completion of your reference application. Alternatively, you can provide John Shepherd with a copy of your current policy details prior to your move in.

Privacy notice

For the purposes of the Data Protection Act 1998 (the "Act"), the data controller is John Shepherd Lettings, 33 Colmore Row, Birmingham, B3 2BS.

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 this form or by corresponding with us by phone, email or otherwise. In addition to the information you give us on this form, we may also collect additional information (for example, details of your property, 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: Ifaqs Ltd T/A UKtenantdata 9 & 10 South Preston Office Village, Cuerden Way, Bamber Bridge, Preston, PR5 6BL for referencing purposes. I also give my permission to give my personal details to Ifaqs Ltd T/A UKtenantdata to assist with insurance requirements and Spark Energy to assist with supply of utilities, Ettrick Riverside, Dunsdale Road, Selkirk TD7 5EB.

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. From time to time we like to send past and present clients information that we think might be of interest to them. That can include bulletins about the state of the market, properties or publicity information about us and our services. Please indicate if you are happy to receive such information. You can change your mind at any time, so if you later want to opt out just let us know by e-mailing us at lettings@johnshepherd.com.

Please tick one box:

- I am happy to receive such information
- I do not want to receive such information

- (i) 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; Spark Energy Supply Limited, Ifaqs Ltd T/A UKtenantdata. For the purposes of the scheme "utilities" includes gas, Electricity, Water, Council tax and Telecommunications. Ifaqs Ltd provide Referencing Services.

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. Any access request may be subject to a fee of £10 to meet our costs in providing you with details of the information we hold about you. Please send any questions, comments, complaints or requests regarding this privacy notice to: lettings@johnshepherd.com

Data Protection

In order to comply with the General Data Protection Regulation (Regulation (EU) 2016/679), to prevent any unauthorised access to or use of personal data, the Agent has the responsibility to keep the Landlord's personal information and that of any tenant or occupier confidential, and will only use the personal information of the Landlord if fees are not paid and the Agent wishes to refer the matter to a solicitor; or if the Agent is specifically required to divulge the information by law; or to pass it to a government agency by law; or to comply with any terms of this Agreement; Please refer to our website for our Privacy & Cookies Policy which explains the use we make of personal data we receive in the course of our work including details of how to contact our Data Protection Officer. You can find this at www.johnshepherd.com.

Data Protection – Your Obligations

If you send us personal data about anyone other than yourself you agree that you will ensure you have any appropriate consents and notices in place to enable you to transfer that personal data to us, and so that we may use it for the purposes for which you provide it to us.

PLEASE RETURN THE FORM AS SOON AS POSSIBLE. FAILURE TO PROVIDE ADEQUATE CONTACT DETAILS COULD DELAY YOUR APPLICATION.

**APPLICANT'S / COMPANY
AUTHORISED SIGNATURE**

<p>Authorised Signature</p>	<p>DATE</p>	
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