

TENANTS HOLDING DEPOSIT FORM

Thank you for choosing to rent through us. By signing this form, you agree to our terms and conditions regarding your chosen property. All prospective tenants named on the final tenancy agreement must complete this form.

The terms of the tenancy are not enforceable unless you have paid the first months rent immediately upon signing the tenancy and prior to occupation. Keys will not be released to you until payment is received by us. Occupants aged 18 or over must provide photo ID and proof of Right to Rent in the UK.

By signing this document, you confirm you have also read our Tenant's Guide which outlines our mutual responsibilities and your obligations to us and the Landlord. It also contains important information regarding your proposed tenancy and personal safety, please read it carefully and retain for future reference.

KEY FINANCIAL OBLIGATIONS

- Holding Deposit - Equal to 1 week's rent.
- Rent - Equal to 1 month's rent, payable after signing the tenancy agreement and prior to occupation. Keys will not be released to you until payment has been made.
- Security Deposit - Usually equivalent to 5 weeks' rent and payable before the tenancy commences.

HOLDING DEPOSIT

We require this payment of intent as confirmation of your intention to proceed with the proposed tenancy. This must be paid now, and if your tenancy proceeds, it will be put towards initial monies due prior to occupation being granted, and as outlined above. The holding deposit will not be refunded to you (or any other proposed joint tenant) if you:

1. Decide not to proceed with the tenancy.
2. Fail to meet the eligibility requirements confirmed in this document.
3. Fail to take all reasonable steps to enter into the tenancy (and we and the landlord have taken all reasonable steps to enter into a tenancy agreement with you).
4. Provide false or misleading information regarding your ability to meet the eligibility requirements confirmed in this document.

Payment of the holding deposit does not constitute the granting of a tenancy or a promise to enter into a tenancy on the part of us or the landlord.

This payment will be refunded to you within 7 days if the landlord decides not to offer you a tenancy for any reason other than those listed 1-4 above. If a tenancy has not been entered into by the "deadline for agreement" the holding deposit will be returned to you unless one of the exceptions at 1-4 above applies, or we agree an extension with you. You agree that the deadline for agreement shall be either 15 days beginning from the day when you paid the deposit to us, or until the proposed start date of the tenancy as confirmed below in the Application to Rent, whichever is the later. Any extension will be agreed with you in writing. Where we return the holding deposit, you agree that we may return the holding deposit to you, any other person who paid the holding deposit to us, or any other individual who you applied to rent a property with as joint tenants. No interest will be paid on this holding deposit to which you are or may be entitled. In signing this Application to Rent, you agree to the holding deposit being held on this basis.

RENT

Once you have signed the tenancy agreement, you will be required to pay 1 month's rent as a condition of the tenancy agreement and in advance of occupation. Keys will not be released to you until payment has been made.

SECURITY DEPOSIT

Equivalent to 5 weeks' rent, this deposit is held to protect the landlord from you not meeting your obligations under the terms of the tenancy. If we are to hold the deposit during the tenancy we will register it with the Deposit Protection Scheme (DPS)

If your Landlord is going to protect the deposit within their own chosen Government Scheme, then we will pay the deposit to them upon commencement of the Tenancy and they will provide you with details of their chosen scheme and the prescribed information of their scheme within 30 days of receiving the deposit to protect.

DEFAULT FEES

You will be responsible for damages as a result of any breach by you of the agreement between you and the landlord. Your obligations will be confirmed in the tenancy agreement that you are asked to sign.

You will also be responsible for the reasonable costs incurred by the landlord or us for replacing lost or damaged keys and security devices e.g. access fobs and garage/ alarm remote controls.

Where rent remains overdue for more than 14 days, interest will be charged at 3% above the Bank of England Base Rate from time to time for each day that payment is outstanding.

PAYMENT OF FUNDS

Payment of initial monies is only acceptable by electronic transfer or debit card. Monthly rental payments beyond the first month are payable by Standing Order.

If the initial payment of funds or future payments will be made by a third party, please let us know in writing as soon as possible before payment is made to avoid any delay with the proposed tenancy commencing and allocation of funds.

ELIGIBILITY REQUIREMENTS

To pass the referencing process, you will be required to meet the criteria outlined in the Tenants Guide, which is attached to your application form. Passing the reference process may be subject to the provision of a guarantor, who can be a family member or friend and is subject to landlord approval. Please speak to a member of our team if you believe a guarantor will be required to support your application.

IMPORTANT NOTE: Your signing of this form confirms that you meet the minimum criteria outlined in the Tenants Guide, which you have read and understood. If it later transpires that this confirmation was either false or misleading, then the holding deposit will not be refunded to you. If you are in any doubt as to your ability to fulfil the criteria, you should not sign this form or pay a holding deposit.

TENANCY APPLICATION JOURNEY*

- Offer Accepted
- Complete Holding Deposit Form and pay holding deposit.
- Satisfy Eligibility Requirements
- Tenancy Agreement issued and signed.
- Pay initial monies.
- Possession granted.

*This process is for indicative purposes only and may vary from application to application. Negotiations remain Subject-to-Contract and meeting eligibility requirements.

INFORMATION

Proposed address: 3 Chancery Lane

Proposed tenancy start date: once notice

Proposed monthly rent: 595

Your holding deposit will be held initially for 15 days or until the proposed start date noted above, whichever is the later, save for where an extended period of retention is subsequently agreed with you in writing. In signing this Application to Rent, you agree to the holding deposit being held on this basis.

PLEASE NOTE: THE NAMES OF ALL THOSE WHO WILL BE NAMED ON THE TENANCY AGREEMENT MUST APPEAR IN FULL.

Your FULL name(s) - Please add the FULL names of anyone else aged 18 or over who will be named on the Tenancy:

Carla Marie Sharpe

INITIAL MONIES

One months' rent in advance:	£ <u>595</u>
Deposit:	£ <u>685</u>
TOTAL:	£ <u>1280</u>
Less holding deposit already paid:	£ <u>137</u>
Balance due prior to release of keys:	£ <u>1143</u>

Will anyone other than a named tenant be paying initial monies on your behalf?

Yes ☐

No ☒

If Yes, then then:

FULL name(s):

Current Address:

Email Address: Contact No:

PLEASE NOTE: ANY FAILURE TO DISCLOSE A THIRD-PARTY MAKING PAYMENT ON YOUR BEHALF WILL DELAY THE PROPOSED TENANCY COMMENCING AND ALLOCATION OF FUNDS.

VULNERABLE CUSTOMER SUPPORT

We are committed to providing fair, inclusive, and accessible support to all our applicants and tenants, including those who may be vulnerable due to personal circumstances. We recognise that vulnerability can arise from a range of factors, including age, disability, mental or physical health conditions, financial difficulties, language barriers, or significant life events.

If you believe you may require additional support when engaging with our services, please let us know and confirm here.



DECLARATION

It is important you read and understand the above information, terms, and conditions. If there is anything you do not understand, then please discuss it with a member of our staff or take your own independence legal advice prior to signing.

I/we hereby agree to the above terms and confirm our understand of the information provided. I/we confirm that the above information is correct.

I/we confirm that we understand and meet the eligibility requirements outlined above.

I/we confirm receipt of the EPC.

I/we confirm that documents and notice can be issued and served electronically.

Name: Carla Marie Sharpe

Signature: Carla Sharpe
Yoti eSigned

Date: 21 Aug 2026 (UTC)