

**Holding Deposit Agreement for Properties**

Do not sign this form unless you are certain that you wish to take occupation of the premises, as the holding deposit taken is non-refundable should you withdraw.

Property Address \_\_\_\_\_

Rental amount £ \_\_\_\_\_ Tenancy Start Date \_\_\_\_\_ Tenancy Length \_\_\_\_\_

To reserve a property there are 3 payments due – a holding deposit, the first months' rent and a security deposit. The holding deposit is due immediately to reserve the property. On successful completion of references and paperwork the holding deposit will form part of the first months' rent, the remainder of the first months' rent must be paid within 15 days of paying the holding deposit. The refundable security deposit will be no more than the equivalent of 5 weeks rent and is due 2 weeks before the tenancy commences (for professionals) or 1 month before the tenancy commences (for students).

**Bank Details for holding deposit.**

Name: Wingrove Letting  
Sort Code: 20-59-97  
Account Number: 13848809

**Tenants Details**

Lead tenant full name \_\_\_\_\_ Mobile Number \_\_\_\_\_

Email address \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please provide details of any other tenants over the age of 18 who will live at the property:**

Name \_\_\_\_\_ Mobile Number \_\_\_\_\_

Email Address \_\_\_\_\_  
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Name \_\_\_\_\_ Mobile Number \_\_\_\_\_

Email Address \_\_\_\_\_  
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Name \_\_\_\_\_ Mobile Number \_\_\_\_\_

Email Address \_\_\_\_\_  
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Name \_\_\_\_\_ Mobile Number \_\_\_\_\_

Email Address \_\_\_\_\_  
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Name \_\_\_\_\_ Mobile Number \_\_\_\_\_

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Name \_\_\_\_\_ Mobile Number \_\_\_\_\_

Email Address \_\_\_\_\_  
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Name \_\_\_\_\_ Mobile Number \_\_\_\_\_

Email Address \_\_\_\_\_  
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Name \_\_\_\_\_ Mobile Number \_\_\_\_\_

Email Address \_\_\_\_\_  
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Name \_\_\_\_\_ Mobile Number \_\_\_\_\_

Email Address \_\_\_\_\_  
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Name \_\_\_\_\_ Mobile Number \_\_\_\_\_

Email Address \_\_\_\_\_

How many occupants will reside in the property in total (including children)? \_\_\_\_\_

What is the relationship between the occupants? \_\_\_\_\_

Please provide the employment status of the tenants. \_\_\_\_\_

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Job Titles \_\_\_\_\_

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Annual Salaries \_\_\_\_\_

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Will anyone aged under 18 reside at the property? Yes \_\_\_ No \_\_\_ If yes how many people? \_\_\_\_\_

Do you have any pets? Yes \_\_\_ No \_\_\_ If yes, please provide details. \_\_\_\_\_

If there is any further information that you think either Wingrove Lettings or the landlord should be aware of, please provide details below.

Please specify any requests of conditions attached to the offer you are making. These points will be agreed by the property owner.

### **Application & References**

To reserve a property for you we need to take payment of the holding deposit. The holding deposit is an amount equal to one weeks rent, once a tenancy application is successful this holding deposit will form part of the first month's rent. Once paid the holding deposit is non-refundable if you decide not to proceed with the tenancy, or fail to meet the criteria detailed below.

To work out how much holding deposit you will need to pay, please calculate one weeks rent using the following method.

Rent per calendar month, multiplied by 12, divided by 52. For example £500.00pcm x 12 = £6000.00, divided by 52 = £115.38 holding deposit.

Please note where rent is advertised as a weekly amount please ensure the holding deposit covers the rent for the full property and not just one person.

As part of our referencing process we require the following references for all the tenants and any guarantors. These usually are obtained by a referencing and credit service of our choice. We currently use a company called Vouch although we may choose to use another company. Once payment has been received, we will take the property off of the market and forward your details to our preferred referencing and credit check service. They will then be in touch via email to take you through their process.

FOR PROFESSIONAL TENANTS: Previous landlords's reference (where applicable), employers reference / proof of income OR proof of savings, satisfactory credit check with no adverse credit history.

FOR STUDENTS: Previous landlords' reference (where applicable), satisfactory credit check with no adverse credit history, guarantor to be provided (international students may be required to pay the full rent in advance).

FOR GUARANTORS: Must be a UK Homeowner, employers reference / proof of income OR proof of savings, satisfactory credit check with no adverse credit history.

For affordability purposes professionals must have a guaranteed minimum income of 2.5 x their share of the monthly rent per month. For example, if the tenants share of the monthly rent is £500.00, they must have a guaranteed minimum income of £1,250.00 per month ( $£500.00 \times 2.5 = £1,250.00$ ). Guarantors need to have a guaranteed minimum income of 3 x the guaranteed applicants share of the rent, if the tenants share of the rent is £500.00 then the guarantor must have a guaranteed minimum income of £1,500.00 per calendar month ( $£500.00 \times 3 = £1500.00$ ). Credit checks look for adverse credit history, including any IVA's, CCJ's & Bankruptcy, as well as an unusually low credit score. Landlord references must be from a current landlord (where applicable) and must state that the rent has been paid on time and the property has been maintained acceptably, with no negative factors. Pets, smoking and housing benefit are not accepted unless agreed in writing.

**Please confirm the following:**

All tenants are able to meet the above referencing criteria? Yes \_\_\_ No \_\_\_

Do any tenants have any adverse credit history as detailed above? Yes \_\_\_ No \_\_\_

Properties are reserved subject to referencing and contracts. Once a holding deposit has been placed you have 15 days to submit all paperwork and sign all contracts / guarantor forms. If after 15 days the paperwork and contracts have not been completed the landlord may choose to re-market the property, if the room is subsequently let then you would forfeit your holding deposit. If you choose to withdraw from the tenancy, or if negative references are received, your holding deposit is non-refundable. All references and payments due before commencement of the tenant tenancy must be completed by all tenants before keys can be released. If any information provided on this form is subsequently found to be misleading or false, your application may be rejected and your holding deposit forfeited. All tenancies must start within 2 weeks of a holding deposit being paid unless previously agreed with Wingrove Lettings.

**Please confirm you:**

Authorise us to pass your details onto a third-party referencing company upon a successful application.

Yes \_\_\_

Have read through and accepted the terms in our sample tenant agreement (linked to on our website)

Yes \_\_\_

Have read the governments 'How to Rent Guide' (linked to on our website)

Yes \_\_\_

I confirm that the information I have provided above is accurate and that I have read and understood all terms and conditions detailed this document. I confirm that I act for all tenants detailed and accept that by signing this document I am bound by its entire contents. This document does not form a tenancy agreement and does not guarantee a tenancy will be granted for the room.

1. Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_