

# X1 LETTINGS

## Residential Application Form

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# Register With Us

At X1 Lettings, we try to make the renting experience as straight forward as possible, enabling you to enjoy your new property whether your stay is short or long. Please read this application form carefully and fully understand your obligations to your landlord prior to making an offer on a rental property.

All of the charges you can incur are listed within this document, but if you are uncertain about these costs, please speak to a member of staff before you make an offer on a property with us

## Making An Offer

Once you've found an X1 property that you like:

- Fully read and understand what is involved in taking a tenancy
- The cost of the Deposit or Reposit you are required to make before taking a tenancy
- Costs which may apply during the tenancy
- Complete and return this application form
- Make sure that you list any items or requirements to be included in your offer (these should be put in writing for avoidance of doubt or misinterpretation) on the application form
- State your preferred moving-in date and the length of tenancy you require; we will try to work to these as closely as possible but cannot guarantee they will be exactly as you wish
- Let us know who is going to be living in the property, names, ages, current address

## Costs Involved In Order To Move In

Deposit – equivalent to one month's rent (refundable at the end of the tenancy agreement, provided there are no damages to the property or rental arrears)

Reposit – equivalent to one week's rent (non-refundable)

First Month's Rent – your first month's rent must be paid in order or you to collect the keys

# Other Costs Which May Apply During/After Tenancy

Late Rent – a default fee will be charged when the rent has been outstanding for 14 days or more. This will be charged at no more than 3% above the Bank of England's base rate for each day that the payment has been outstanding.

Amendments To Tenancy Agreement - £50

Early Termination Of Tenancy – Rent up until the term of the tenancy expires or until a new tenant moves into the property as well as reasonable costs incurred by the landlord in arranging a termination.

Default Charges – At cost price (i.e. replacement keys or access fobs).

## Securing The Property

To secure the property you will need to make an offer and complete this application form.

Once your offer is accepted by the Landlord you will have 15 days, to complete the booking process.

This will include all parties completing the referencing process, tenancy agreement signed by all parties and deposit or reposit payments made.

Please Note: If your booking is not completed within 15 days this will be released back onto the market and available to be booked by another party.

# Tenancy Agreement

- The tenancy agreement is a legally binding contract between a landlord and a tenant, which sets out the contractual responsibilities of both parties.
- All persons over the age of 18 must be named on the tenancy agreement up to a maximum of 4 people. Together these people listed on the agreement form 'the Tenant' on a joint and several basis (all for one and one for all).
- Prior to the commencement of the tenancy the agreement must be signed by all of the parties.

## Before you take on a tenancy always negotiate on paper

A Tenancy Agreement can be altered before it is signed, if both the Tenant and Landlord agree to the proposed changes. Ensure you have read it thoroughly and fully understand all of the clauses contained therein. It is therefore suggested that you seek legal advice and negotiate any clauses as quickly as possible to avoid delay. Both parties will hold a final copy of the signed tenancy agreement. If in doubt, seek professional help.

## Your right to quiet enjoyment

When you rent from a private landlord, or through their agent, you have a legal right to use the property in a reasonable fashion without being disturbed by either party. If the landlord or X1 would like to access the property, we will give at least 24 hours notice to comply with this requirement. It should be noted, however, that a tenant has a legal obligation to provide access for repairs, assuming the landlord gives sufficient notice.

## Until strife do us part...

If you are sharing a rental property with others you will see a clause in the tenancy agreement referring to joint and several liability. In effect this means that if one or more tenants stop paying rent for any reason or cause any damage, for example, the remaining sharers will be liable for the associated costs. As this clause is present in all contracts, always be sure to assess how well you know your prospective housemates. In some cases, a guarantor form will have to be signed by a parent or guardian, which gives the landlord additional protection if a Tenant should fail to pay the rent. If this is the case, the joint and several liability will be passed on to them.

# Getting Referenced

References are essential to the letting process and these checks are carried out on your behalf by a third party company, UK Tenant Data, in order to show your prospective landlord that you are going to be a reliable tenant. Please note that every tenant appearing on the tenancy **MUST** provide a reference for the landlord's perusal and acceptance. You will be required to complete a referencing form giving details of the following:

## Current Address

If you are not listed on the electoral role you will be asked to provide proof of residency, showing your current address, in the form of a recent (within 3 months) utility bill, telephone bill (including mobile phone bill) or driver's license.

## Previous Addresses

Including those abroad, to cover the past 3 years.

## Photo Identification

An original copy of your passport or photo identification such as a valid driving license and current proof of residency in the form of a recent utility bill, will be required for file records, at the outset of the tenancy.

## Bad Credit

Notification of any County Court Judgments (CCJs), Bankruptcy Orders or bad credit listed against you. If you do not declare bad credit history, this can affect a tenancy agreement being made between yourself and the landlord.

## Income

Between all joint tenants, you require an income of 2.5 times the annual rental sum. If you are unable to provide proof of income, and wish to self-certify your earnings, you will need to provide 6 month's bank statements or proof of independent means to cover 2.5 times the annual rental amount. If you are unsure of this please see our affordability calculator.

## Right to rent in the UK - Documentation and Biometric Residence Permit (Work Visa)

Under the Immigration Act 2014, it is our responsibility to ensure that you have the right to rent in the UK by making and keeping a copy of passports for everybody (tenants and occupiers) and checking your immigration status (Biometric Residence Permit). X1 Lettings will undertake tenant checks on behalf of your landlord and reserve the right to refuse to grant a tenancy if we are, in any way, unsure of the validity of your documentation.

## Employment Details

You will need to confirm that you are in permanent employment or have a firm job offer in place commencing prior to the start of the tenancy.

## Self-Employed

If you are self-employed you will need to provide proof of 1 year's accounts. If your current employment details are not acceptable to the referencing company you may be asked to provide a guarantor to cover your obligations in the tenancy agreement.

## Guarantor

A guarantor, or joint guarantors, must earn 3 times the annual rental amount for the property and will need to pass the referencing process. Guarantor/s will be liable for the full tenancy as tenants are jointly and severally liable for the contractual obligations.

# Getting Referenced Continued

## Current Landlord

If you are about to vacate another rental property, we need to know how you have conducted that tenancy and whether you have been a reliable tenant.

## Change of Information

If your circumstances alter during the term of the tenancy agreement you are obliged to notify X1 Lettings with these changes. You may be required to provide new references.

## Tenant Liability Insurance

During the referencing process you will be contacted directly regarding the purchase of tenant liability insurance. It is optional if you wish to purchase the Tenant Liability insurance.



## UK Tenant Data

8 South Preston office Village, Cuerden  
Way, Bamber Bridge, Preston, Lancashire,  
PR5 6B

# Affordability Calculator

Monthly Rent	Applicant Minimum Salary	Guarantor Minimum Salary
£500	£15,000	£18,000
£600	£18,000	£21,600
£700	£21,000	£25,200
£800	£24,000	£28,800
£900	£27,000	£32,400
£1000	£30,000	£36,000
£1100	£33,000	£39,600
£1200	£36,000	£43,200
£1300	£39,000	£46,800
£1400	£42,000	£50,400
£1500	£45,000	£54,000

# Rent in advance

Rent is always payable in advance and should be received in cleared funds before the tenancy agreement is signed and dated.

It is usual to pay one month's rent in advance. If, however, you have asked to move your payment date then a member of the team will calculate the additional rent you will need to pay in advance at the outset of the tenancy.

It is usual for cheques or bankers drafts to take up to 10 days to clear into our account, so please ensure that you make your payment early enough or you could find yourself unable to take the keys to the property on the day you are expecting.

- Internet banking can be immediate but access to check our client account is not always available at the time of your move in appointment, so ensure that you make payment in advance to avoid any delays to your move in. If you have not made payment in advance, this must be done during the hours 9:30am-5:00pm Monday to Friday, as there will be no access to the client account outside of these hours.

- If you are intending to pay with cash, please ensure that you speak to a member of staff before you turn up at the office with a brown envelope! Certain amounts of cash cannot be taken and should be paid directly into our bank account, but please be mindful of bank opening times. We have no facility to hold cash in our offices and would prefer you not to use this method.

# Deposit Or Reposit

When taking a property with us you have a choice for either paying security deposit equivalent to one month's rent or paying a fee equivalent to 1 week's rent, which is non-refundable through our chosen provider, Reposit. Please see below for further information deposit or Reposit options.

## Deposit

This is taken at the outset of the tenancy and is equal to 1 month's rent. It is held for the duration of your tenancy and returned to you after you vacate the property, provided there is no damage to the property, or rent arrears.

### Please Note

The total amount of the security deposit will be protected in the lead tenants name, therefore you will need to ensure you are happy with who will be classed as the lead tenant during your tenancy as this will be returned directly to them at the end of the tenancy.

## Reposit

Tenants pay a 1-week non-refundable charge to Reposit, which provides landlords with end-of-tenancy protection, by adding the landlord to an insurance policy. Like a traditional deposit, you will remain liable for any unreasonable damage at the end of the tenancy. If you default on fair payment, the insurance will pay the landlord but it will impact your credit score.

# Deposit Or Reposit Continued

## Key information

A Reposit is not a deposit. By purchasing a reposit, you are paying a service charge equal to 1 weeks' worth of rent to allow you not pay a deposit and for your landlord to be added to the Reposit Insurance Policy.

- The Reposit service charge is non-refundable and cannot be offset at the end of the tenancy.
- You are not a beneficiary of the policy and as such have no rights to claim or cancel the policy.
- As a tenant, it is always your choice whether you rent a property by using Reposit or a traditional deposit to be protected in a deposit scheme.
- At the end of the tenancy, your landlord may claim on the Reposit. It is your right to either agree or dispute the claim. If you choose to dispute, we will ask for you to provide evidence which will be sent off to a third-party adjudicator.
- The arbiter's decision is always final and binding as outlined in Reposit's T&C's. Their decision

## Important

Prior to your move in appointment, we must have received the following from you to ensure that you can collect keys and move into the property on the agreed date:

- Completed application form
- Completed and accepted referencing
- Signed tenancy agreement
- First month's rent payment made and funds received in X1's account
- Deposit/Reposit payment made and funds received or proof of reposit purchase

Failure to comply with any of the above can result in delays to your move in.

# Application Form

Property Address

Offer Amount (£PCM)

Any specific requests that this offer is subject to

Preferred date to move into property

Length of initial fixed term tenancy required?

Any bad credit (including CCJs, IVAs/bankruptcy)?

If so, can anyone act as guarantor if required?

Any smokers?

Any pets?

Any children? (if yes, please specify names and ages):

Will you be paying a deposit or Reposit?

# Application Form Continued

## Lead Tenant Details

Full Name

Contact Number

Email Address

Current Address

Occupation

Annual Salary (£)

Address At The End Of Tenancy

## Second Tenant Details

Full Name

Contact Number

Email Address

Current Address

Occupation

Annual Salary (£)

Address At The End Of Tenancy

### Third Tenant Details

Full Name

Contact Number

Email Address

Current Address

Occupation

Annual Salary (£)

Address At The End Of Tenancy

### Fourth Tenant Details

Full Name

Contact Number

Email Address

Current Address

Occupation

Annual Salary (£)

Address At The End Of Tenancy

Please note Your booking process must be completed within 15 days

## Guarantor Details (if applicable)

If you do not require a guarantor, please ignore this section

### First Guarantor Details

Full Name

Contact Number

Email Address

Current Address

Occupation

Annual Salary

Name of tenant(s) you are acting as guarantor for

Monthly rental amount you are acting as guarantor for

## Second Guarantor Details

Full Name

Contact Number

Email Address

Current Address

Occupation

Annual Salary

Name of tenant(s) you are acting as guarantor for

Monthly rental amount you are acting as guarantor for

# Signatures

Lead Tenant

Date

Second Tenant

Date

Third Tenant

Date

Fourth Tenant

Date

First Guarantor

Date

Second Guarantor

Date

Our team are always  
on hand to guide and advise



## X1 Liverpool

Ground Floor  
Exchange Station  
Tithebarn Street  
Liverpool  
L2 2QP

### Call us

0151 559 3333

### We are Open

Mon 9:30am – 5:00pm  
Tue 9:30am – 8:00pm  
Wed 9:30am – 8:00pm  
Thu 9:30am – 8:00pm  
Fri 9:30am – 4.30pm  
Sat 10:00am – 4:00pm  
Sun 10:00am – 4:00pm

## X1 Leeds

X1 Aire  
Management Office  
Cross Green Lane  
LS9 8BJ

### Call us

0113 487 4366

### We are Open

Mon 9:30am – 5:00pm  
Tue 9:30am – 5:00pm  
Wed 9:30am – 5:00pm  
Thu 9:30am – 5:00pm  
Fri 9:30am – 4.30pm  
Sat Closed  
Sun Closed

## X1 Manchester

Unit 1  
Michigan Point Tower A  
9 Michigan Avenue  
Salford  
M50 2HA

### Call us

0161 669 7070

### We are Open

Mon 9:30am – 5:00pm  
Tue 9:30am – 5:00pm  
Wed 9:30am – 8:00pm  
Thu 9:30am – 8:00pm  
Fri 9:30am – 7.30pm  
Sat 10:00am – 4:00pm  
Sun 10:00am – 4:00pm

## X1 Kent

X1 Chatham Waters  
Unit 2, South House  
Gillingham Gate Road  
Gillingham  
ME4 4RS

### Call us

01634 471 804

### We are Open

Mon 9:30am – 5:00pm  
Tue 9:30am – 5:00pm  
Wed 9:30am – 5:00pm  
Thu 9:30am – 5:00pm  
Fri 9:30am – 4.30pm  
Sat Closed  
Sun Closed

