HOMEBASE PROPERTY RESIDENTIAL

‘Application to Rent’ Form

Address: …………………………………………………

Rent: £…………………………………………………...

Deposit: £………………………………………………..

Please return this form by email or to the office, with copies of each tenant’s ID documents:

- **Right To Rent ID (Passport/Birth Certificate)**
- **Proof of Address (Utility bill/bank statement/Driving License)**

Initial …………………………….

Tenant fees schedule

Applies only to Assured Periodic Tenancies (APTs) in England from 1 May 2026 in line with Tenant Fees Act 2019 and Renters' Rights Act 2025

www.homebaseproperty.co.uk

Holding Deposit (per tenancy)

One week's rent

To reserve a property. This will be offset against the first month's rent or tenancy deposit, as agreed.

Tenancy Deposit (per tenancy)

Annual rent below £50,000	Five weeks' rent
Annual rent above £50,000	Six weeks' rent

The tenancy deposit covers damages or defaults on the part of the tenant during the tenancy and will be protected in a government-authorised tenancy deposit scheme. Properties with an annual rent of more than £100,000 are not covered by the Tenant Fees Act.

Rent

The rent payable for the tenancy must not be more than the advertised amount. The rent period must either be one calendar month or a shorter period of up to 28 days. A tenant will be able to end a tenancy by giving two months' notice in writing. The end date of the tenancy must align with the end of a rent period.

Rent in advance of move in date

Rent is payable following signing of the tenancy agreement and in accordance with the agreed tenancy terms. For tenancies entered into on or after 1 May 2026, no more than one month's rent may be requested in advance.

Late Payment of Rent

Interest may be charged on unpaid rent if it remains outstanding for more than 14 days. Interest will be charged at a maximum of 3% above the Bank of England Base Rate from the date the rent became due until payment is made.

Lost Key(s) or other Security Device(s)

Tenants are liable for the actual cost of replacing any lost keys or security devices. If the loss results in locks needing to be changed, or replacement security devices being issued, the tenant will be charged the reasonable cost of a locksmith or security engineer, new lock and replacement keys/devices for all relevant parties.

Variation of Contract (Tenant's Request)

£50 (inc. VAT) per agreed variation. To cover the costs associated with taking landlord's instructions as well as the preparation and execution of new legal documents.

Change of Sharer (Tenant's Request)

£50 (inc. VAT) per replacement tenant or reasonable costs incurred if higher. Includes referencing, Right to Rent checks, deposit registration and legal documentation.

Early Termination (Tenant's Request)

If the tenant wishes to end the tenancy early (including where less than the required notice period is given), they will be liable for the landlord's reasonable costs. Under an Assured Periodic Tenancy, then the landlord can charge a fee if their tenant does not give the correct amount of notice. The usual amount of notice is two months. The landlord can charge up to the amount of rent they would have received if the tenant had given the correct amount of notice.

CLIENT MONEY PROTECTION:

www.propertymark.co.uk

INDEPENDENT REDRESS:

www.tpos.co.uk

V: MAY26

Initial ………………………………

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propertymark

CLIENT MONEY PROTECTION CERTIFICATE

Should a Propertymark Protected agent go into administration or misuse your rent, deposit or other funds, Propertymark will reimburse you whether you are a landlord or a tenant.

This certificate confirms your money is protected by the Propertymark Client Money Protection Scheme and that you can claim back money lost in the event of your letting agent going into administration or misusing your funds.

Your Propertymark Protection

Details of your agent

Homebase Property Management Limited

Trading as

Homebase Property Management

Scheme Reference number

C0003889

is a member of Propertymark Client Money Protection Scheme
Arbon House, 6 Tournament Court, Edgehill Drive, Warwick CV34 6LG

HOW TO CLAIM

Simply go to propertymark.co.uk/complaints/client-money-protection/ and complete the CMP application form.
We need to receive your application within 12 months of us being notified that a misappropriation has occurred.

You do not need to prove fraud. You only need to provide supporting evidence that you have not received the money you were
legally entitled to, this may be in the form of your tenancy agreement or deposit protection certificate along with bank statements.

Your money is protected throughout the time that your agency is a member of the Propertymark Client Money Protection Scheme. If your agent leaves the scheme, they are required by law to notify you. All agents managing properties in England, Scotland or Wales are legally required to belong to a Government approved Client Money Protection scheme at all times and details of the scheme must be publicly available. If you discover at a later date that money has gone missing during the period of their membership of the scheme, you will still be covered even if they have subsequently left the scheme.

Unfortunately, we cannot make payments for any loss arising from war (whether foreign or civil), terrorism, rebellion, revolution, military uprising or any form of confiscation by the state.

Propertymark, Arbon House, 6 Tournament Court, Edgehill Drive, Warwick, CV34 6LG

RENTING PROCESS

You will need to complete this form and return it to Homebase Property. Once we are in receipt of this form, along with copies of identification, we will speak to the landlord regarding applications received.

Upon agreeing an application in principle, we will request a reservation fee. This is always equivalent to **one weeks' rent**. This fee reserves the property for 14 days to allow us to carry out reference checks and complete any tenancy paperwork. During this period the property will be marketed 'under offer' online. This fee goes towards your first month's rent payment when you move in, providing checks are satisfactory and the tenancy goes ahead.

Once we begin referencing checks, we will upload your details from this application to the referencing company we use (**Goodlord**). Goodlord will email you a referencing application form for you to complete via email. The form will go directly to Goodlord who carry out our referencing procedure. You will need to provide details of your income and landlord. A credit check will also be carried out, as well as the option to allow open banking. In certain circumstances a guarantor may be required.

The referencing procedure usually takes a few days but is dependent on the referees giving a quick response. **Please note that if the referencing is not complete after 2 weeks, we may re-advertise the property**. It should be noted that if you take out a product or service with the Goodlord directly during this process, Homebase Property may be compensated by Goodlord.

If you are on a probationary period at work, please let us know – you may require a guarantor.

Upon receipt of satisfactory references, we will confirm details of the tenancy and detail monies which will be due prior to the commencement of the tenancy, once agreements have been signed. These will be the balance of the first month's rent and Deposit.

The Deposit is calculated at 5 weeks rent and will be protected by the custodial Tenancy Deposit Scheme (**TDS**) and sent to them for the duration of the tenancy. For properties where the Landlord manages the property, the deposit may be given to and protected by "The Deposit Protection Service" or "My Deposits" where applicable.

Tenancy documents will be sent out for electronic signature on Docusign or arrangements can be made for you to come into the office to sign the tenancy agreement and related paperwork.

An inventory clerk will usually check you into the property to go through the inventory and schedule of condition of the property, take meter readings and release keys to you.

All your responsibilities for the property during and at the end of your tenancy are outlined within the terms of the tenancy agreement.

At the end of your tenancy an appointment will be made at the end of your tenancy for the inventory clerk to carry out an inventory check out, agree meter readings and collect all keys to the property. The property must be handed back in the same condition as at the start of the tenancy, if professional cleaning was carried out you may choose to get the property professionally cleaned to achieve the same standard, Homebase Property can provide you with details of cleaners if required.

If the property is left in the same order as at the start of the tenancy, wear and tear accepted, we will arrange for the refund of your deposit as soon as possible.

Initial ……………………………

HOMEBASE PROPERTY RESIDENTIAL

JOINT TENANCIES

If there is more than one tenant, the lead tenant will deal with the deposit on behalf of the other joint tenants. When the tenancy ends, the lead tenant will be responsible for dealing with any claim for repayment and participating in any dispute about the deposit.

Where there are joint tenants, one of them must be appointed as lead tenant for the purposes of dealing with the deposit and TDS Custodial on behalf of the other joint tenant(s).

We have agreed that the Lead Tenant will be: ……………………………………………………………..

Usually, joint tenants contribute to the deposit in equal shares. However, if joint tenants contribute to a deposit in unequal shares the person who submits a repayment request and the person who submits a response will each have the opportunity to say how any deposit re-payable to the tenants is to be apportioned at the end of the tenancy. If there is a difference between the landlord/agent's apportionment and the lead tenant's apportionment, the lead tenant's request will prevail. If co-tenants object to the lead tenant's apportionment, they can advise TDS. If all the joint tenants cannot agree on how to apportion the deposit among themselves, TDS will pay the tenants in equal shares.

Please advise your deposit contribution:

Tenant name ……………………………………………… % or £________

Tenant name ……………………………………………… % or £________

If tenants wish to change their lead tenant during the tenancy, they can ask their landlord or agent in writing. TDS Custodial will then be contacted accordingly to action this change.

Each joint tenant will be able to set up their own user account with TDS Custodial, from which they can see information about the deposit and update their individual contact details. TDS Custodial will send its communications to all joint tenants.

Where a landlord or agent submits a repayment request, TDS Custodial will send a copy to all the joint tenants, but only the lead tenant will be able to submit a response. If the lead tenant does not respond to a repayment request, TDS Custodial will invite the remaining joint tenant(s) to become (or nominate) the replacement lead tenant.

INSURANCE

The Tenant is warned that the Landlord' policy does not cover their possessions and is strongly advised to insure their belongings with a reputable insurer.

The Tenant is advised to have insurance against accidental damage to Landlords belongings in place prior to the commencement of the tenancy and a copy given to the Landlord's agent.

TO BE COMPLETED BY THE LEAD APPLICANT:

PROPOSED START DATE OF THE TENANCY: ……………………………………………………..

EXPECTED LENGTH OF STAY IN PROPERTY (years/months): ……………………………………..

(subject to satisfactory references and available inventory clerk)

NAME: Mr / Mrs / Ms / Miss / Dr ……………………………………………………………………

ADDRESS:……………………………………………………………………………………………………
………
………

E-mail address: ……………………………………………..Mobile:……………………………………………

PLEASE COMPLETE YOUR RIGHT TO RENT STATUS: use the below link and let us know your

code. https://www.gov.uk/prove-right-to-rent (non-UK passport ONLY) Share Code:………………….

Occupation ……………………………………… Gross Annual Income …………………………………

(**Delete where applicable**) Full Time / Part Time. Are you on a Probationary Period? YES / NO

Are you aware of any adverse Credit History? YES / NO If YES, details:………………………………

Are you selling a House? YES / NO if yes have you EXCHANGED or COMPLETED

Do you have any children: YES / NO Number & ages of children:……………………………………

Do you have any pets: YES / NO Type and number of pets: ………………………………………

Do you smoke: YES / NO Current rent payment: £………………………………………

I confirm that the information supplied to the best of my knowledge is true

All information provided is for assessment purposes only and does not form part of any tenancy agreement

Once referencing is complete and tenancy documents have been prepared, any changes to the proposed tenancy start date will be considered but cannot be guaranteed.

Signed ………………………………………………… Date ……………………………………

Initial ………………………………

TO BE COMPLETED BY THE 2nd APPLICANT (if applicable):

(subject to satisfactory references and available inventory clerk)

NAME: Mr / Mrs / Ms / Miss / Dr ………………………………………………………………………

ADDRESS:……………………………………………………………………………………………………
………
………

E-mail address: ……………………………………………   Mobile:………………………………………………

PLEASE COMPLETE YOUR RIGHT TO RENT STATUS: use the below link and let us know your

code. https://www.gov.uk/prove-right-to-rent (non-UK passport ONLY) Share Code:………………….

Occupation ………………………………………   Gross Annual Income …………………………………

(**Delete where applicable**) Full Time / Part Time. Are you on a Probationary Period? YES / NO

Are you aware of any adverse Credit History? YES / NO If YES, details:………………………………

Are you selling a House? YES / NO   if yes have you EXCHANGED or COMPLETED

Do you have any children: YES / NO   Number & ages of children:…………………………………….

Do you have any pets: YES / NO   Type and number of pets: ………………………………………

Do you smoke: YES / NO   Current rent payment: £…………………………………………

I confirm that the information supplied to the best of my knowledge is true.

All information provided is for assessment purposes only and does not form part of any tenancy agreement

Once referencing is complete and tenancy documents have been prepared, any changes to the proposed tenancy start date will be considered but cannot be guaranteed

Signed ……………………………………………………   Date ……………………………………

Initial ……………………………

TO BE COMPLETED BY FURTHER APPLICANT OR GUARANTOR (if applicable):

(subject to satisfactory references and available inventory clerk)

NAME: Mr / Mrs / Ms / Miss / Dr ……………………………………………………………………

ADDRESS:…………………………………………………………………………………………………
……
……

E-mail address: ………………………………………… Mobile:……………………………………………

PLEASE COMPLETE YOUR RIGHT TO RENT STATUS: use the below link and let us know your

code. https://www.gov.uk/prove-right-to-rent (non-UK passport ONLY) Share Code:…………………

Occupation ……………………………………… Gross Annual Income …………………………………

(**Delete where applicable**) Full Time / Part Time. Are you on a Probationary Period? YES / NO

Are you aware of any adverse Credit History? YES / NO If YES, details:………………………………

Are you selling a House? YES / NO if yes have you EXCHANGED or COMPLETED

Do you have any children: YES / NO Number & ages of children:…………………………………….

Do you have any pets: YES / NO Type and number of pets: ………………………………………

Do you smoke: YES / NO Current rent payment: £…………………………………………

I confirm that the information supplied to the best of my knowledge is true.

All information provided is for assessment purposes only and does not form part of any tenancy agreement

Once referencing is complete and tenancy documents have been prepared, any changes to the proposed tenancy start date will be considered but cannot be guaranteed

Signed ………………………………………………… Date …………………………………….

Initial …………………………….