

TENANCY APPLICATION FORM

for

(property address)

at a rental of

£ **PCM**

(Each applicant over 18 years to fill in a separate form)

Please complete the following pages in as much detail as possible in BLACK INK and in BLOCK CAPITALS. Falsification or unverifiable information may result in the tenancy application being refused.

HOLDING DEPOSIT REQUIRED:

£

**[CREDIT CHECK / REFERENCING
/ AGENCY FEE REQUIRED]:**

£

**TOTAL REQUIRED:
ON APPLICATION**

**£100.00 per person
Non refundable**

1. VALID PHOTO IDENTIFICATION:

(we must see current valid photo ID eg. Passport or driving licence - original documents only)

2. PROOF OF ADDRESS:

(eg. recent utility bill, bank statement, driving licence – original documents only)

3. BANK STATEMENT

4. CONFIRMATION OF GROSS ANNUAL SALARY

If applying for a Managed Property there will be an extra cost of £36.00 (per property) charged at check in to protect your deposit with the DPScheme

PLEASE RETURN THIS FORM TO OUR OFFICE AS SOON AS POSSIBLE TO ENSURE THAT WE PROCESS YOUR APPLICATION QUICKLY

PLEASE RETAIN ALL GUIDANCE NOTES FOR FUTURE REFERENCE

1. PROPERTY DETAILS:

PROPERTY APPLIED FOR			
RENT PCM	£	TERM:	MONTHS
MOVE DATE			
SECURITY DEPOSIT			

2. YOUR DETAILS:

TITLE			
FIRST NAMES			
SURNAME			
ADDRESS			
POSTCODE			
TIME AT ADDRESS			
TELEPHONE	h:	w:	
MOBILE		FAX	
E-MAIL			
DATE OF BIRTH		NI No.	
PREVIOUS ADDRESS IF CURRENT LESS THAN 3 YEARS	POSTCODE:		

3. NAMES AND AGES OF ALL OTHER PERSONS TO RESIDE IN PROPERTY:

NAME	D.O.B

4. PETS:

Pets are not allowed to be kept in or on any property without the prior consent of the Landlord or the Landlord's Agent. Tenants wishing to keep pets in any property will require a security deposit equivalent to 2 month's rent. Please list the type, breed and number of pets in the box below (please note description 'dog' or 'cat' is not sufficient):

I SEEK PERMISSION TO KEEP THE FOLLOWING PETS ON THE PREMISES:

5. EMERGENCY CONTACT / NEXT OF KIN:

Name:	Tel:
Relationship to you:	E-mail:
Address:	

6. REFERENCES:

CHARACTER REFERENCE			
NAME			
ADDRESS			
POSTCODE			
HOME PHONE		WORK	
MOBILE		FAX	
E-MAIL			
RELATIONSHIP TO YOU			

(Character reference must **NOT** be a relation but someone who has known you for at least 3 years)

CURRENT EMPLOYER REFERENCE			
NAME			
COMPANY			
ADDRESS			
POSTCODE			
TELEPHONE		FAX	
ANNUAL GROSS SALARY			
POSITION			
TIME IN THIS JOB (start date)			

(If you have been with this employer for **less than 3 years** please provide previous employment details on a separate sheet)

(In the event that you are self-employed please provide in the CURRENT EMPLOYER reference section, details of your accountant and accompany the application with records of the past 3 years accounts / proof of earnings)

LANDLORD OR LETTING AGENT (CURRENT OR PREVIOUS) REFERENCE			
NAME			
ADDRESS			
POSTCODE			
TELEPHONE		FAX	
E-MAIL			
PROPERTY NAME		FROM	
		TO	

(If you have not rented before please leave the above section blank)

1. The Applicant states that all the information supplied above is true and correct and wishes to proceed with the tenancy application.
2. The Applicant hereby gives authority to seek references from the referees given above and authorises verification of the above information, including but not limited to the obtaining of a credit report if necessary.

SIGNED: _____ **DATE:** _____

MONIES REQUIRED BEFORE THE MOVE-IN

SECURITY DEPOSIT	£
[CREDIT CHECK / REF FEE]	£ 50.00
FIRST MONTHS RENTAL	£
[ADMIN COSTS / AGENCY FEE]	£ 50.00
TOTAL	£ 100.00
MINUS HOLDING DEPOSIT ALREADY RECEIVED ON APPLICATION	- £
BALANCE DUE ON COMMENCEMENT	£

Please note that this is an **estimate** only and may vary due to the date of commencement. An accurate invoice will be provided before commencement of any tenancy.

INFORMATION

HOLDING DEPOSIT: A holding deposit of £ will be taken on application in order to reserve the property and remove it from our marketing and property list. This will be taken off the first month's rent or returned in full if for any reason the Landlord or the Landlord's Agent withdraws the offer of a tenancy, unless the applicant withheld relevant information or furnished information that was found to be false or misleading or if insufficient references are obtained. The holding deposit will not be returned if tenant decides to withdraw from the application.

[TENANCY & ADMINISTRATION COSTS / AGENCY FEE]: An administration charge of **£50** is due on commencement of tenancy. This includes a charge to meet part of the costs of preparing the tenancy agreement and inventory.

[CREDIT CHECK AND REFERENCING CHARGE: A charge of **£50** per applicant is due on application as payment for taking references and obtaining a credit report for each applicant. If a guarantor is required the charge to be paid is **£40.00** for a credit report and preparing the guarantor agreement. The application charges for credit searches and references can never be refunded because a search will have been done immediately the tenancy application was received and references will be sent.

SECURITY DEPOSIT: The equivalent of [**one month's rent** is required. Provided there are no disputes over unfair wear and tear, damage or dirt, rent outstanding or unpaid utility bills, the deposit will be returned to the tenant within 28 days of the end of the tenancy. Under no circumstances is the security deposit to be used as part or all of the last month's rent. Where a pet is to reside in the property, a deposit equivalent to **two months rent** is required.

REFERENCES: Responses are needed from all referees before the commencement of any tenancy. The referencing procedure usually takes between 3-10 working days depending on the time it takes your referees to respond. To help speed this up, please remember let your referees know that we will be contacting them.

TENANCY AGREEMENT: A tenancy agreement will be drawn up for a **minimum period of 6 months**. Please note that all tenants named on the tenancy agreement must sign the necessary documentation before the commencement of the tenancy and releasing the keys to the property.

RENT: One month in advance, bankers draft or cash for the first month only payable to Allan Lettings (personal cheque acceptable if funds clear by commencement date). Subsequent payments to be made by monthly standing order from one bank account. Rent is usually exclusive of council tax, water charges, phone connection and charges and utilities.

INSURANCE: It is a requirement that tenants insure their contents prior to commencement of the tenancy.

I/WE HAVE READ AND FULLY UNDERSTOOD THE ABOVE

SIGNED: _____ DATE: _____
(APPLICANT)