

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, and the holding deposit will not be refundable.

HOLDING DEPOSIT REQUIRED:
(1 week deposit equivalent to 1 weeks rent)

£

1. VALID PHOTO IDENTIFICATION:

Option 1: UK Passport or EEA National passport or Permanent Residence Card.
Option 2: Full or Provisional driving licence and/or UK birth or adoption certificate, a government authority letter or paperwork from the Department of Working Pensions.

2. PROOF OF ADDRESS:

(eg. recent utility bill, bank statement, driving licence – please note the documents where possible must display the same name as the passport/driving licence)

3. BANK STATEMENT x 3months - most recent

4. CONFIRMATION OF GROSS ANNUAL SALARY - CONTRACT

5. PAYSLIPS x3months – most recent

It is the responsibility of the tenant to inform us regarding any negative credit history

PLEASE NOTE: IF YOU REQUIRE US TO PHOTOCOPY ANY DOCUMENTS THERE IS A MINIMUM CHARGE OF £1.00 OR 25p PER A4 COPY. Otherwise please provide photocopies as we are unable to retain original documents.

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
POSSIBLE MOVE DATE			
HOLDING DEPOSIT	£	TOTAL DEPOSIT	£

2. YOUR DETAILS:

TITLE			
FIRST NAMES			
SURNAME			
MARITAL STATUS			
ADDRESS			
POSTCODE			
TIME AT ADDRESS			
TELEPHONE	h:	w:	
MOBILE			
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. 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: (not to be anyone living with you at the property)

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

6. REFERENCES:

CHARACTER REFERENCE			
NAME			
ADDRESS			
POSTCODE			
HOME PHONE		WORK	
MOBILE			
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			
COMPANY			
CONTACT NAME			
ADDRESS			
POSTCODE			
TELEPHONE		Email:	
YOUR ANNUAL GROSS SALARY			
APPLICANTS 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			
E-MAIL		RENT AMOUNT	£
PROPERTY NAME		FROM	
		TO	

1. The Applicant states that all the information supplied above is true and correct and wishes to proceed with the tenancy application, and has informed the agent of any adverse credit history.
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.
3. I agree that Allan Lettings and/or my new landlord can hold onto my details in respect of correspondents about my rented property. (Any details provided will not be passed to any third parties)

SIGNED: _____ **DATE:** _____

INFORMATION

HOLDING DEPOSIT: A holding deposit is equal to 1 weeks rent and this will be taken at the time the application is submitted, to secure the application for the property. This money will be deducted from the final deposit balance. If the applicant is found to have provided false or misleading information this holding deposit can be retained by the agent. The property will then be offered to the next applicant.

SECURITY DEPOSIT: The equivalent of 5 weeks 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 has been agreed by the landlord an additional rent will be charged.

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.

CREDIT REPORT: A credit report will be carried out by Allan Lettings on behalf of our landlord, or alternatively provided by the applicant directly. Please inform us of any negative credit history at application as this may affect the ability for us to proceed with offering a tenancy.

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. If you decide to alter or renew this agreement in anyway a charge of £50inc VAT will be applicable.

RENT: One month in advance, either via online bank transfer 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.

I/WE HAVE READ AND FULLY UNDERSTOOD THE ABOVE

SIGNED: _____ **DATE:** _____
(APPLICANT)

BEFORE YOU MOVE IN:

Holding Deposit – This is to reserve a property whilst reference checks and preparation for a tenancy agreement are undertaken. This amount is the equivalent to one weeks rent.

Referencing : (identity, immigration and visa confirmation, financial credit checks, obtaining references from current or previous employers / landlords and any other relevant information to assess affordability) as well as contract negotiation (amending and agreeing terms) and arranging the tenancy and agreement

If credit checks and references come back unsatisfactory and you are unable to provide a suitable guarantor. You are able to pay an upfront lump sum of rent which can be negotiated between yourself and the landlord.

If you are renting with a pet that has been agreed by the landlord a prior arrangement may be made to pay additional rent.

DURING YOUR TENANCY:

Renewal Fee or changes to the tenancy requested by tenant (tenant's share) £_50.00__ (inc VAT)
Contract negotiation, amending and updating terms and arranging a further tenancy and agreement

CALL OUT FEES:

if a contractor is called out to the property and it the following is found:

1. Misuse of appliance has cause breakdown
2. An electrical fault due to tenants own equipment malfunction
3. Failure to keep the gas and electric meters topped up, and or oil boilers.(which causes lock out on the system and means a contractor needs to be called out)
4. Keys and security devices including key cuts and locksmiths

PLEASE NOTE THAT TENANTS ARE RESPONSIBLE FOR INSURING THEIR OWN CONTENTS

ENDING YOUR TENANCY:

OTHER FEES AND CHARGES:

Professional Cleaning (if required) £_12.00__ (in VAT) per hour which will be deducted from the Security Deposit Only charged where professional cleaning is necessary to return the property to the same condition as at the start of the tenancy.