

## APPLICATION FOR TENANCY

|                              |
|------------------------------|
| Property Address Applied for |
|                              |

### ABOUT YOU (Standard Collection of Preliminary Information)

|  |                                       |
|--|---------------------------------------|
| Your Name & Current Address                | Date of Birth                         |
|  |                                       |
|  | Telephone Numbers (Landline & Mobile) |
|  |                                       |
| Any Children / Dependants (including ages) | Email Address                         |
|  |                                       |

### YOUR CIRCUMSTANCES (So that we may assess your current situation)

|   |   |
|---|---|
| Are you going to apply for Housing Benefit?   | If currently receiving benefit, how much are you getting? |
|   |   |
| Do you have a pet? If so, what type of pet? (inside/outside)                        | Are you a smoker? If so, do you smoke inside or outside?  |
|   |   |
| How long have you lived at your current address? & what is your reason for leaving? |   |
|   |   |

### YOUR INCOME (Used to calculate your affordability and income security)

|  |  |
|--|--|
| Name & Address of your Place of Employment | Name & Phone Number of Employer/Manager/HR Supervisor          |
|  |  |
|  | Employer/Manager/HR Supervisor Email Address                   |
|  |  |
| Commencement Date of Employment            | Title of Position  |
|  |  |
| Employed Full Time or Part Time?           | Employed Temporarily or Permanently?                           |
|  |  |
| Total Annual Income From Employment        | If Paying Rent by Other Means e.g. Student Loan, State Details |
|  |  |

Agents Use Only

**YOUR CURRENT / LAST RENTAL ADDRESS & LANDLORD** (We will accumulate relevant information about your last tenancy)

|  |  |
|--|--|
| Address You Currently Rent / Rented Previously From a Landlord |  |
|  |  |
| Full Name of Landlord  | Telephone Numbers for Landlord (Landline & Mobile)         |
|  |  |
| Email Address for Landlord                                     | Amount of Rent Paid Per Month & How Long Was Your Tenancy? |
|  |  |
| If the above is Not Applicable to You Please State Why Below   |  |
|  |  |
| Agents Use Only  |  |

**YOUR BACKGROUND** (We will obtain a reference from this nominated person of good social standing, to recommend you)

|                          |                                     |
|--------------------------|-------------------------------------|
| Name of Nominated Person | Contact Telephone Number of Nominee |
|                          |                                     |
| Occupation of Nominee    | How Long has this Person Known You? |
|                          |                                     |
| Agents Use Only          |                                     |

**YOUR GUARANTOR** (If you are in receipt of housing benefit/ using a loan/ under 25/ a student, you must provide Guarantor)

|  |   |
|--|---|
| Name of Guarantor  | Date of Birth   |
|  |   |
| Address of Guarantor                                       | Contact Telephone Numbers   |
|  | What is the Guarantors relationship to the Tenant(s)?                 |
| Name of Guarantors Place of Employment & Title of Position |   |
|  |   |
| Guarantors Total Annual Income                             | If Guarantor is retired or self sufficient Please state details below |
|  |   |
| Agents Use Only  |   |

**UNIVERSITY / COLLEGE STUDENT APPLICANTS ONLY (Must Fill in the Field Below)**

|   |  |
|---|--|
| Which University or College Do you Attend?        | On Which Course/ Subject are you Enrolled ?  |
|   |  |
| Which Year of Your Course Will you Be Going Into? | How Long is the total length of your course? |
|   |  |

**YOUR FUTURE TENANCY**

|  |  |                   |  |             |  |
|--|--|-------------------|--|-------------|--|
| Tenancy Start Date:  |  | Tenancy Duration: |  | Rent £ PCM: |  |
| <b>Conditions of Tenancy</b> - Tell us EXACTLY what you require to be done within the property or to the furnishings, if at all. |  |                   |  |             |  |
|  |  |                   |  |             |  |

**Disclaimer** - I confirm that the information I have supplied, to the best of my knowledge and belief, is true. I have read and understood the Tenancy Application Process & give permission for my references to be verified based on the above information being provided. In addition, supplying false information regarding references or false referees is a criminal offence and may be dealt with in a court of law.

**Terms & Conditions** - I understand;

- That the fee in connection to this referencing process is non refundable.
- That any funds paid to The Lettings Company in pursuit of a property are received as a holding fee until the full balance due is received, all payments are strictly non refundable unless The Lettings Company, or landlord/owner refuses the letting. Should this be the case then all funds will be returned in full.
- That on successful receipt of my full balance, The Lettings Company will presume the property 'let agreed', issue a tenancy agreement to be signed and that this is when the holding fee against the property will become my first month's rent and security deposit.
- That my security deposit will then be registered either by The Lettings Company or by the landlord/owner of the property with a Tenancy Deposit Scheme of their choosing as per the recent changes in tenancy legislation pertaining to tenancy deposits.

|           |  |      |  |
|-----------|--|------|--|
| Signature |  | Date |  |
|-----------|--|------|--|

**Please check that this application form has been completed to the best of your knowledge.**

**In addition to this form we will also require:**

- a copy of your photo ID (needed in all cases)
- a copy of a recent Payslip (if applicable),
- a copy of a student loan or SFNI finance confirmation (applicable if you are a student or using student loan to finance rent)
- a copy of your benefit notification (if you receive housing benefit)
- a copy of a recent bill (used for proof of address)

**A non refundable processing Fee of £45.00 is applicable when handing in this form.**

**ONCE THIS FORM IS COMPLETE AND THE ADDITIONAL INFORMATION IS READY, PLEASE CONTACT THE LETTINGS COMPANY 079 8356 7878 TO ARRANGE AN APPLICATION COLLECTION APPOINTMENT.**

**Thank You and Good Luck!**