

Residential Lettings

Application for Tenancy

This form must be completed and signed before any application for tenancy can be formally considered. Applicants are reminded that in addition to the reference information requested herein they **must** also provide proof of identification.

The Landlords Letting Company, Charge, an 'Application Fee'. This fee is to cover the costs of processing your tenancy request, the fee once paid is non-refundable. Each individual tenant must complete an 'Application for Tenancy' and pay the application fee. NB: Where a guarantor is required, this may attract an additional charge.

If your application is successful you will have to pay a deposit. This deposit will be held by The Tenancy Deposit Protection Scheme. The deposit will not be returned until your tenancy is ended and only then provided your rent is paid in full and on the proviso that the household bills are paid (we may require proof) and the property is returned to our satisfaction. NB: Before the deposit is refunded we will also have to consult with the landlord.

Housing Benefit Tenant: You will be required to provide a suitable guarantor. You must also obtain a housing benefit claim form which you must bring with you when you sign the lease should your application prove successful. If your rent is to be paid by housing benefit you will require a guarantor, this must be someone who has a full time job, a bank account and is in a position to cover your rent should the council reject your claim or not pay the rent in full.

Property

Property you wish to apply for: _____

Tenants Application for Tenancy:

Housing Benefit

Only prospective tenants intending to claim housing benefit to pay either the full or part of their rent need complete this section.

The benefits do you receive: _____

Address of the Benefits Agency office handling your claim: _____

All tenants wishing to claim benefit are reminded that submitting a claim is no guarantee that your rent will be paid either in part or in full. Should housing benefit not pay your full rent (that agreed in the lease) **you will have to pay any shortfall**. Be reminded that you can apply for a pre-tenancy determination by a rent officer if you are at all concerned.

Bank

Bank Name: _____ Account Number: _____

Address: _____ Account Name: _____

_____ Bank Sort Code: _____

Postcode: _____ Telephone No: _____

If self-employed, please note we will also require details of your accountant

About You

Title: Mr/Miss/Ms/Mrs/Other (*please Specify*) _____

Surname: _____ Forename: _____

Current Address: _____ Home Tel: _____

_____ Work Tel: _____

_____ Mobile: _____

_____ Fax: _____

Postcode: _____

Years at Address: _____ N.I. No: _____

(If less than 3 years complete

Previous addresses section below)

Tax Code: _____

Date of Birth: _____

Current occupancy status: Owner Private Tenant
 Living with relatives Council Tenant

Current Marital Status: Married Divorced Single
 Separated Widowed

Current Employment: Employed Self Employed Student
 On Contract Unemployed Retired
 Independent Means

If Employed: Is your current post permanent? **Y / N**
 Is your employment to change in the near future **Y / N**

Please state why you are moving: _____

Please give details of any adverse credit history: _____

Previous Addresses

	(1)	(2)	(3)
Address:	_____	_____	_____
	_____	_____	_____
	_____	_____	_____
Postcode:	_____	_____	_____
	_____	_____	_____
How Long:	_____	_____	_____

References Please provide both references below, if you do not have a current landlord please supply **TWO CHARACTER** references. ***Please supply E-mail address where possible*** as this is by far the most efficient way for us to receive references.

	<i>Current Landlord</i>	<i>Character Ref(please read NB)</i>	<i>Next Of Kin</i>
Name			
Address			
Postcode			
Tel No			
Fax No			
E-mail			

NB!!! Character Ref must be a professional person i.e. Doctor, Solicitor, Teacher, Police Officer, Company Director or in a position of authority.

	<i>Current Employment</i>		<i>Previous Employment</i>
Name		Position:	
Address			
		Gross Salary:	
Postcode		Start date:	
Tel No			
Fax No		Contact Name:	
Dates			
E-mail			

Children

Please list anyone under the age of 18 that will be living with you:

Surname	Forename	Date of Birth	Relationship

Declaration all applicants are advised to read the following very carefully before signing:

I/we hereby confirm that the information provided by me/us is to the best of my/our knowledge true and I/we have no objections to the information being verified by whatsoever means are deemed necessary. I/we understand that the results of the findings will be forwarded to an appointed credit referencing agency, to the appointed agent and/or the landlord and may be accessed again should I/we apply for a tenancy agreement in the future. I/we agree that C.A.R.L. Communications Ltd. or their agent may search the files of a credit reference agency which will keep a record of that search. I/We also understand that no details of the search will be given to me/us by the letting agent and/or the landlord, but that I/we may request the name and address of the credit reference agency to whom I/we may apply for a copy of any information provided. I/we also confirm that in the event of my/our defaulting on the rental agreement that any such default may be recorded with the credit reference agency and may affect any future application for credit I/we make. I hereby authorise the above named bank or building society to respond to status enquiries made in respect of this application. I/we hereby acknowledge that the information provided above will be used to assess my application for tenancy. I /we understand that should a tenancy be granted and information provided is found to be false that will be grounds for the landlord or his agent to terminate the tenancy. I/We agree to the information provided being stored on computer. I/we confirm that we are in a position to proceed with the tenancy should this application prove successful. I/we confirm that the deposit required is available and understand that

withdrawal from this application may be seen as a breach of contract and I/we hereby agree to compensate the landlord or agent for any cost incurred as a result of our withdrawal.

Applicants Signature: _____

Date: _____