

Tenancy Application

80 Station Road
Clacton on Sea
Essex CO15 1SP
Tel: (01255) 221575
Fax: (01255) 476753
www.lettinglink.co.uk



Every Tenant is required to complete a separate application from.

BLOCK CAPITALS AND BLACK INK PLEASE

Address of Property Application is for:-

Postcode Agreed Monthly Rental £

Full Name inc. Middle Names Title Full Names Surname Male / Female

Marital Status Maiden Name / Also Known As

Contact Details Home:- Mobile:-

Email:- Other:-

National Insurance No. / / / / Date of Birth / / Smoker Yes / No

Children (Include all children who will reside at the property) No. Boys Ages No. Girls Ages

Pets (please give details of all pets that will reside at the property or in the garden)

Current Address

Postcode

Date of moving to your current address / /

If less than 3 years at above address, please supply full previous addresses to cover 3 years.

Postcode <input type="text"/>	Postcode <input type="text"/>
Date moved <input type="text"/> / <input type="text"/> / <input type="text"/>	Date moved <input type="text"/> / <input type="text"/> / <input type="text"/>

Have you had any criminal convictions within the past five years, ever been made bankrupt, entered into an I.V.A. or had any judgement for debt made against you?
If YES please provide details.

YES / NO

Have you ever been refused Council, Housing Association or Private Sector rented accommodation within the past five years?
If YES please provide details.

YES / NO

Reference Details

Employment Details. Please supply name, address and contact details of your employer. If you are self employed please supply details of your accountant.

Status	<input type="text" value="Employed / Self employed / Part time employed / Student / Retired / Unemployed"/>		
Name	<input type="text" value="Title"/>	<input type="text"/>	
Address	<input type="text"/>		
	<input type="text"/>		
Contact	<input type="text"/>		<input type="text" value="Fax No."/>
E-mail	<input type="text"/>		
Job Title	<input type="text"/>	Annual Salary	<input type="text" value="£"/>
Start Date	<input type="text" value="/ /"/>		

If your current employment is for **less than six months** please supply the details of your previous employer.

Previous Employer	<input type="text"/>
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Landlord Details. Please supply name, address, and contact details of your landlord.

Status	<input type="text" value="Home Owner / Rented / Living with Parents / Council Tenant/ Other (Please state)"/>		
Name	<input type="text" value="Title"/>	<input type="text"/>	
Address	<input type="text"/>		
	<input type="text"/>		
Contact	<input type="text"/>		<input type="text" value="Fax No."/>
E-mail	<input type="text"/>		

If your current landlord is for **less than six months** please supply the details of your previous landlord.

Previous Address & Landlord Address & Contact Details	<input type="text"/>
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Character References. Please supply name, address and telephone number of two character referees. They should have known you for at least two years and must not be someone who is applying for the property with you, a relative/family member, or your landlord or employer.

Name

Address

Contact No. E-mail

Name

Address

Contact No. E-mail

IF THERE ARE ANY OTHER REFERENCE DETAILS/INFORMATION YOU FEEL SHOULD BE NOTED IN YOUR APPLICATION, PLEASE COMPLETE A SEPARATE SHEET.

Your Bank Details. Please complete your bank details - these will ONLY be used if your money is returned to you.

Bank

Sort Code Account Number

Name of account holder(s) as appears on your account card / cheque book.

Returning Your Deposit

Should your application be unsuccessful please state if you would prefer your deposit to be returned by cheque or direct into your Bank/Building Society Account.

If you wish for your deposit to be made payable to another party or one applicant only (if a joint application) please complete their details below.

I/we give permission for the deposit on my/our tenancy application to be returned in the form of a made payable to:-

(Please provide bank details if your application deposit is to be paid direct into a Bank/Building Society Account)

Next of Kin/Contact

(Someone who will not be living in the property with you and is not likely to move during the term of your tenancy)

Name and Address

Contact Number(s)

PLEASE READ THIS DOCUMENT CAREFULLY BEFORE SIGNING

I, as named overleaf confirm that an application deposit of £ has been paid for the property as detailed overleaf whilst my/our application for a tenancy at this property is considered.

I understand that by signing this agreement the Landlord(s) or myself are not committed to proceed with this tenancy. **However, should this tenancy be granted to me/us and I/any other joint applicant decide not to continue with this tenancy on the date confirmed, for any reason, this deposit will be retained.** Should the Landlord(s) decide not to offer me/us this tenancy the deposit will be returned in full by way of a cheque, or paid direct into a bank/building society account, made payable to all the joint applicants, REGARDLESS OF WHO PAID THE DEPOSIT INITIALLY, unless alternative details have been given by me on this application form.

If this tenancy commences as arranged this deposit will be allocated to the monies due for payment at the start of the tenancy.

I hereby confirm that I am/we are in receipt of a Tenant's Guide to an Assured Shorthold Tenancy and have read and fully understood the information contained therein. I confirm that the above information is to the best of my knowledge true and complete and may be verified. I understand and accept that The Letting Link may apply for a credit search and financial/general references and may retain a record of these on their files. These will be requested solely for the use of The Letting Link and their client. If an application is refused no explanation will be given. Any credit search fees levied are strictly non-refundable in any event.

I/we hereby give The Letting Link permission to carry out any enquiries necessary in connection with this application. I authorise you to disclose any information about me and my account to any credit reference agency who may retain a record of any such search. Information thus registered is used only to help make credit and insurance decisions or occasionally for fraud prevention or tracing of debtors. I declare that I have never been bankrupt or entered into any agreement with creditors or had any judgement for debt outstanding, unless detailed previously on page 1 of the application form. I confirm that the supplied information is to the best of my knowledge and belief, true. I have no objection to this information being verified by whatever means deemed necessary.

I also give permission for The Letting Link to pass the results of my referencing to my prospective Landlord(s).

I understand and agree that I will be charged a referencing fee of £60.00 to cover credit search and referencing costs. I also understand and agree that a legal fee totalling £48.00 will be charged for the tenancy. All these fees will be due and paid in full before the tenancy commences.

I have included with my application proof of photo ID (e.g. passport, driving licence) and proof of my current address dated within the last six months (e.g. utility bill, bank statement)

PLEASE ENSURE YOU UNDERSTAND THE IMPLICATIONS BEFORE SIGNING

(If you do not understand you should seek independent advise from a solicitor or The Citizens Advice Bureau)

Signature	<input type="text"/>	Witness Signature (over 18 and not a joint applicant)	<input type="text"/>
Name	<input type="text"/>	Name	<input type="text"/>
Date	<input type="text"/>	Address	<input type="text"/>
			<input type="text"/>

Privacy Notice (Data Protection) We are committed to protecting your privacy. We will only use the information that we collect about you lawfully (in accordance with the Data Protection Act 1998). If you would like further information regarding this, please ask for a copy of our Privacy Policy.

Instructions for Completing your Tenancy Application

Important notes on completing this form:-

Please read all these notes as they will assist you in completing this form and will help prevent your application being rejected due to incorrect information being given.

Complete the form in block capitals and with black ink. If there is not enough room in a box, please continue on a separate sheet.

1. At the top of the form enter the address of the property that you are applying for.
2. Enter the amount of rent that will be charged each month.
3. Enter your title, full name, including any and all middle names and surname.
4. Delete to show whether you are male or female.
5. Enter your marital status e.g. single, married, separated, divorced etc.
6. Enter your maiden name or any names you have previously been known by. (if applicable)
7. Enter your contact details. If you have additional numbers please state what it is. e.g Mobile or work and also enter your email contact.
8. Enter your National Insurance number, date of birth and indicate if you are a smoker or not.
9. Enter the number of children who will live at the property not just those you are responsible for and enter the ages of the boys and girls.
10. Enter the type and breed of all pets that will live at the house or in the garden not just those you personally own.
11. Enter the full address including postcode of where you live now.
12. Enter the date when you moved into the address you live at now.
13. Enter addresses including postcode of where you have lived for the past three years.
14. State whether you have ever had a criminal conviction, been made bankrupt, entered into an Individual Voluntary Agreement with your creditors or had a judgement for debt made against you within the past five years. If so state which one and give the details.
15. State whether you have ever been refused accommodation in the last five years and if so why.
16. Enter the details of your current employer, giving name of person to write to, company name, address, telephone, fax number and e-mail address. If less than six months also give details of your previous employer. If you are self-employed please supply your accountant details.
17. Enter the details of your current landlord, giving the name, address and telephone number. If you live with parents or friends, enter their details so this can be confirmed. If you are moving from a house that you or your partner own we will require documentary proof. Please advise us of this when you return the form.
18. Enter the details of two people who will give you a character reference. Supply the full name, address and telephone number for each. This must not be your employer or landlord or a family member.
19. Complete your bank details, how and who you would like your deposit returned to, should your application be unsuccessful.
20. Complete a next of kin contact. Someone not living with you, that we can use as an emergency contact.
21. Then complete the amount of deposit being placed whilst your application is considered i.e. £150.00.
22. If you have read and understood the declaration, sign and enter your name and the date. Then ask somebody over the age of eighteen to sign as a witness to your signature and enter their name and address. This should not be somebody who is applying for this property with you. This also gives us permission to obtain references for you.
23. Return your completed forms to our offices with your application deposit, with a copy of proof of residency for your current address and your photo ID.

The application deposit should be paid either in cash, by debit card or by cheque with a supporting cheque guarantee card to cover the amount of the cheque.

What to do now that the form is completed?

Once this form is completed you should return it to our office as quickly as possible. At this time you should pay to us an application deposit of £150.00. This payment should be in cash or by Debit Card. If it is to be paid by cheque, it must be accompanied by a cheque guarantee card which can guarantee cheques up to this value. At this time other details will be discussed with you, such as the date you would like to move in to the property, should your application be successful. The details of your application will be given to the landlord of the property, who will decide if they are happy to proceed with the tenancy application. As soon as the decision has been made we will contact you to advise you accordingly.

Proof of Residency and Photo ID

Upon completing your application we will require proof of your current address, this may be a utility bill, bank statement, insurance document etc. It must be dated and no older than six months. We will also require photo ID this may be a passport or driving licence.

Detailed below for your information is a copy of the declaration which you signed on page four:-

I, as named overleaf confirm that an application deposit of £ has been paid for the property as detailed overleaf whilst my/our application for a tenancy at this property is considered.

I understand that by signing this agreement the Landlord(s) or myself are not committed to proceed with this tenancy. **However, should this tenancy be granted to me/us and I/any other joint applicant to this application decide not to continue with this tenancy on the date confirmed, for any reason, this deposit will be retained.** Should the Landlord(s) decide not to offer me/us this tenancy the deposit will be returned in full by way of a cheque, or direct into a bank/building society account, made payable to all the joint applicants, REGARDLESS OF WHO PAID THE DEPOSIT INITIALLY, unless alternative details have been given by me on this application form.

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I/we hereby give The Letting Link permission to carry out any enquiries necessary in connection with this application. I authorise you to disclose any information about me and my account to any credit reference agency who may retain a record of any such search. Information thus registered is used only to help make credit and insurance decisions or occasionally for fraud prevention or tracing of debtors. I declare that I have never been bankrupt or entered into any agreement with creditors or had any judgement for debt outstanding, unless detailed previously on page 1 of the application form. I confirm that the supplied information is to the best of my knowledge and belief, true. I have no objection to this information being verified by whatever means deemed necessary.

I also give permission for The Letting Link to pass the results of my referencing to my prospective Landlord(s)

I understand and agree that I will be charged a referencing fee of £60.00 to cover credit search and referencing costs. I also understand and agree that a legal fee totalling £48.00 will be charged for the tenancy. All these fees will be due and paid in full before the tenancy commences.

I have included with my application proof of photo ID (e.g. passport, driving licence) and proof of my current address dated within the last six months (e.g. utility bill for bank statement)

PLEASE ENSURE YOU UNDERSTAND THE IMPLICATIONS BEFORE SIGNING

(If you do not understand you should seek independent advice from a solicitor or The Citizens Advice Bureau)

Signature

Witness Signature (over 18)

Name

Name

Date

Address

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