

Tenancy
Application Form

TENANCY APPLICATION FORM

PLEASE READ THIS PAGE BEFORE FILLING IN THE FORM

TERMS AND CONDITIONS

GENERAL :- We do not accept pets in our properties.

Single or groups of Universal Credit tenants under 35 without children are not accepted.

You must be able to sign up for the tenancy within 1 - 10 days maximum if you are accepted.

Each adult who wants to live in the property must fill out an application form each.

References in general are required to include a credit check, you must have no county court judgements, we will require work / previous work references and previous / current landlord references are also required. Some applications may require a guarantor but we will contact you if needed. Referencing can take up to 5 working days

On the tenant being accepted for the tenancy the tenant will immediately pay a full months rent and the full deposit (bond) for the property. Please note that the deposit payment includes a £50 holding deposit that is part of the full deposit which is not refunded if the tenant withdraws or changes their mind about moving into a property.

All tenancy's are required for a minimum 6 months with the tenant responsible for the full 6 month or extended tenancy. One months notice is required in writing should you wish to leave at the end of the 6 months.

Once you have moved in to a property the deposit is returned in full only at the end of the tenancy provided that the tenant has : - stayed a minimum of 6 months, given 1 months' notice to leave the property, left the property in the same condition as when the tenant moved in undamaged, clear of tenants effects and clean inside and out and also complied with all terms of the tenancy agreement. The deposit will be protected by the tenancy deposit scheme.

UNIVERSAL CREDIT / BENEFITS TENANTS :- A guarantor is required who is a member of your family, is working full time, has no county court judgements and has a mortgage. You must also pass the general reference checks as above. If you pass the reference checks and provided the landlord accepts you, we will arrange for you to move in. The bond and first month's rent is then immediately paid by bank transfer see above. Please not we do wait for universal credit / benefits to pay the tenant monies. Future rents will be paid monthly in advance on the 1st of every month in line with your tenancy agreement.

WORKING TENANTS :- You must be working full time and not be claiming universal credit / benefits otherwise you will be classed as a universal credit / benefits tenant. You must pass the general reference checks as above. If you pass the reference checks and provided the landlord accepts you, we will arrange for you to move in. The bond and first month's rent is then paid by bank transfer see above. Future rents will be paid monthly in advance on the 1st of every month in line with your tenancy agreement.

STUDENT TENANTS :- Are accepted on most properties and will classed as a working tenant.

OTHER NOTES :- It is the tenants responsibility to ensure gas, electricity and water are connected prior to moving in . Note that electric and gas token meters are sometimes present.

Homelets will not be responsible if a property is not available for reasons outside their control.

TENANCY APPLICATION FORM

Address of the property you want to rent :- Todays Date... \... \.....

Tenant's Full Name (inc middle names) **Date of Birth**... \ ... \.....

Current Address

..... **Postcode**

From (Date) \ \

Telephone Number :- Home..... **Work**..... **Mobile**.....

Email Address

National Insurance No.....

Please give details of your next of kin :-

Name..... **Address**.....

..... **Postcode**.....

Telephone Number :- Home..... **Work**..... **Mobile**.....

Please give details of where you have lived for the last 6 years if different from the above :-

(1) **Address**

..... **Postcode** **From (Date)**... \... \..... **To (Date)**... \... \.....

(2) **Address**

..... **Postcode** **From (Date)**... \... \..... **To (Date)**... \... \.....

(3) **Address**

..... **Postcode** **From (Date)**... \... \..... **To (Date)**... \... \.....

(4) **Address**

..... **Postcode** **From (Date)**... \... \..... **To (Date)**... \... \.....

Please give details of your current landlord (or the landlord of your last rental property)

Landlord's Name

Address.....

..... **Postcode**

Telephone Number :- Landline **Mobile**

E Mail Address :-

Relating to property you rented at :-

If a guarantor is required please supply their details :-

Name.....Current Address.....
.....Postcode.....Job Title.....
Telephone Number :- Home.....Work.....Mobile.....

(1) Previous Address.....
.....Postcode.....From (Date)... \. \. \..... To (Date)... \. \. \.....

(2) Previous Address.....
.....Postcode.....From (Date)... \. \. \..... To (Date)... \. \. \.....

Please give details of your current or last employment :-

Employer's Name
Position Held
AddressPostcode.....
Telephone NumberFax Number
Date commenced current employment ... \. \. \..... Date finished employment (If applicable) ... \. \. \.....
Approximate Gross salary Per Annum £Paid Weekly \ Monthly
Manager's Name
Is your employment permanent? YES \ NO

Please give details of someone who has known you for at least 5 years and can provide a character reference :-

Full NamePosition Relation to you
AddressPostcode.....
Telephone Number :- Home.....Work.....

Please state the full Names, Addresses and Ages of persons who will be living with you over the age of 16 :-

Name.....Age.....
AddressPostcode.....
Name.....Age.....
AddressPostcode.....
Name.....Age.....
AddressPostcode.....

Please state how many children will be living with you:-

Number of childrenAges.....

Please give details of any pets you have: -

Are you a smoker Yes \ No

Have you ever been fined (except car fines) or been sent to prison Yes / No

Please give details.....

Do you have any special needs, mental health issues or been sectioned under the mental health act Yes / No

Please give details

Please state the reason for leaving your current accommodation :-.....

Please state what length of time you want to let the property (all lettings are for a minimum of 6 months) :-.....

Please give details of any monthly loans, maintenance, payments, or other outgoings you may have :-

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Do you have any history of bad credit or any county court judgements Yes \ No.....

Please give details

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Have you ever been turned down for a loan of credit? YES/NO

If yes, please state the reasons why :-.....

.....

Please state how much and advance rent you can pay :-

Bond £ Rent £

If you are accepted for the tenancy please state when you would like to move in \ \ 20

Please note all the information on this form is strictly confidential.

I HEREBY STATE all information given is true and correct and I authorise the disclosure of any information required by HOMELETS AND SALES from any party listed on this form to include a credit check to determine if I am a trustworthy and worthy prospective tenant.

SIGNED Proposed Tenant's Signature

DATED ... \... \20

Please ensure that the following documents accompany your application.

3 Months Bank Statements

3 Month Wage Slips (if applicable)

Proof of current address i.e. Utility Bills x 2

ID (Driving Licence/Passport)

If a guarantor is required they will also need to produce the above documentation

Please note each adult living in the property must fill out an application form.