

Please complete in CAPITAL LETTERS.

Rental property details

IK Property reference:

Rental property address: _____

Monthly rental amount: £ _____

Initial tenancy term

An initial tenancy of: _____ *Enter the number of months (minimum period is normally 6 months).*
To start from: _____ *You must enter a start date (Mon-Sat only and check-ins must take place in office hours).*
Is this property to be your main/primary residence during the tenancy? YES NO

Please note that if the start date is more than 4 weeks from today, the property may not be available (please ask) and you may need to pay a higher reservation fee. If you subsequently change this date you may forfeit the tenancy and any fees paid or you may be asked for an additional reservation fee.

Applicant details

- I am the primary applicant for the property and the main point of contact for all communication, I agree to pay the sum of £100 inc VAT for referencing and understand that this fee is non-refundable once referencing has begun, which may be immediately.
- I am an additional applicant for the property, I agree to pay the sum of £100 inc VAT for referencing and understand that this fee is nonrefundable once referencing has begun, which may be immediately.

All adults (18 years or older) who wish to live in the property as their primary residence must be referenced and a form must be completed for each person.

Title: _____ First name(s): _____ Surname: _____
You MUST include any middle names as it will be used for the Tenancy Agreement, which is a legal contract.

Maiden or other previous name: _____ Date of birth: _____

Relationship status (e.g. single, married, living with partner): _____

Email: _____
Mobile phone: _____
Home phone: _____
Work phone: _____
Other: _____

Do you smoke? NO YES

Note smoking is NOT permitted inside the property.

Do you have any pets? NO YES

If yes, please specify _____

Note pets NOT permitted without prior agreement and subject to an additional bond and agreement to a professional carpet clean at the end of the tenancy.

Current Address*: _____

 Postcode: _____
 How long have you lived at this address?
 Years _____ Months _____

Previous Address: _____

 Postcode: _____
 How long did you lived at this address?
 Years _____ Months _____

Previous Address: _____

 Postcode: _____
 How long did you lived at this address?
 Years _____ Months _____

Please provide additional addresses on a separate sheet if the above do not total at least 5 years.

* Please specify: Home owner Private tenant Council tenant Living with friends/family Other

Landlord/agent details

If you are currently or have previously rented within the last 18 months, please provide your landlord's or agent's details.

Landlord's or Agent's name: _____
 Contact telephone: _____
 Contact email: _____
 Address: _____

 Date rented: _____

Employment details

Employed: Self-employed: Unemployed: On contract: Retired: Other:

If other, please give details: _____

Job title: _____

Current employer name and address (including postcode):
If retired, provide pension details. If self-employed, provide your accountants details.

Current employer's contact details: *We require the email address for the person to whom we should make contact.*

Tel _____ Fax _____
 Email _____

Date started with this company: _____ Is this a permanent position? YES NO

Gross annual salary: £ _____ Total gross annual income from all sources (inc salary) before tax: £ _____

- If current employment is less than 18 months please provide details of previous employer and salary details on separate sheet.
- Use the Additional Information box (on page 5) to provide details of any other sources of income you wish to be taken into account, such as pensions, income support, maintenance, etc.

INCOME REQUIREMENT Please note that the combined income requirement for all adults who will be living in the property is 30 times the monthly rental amount. For example if the rent is £700 per month, then the combined annual income (gross, before tax) of all adults who will be living in the property would need to be at least £21,000. If you have insufficient income (or have only been in your job less than 12 months) you may require a guarantor (who themselves must have an income of at least 36 times the monthly rental) or you may be required to pay the rent in advance.

Insurance

It is a condition of our tenancy agreement that you must take out accidental damage insurance cover for a minimum of £2,500 for the Landlord's goods (to cover such items as; floor/window coverings, white goods, etc). This is usually available as part of a contents insurance policy. *This cover must be in place when the tenancy starts.*

Would you like us to pass on your contact details to The Lettings Hub (an insurer specialising in tenants insurance), so that they can provide you with a quote? This quote will include cover for accidental damage for a minimum of £2,500 of the landlord's goods (as required under the terms of your tenancy agreement).

YES NO

Fees

DUE NOW

APPLICATION FEE: each person (adult of 18 or older) £100 inc VAT. Guarantors £100 inc VAT.

RESERVATION FEE: a single reservation fee of £250 (no VAT) is required in order to reserve the property.

Example: two adults taking one property (no guarantor required) the initial fee due is £450 (2 x £100 plus 1 x £250)

NOTE the fees due now (reference and reservation) are non-refundable. We will cease actively marketing the property to other parties, who will be informed that the property is now under application. Your application for the property is still subject to contract. If for any reason you withdraw your application or if you fail referencing you agree that these sums will not be refunded and will be kept by Angus Roberts for work done. Providing you proceed with the tenancy, the reservation fee will go towards the first month's rent. If the Landlord withdraws the property before the tenancy starts, through no fault of your own, then all these fees will be refunded.

DUE LATER

DOCUMENT FEE: an administration fee of £150 inc VAT. This is one fee per property, not per person, and will be detailed in our final invoice to you.

RENT & SECURITY BOND (DEPOSIT): the rent will be a minimum of one month's rent and the security bond is 'usually' more than one month's rent. If you are not sure of these amounts, please ask.

NOTE the final payment (administration fee, first month's rent and security bond) must be received in 'cleared funds' on or before the tenancy start date. We are unable to accept payments in cash, although we can provide bank details for you to make a deposit in to our client account. Most debit/credit cards are accepted with a 3% surcharge for credit cards.

RENEWAL

RENEWAL FEE: The renewal fee is £150 inc VAT which is split equally between the landlord and the tenant. The tenant's renewal fee is therefore £75 inc VAT.

Additional information

Declaration

1. I hereby confirm that the information provided by me is to the best of my knowledge true. I consent to this information being used to contact any of the parties mentioned. I understand that the information will be passed to third party agencies for the purposes of referencing and/or credit checking, both now and in the future and this may include the landlord of the property being applied for.
2. I understand that I am applying to take the property as seen and that if I have any fundamental requirements it is my responsibility to ascertain whether or not they are available and the property is suitable for my needs before signing this application form.
3. I understand that I have an obligation to make contact with the Agent at least one week before the tenancy start date to confirm any final details and arrange a mutually convenient date and time to complete the formalities. If I fail to do this I agree that the Agent may make the property available again and that I will lose all payments made to-date, including reference and reservation fees.
4. I understand and agree that if I default on my rental payments or any of the covenants given in my tenancy agreement the information I have provided may be passed to one or more tracing companies, debt collection agencies or reference agents in order to recover any monies due and that the Agent or these agencies may make contact with anyone I have mentioned in this form in an effort to collect any monies outstanding and this may result in personal information being released. I further understand and agree that if I default on my rental payments that default may be recorded with credit referencing agencies and information may be passed to other credit companies or insurers in the quest for responsible granting of tenancies, insurance and credit.
5. I understand and agree that the information provided by me may be transferred to a country outside of the EU for the purposes of this application. The information provided in this form by me is information as described in Ground 17 of the Housing Act 1996 and I understand that if any information within this application is found to be untrue, it is grounds for termination of the tenancy. I also understand that any default in the payment of rent may affect any future application for tenancies, credit or insurance and the assessment of this application presumes that at some time during the tenancy agreement, I may be granted or allowed some form of deferred payment.
6. In the event that I am permitted to keep a pet (or pets) at the property, which is purely at the landlords discretion, I understand and agree that I will pay for a professional clean of the floor and window coverings and any other soft-furnishings at the property at the end of the tenancy. I agree that I must inform the agent or landlord and get agreement in writing before allowing any pet (or pets) into the property, even accompanied by visitors or on a temporary basis. Some smaller pets, such as a caged Guinea Pig or a Goldfish may be exempt from the requirement for a professional clean, however I understand that I must still seek permission in advance.
7. I understand that under the provisions of the Proceeds of Crime Act 2002 and The Money Laundering Regulations 2003 Angus Roberts are required to obtain proof of identity from applicants and tenants. It is a legal requirement that they obtain documentary evidence that an individual is whom they claim to be and that they reside where they claim to reside. They require one photographic document to prove identity (such as a passport or driving licence) and one additional document to prove address (such as a utility bill - please note that bank statements are not usually acceptable). These documents will be filed in accordance with the Data Protection Act.
8. Provision of information by electronic means. We aim to minimise the impact on the environment by communicating with you via email wherever possible, particularly as it is often quicker. Some documentation must be provided in paper format for legal reasons, such as the Tenancy Agreement and the Inventory. Please indicate here your preference for the receipt of information, such as the Energy Performance Certificate (EPC) and letters during the application process:
If you do not wish to receive correspondence regarding your application by e mail, please tick
9. I consent to the collection, verification and retention of any sensitive information in accordance with the Immigration Act 2014, Data Protection Act 1998 and verification by our selected third party.

Name:

Date:

Signature:

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