

Property Application

Property Details

This is my application to rent the following property.

Rental property address:

Monthly rental amount: Property reference number:

Person Completing The Form

Please indicate the status of the person completing this form. Only tick one of the boxes.

I am the primary applicant for the property and the main point of contact for all communication, I agree to pay the sum of £84 (£70+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 £84 (£70+VAT) for referencing and understand that this fee is non-refundable 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.

Initial Tenancy Term

Please indicate the start date and term of tenancy you are applying for.

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

Please provide your full legal name (including all middle names) as it will be used for your Tenancy Agreement, which is a legal contract.

Title: First name(s) in full: D.O.B.:

Surname (family name): Maiden (other) name:

Relationship Status: Married Living with Partner Divorced or Separated Widowed Single

Current address Postcode:	Email address: <input style="width: 100%;" type="text"/> Mobile phone: <input style="width: 100%;" type="text"/> Home phone: <input style="width: 100%;" type="text"/> Work phone: <input style="width: 100%;" type="text"/> Other: <input style="width: 100%;" type="text"/>
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How long have you lived at this address?

Years Months

Home owner Private tenant Council tenant Living with friends/relatives Other.....

Personal Information

Please check the following information carefully.

Next of Kin Name: _____ (who is not part of this tenancy application)

Address: _____

Relationship to you: _____

It is a condition of tenancy deposit protection that we have an address where we may be able to contact you after the tenancy finishes, a forwarding address, please indicate below if we may use your next of kin's address or supply us with another. It could be a friend, family or work address.

Forwarding Address:
May we use the address of the person above as your forwarding address?
 YES NO If the answer is NO, please supply an address in this box.

Long Number From Passport: _____

Due to the money laundering regulations we are required to identify everyone we deal with. We therefore need the long number from your passport. Usually on the page where your photograph is, at the very bottom are some numbers often separated by a series of chevrons <<< we just need the letters and numbers.

example

123456789 | 1 | GBR | 700101 | F | 1201018 | 04

Driving Licence Number: _____

Do you have any pets? YES NO

If yes, brief details: _____

Pets may be allowed in some properties with the landlords consent and subject to an additional bond and agreement to at least a professional carpet clean at the end of the tenancy. You will need to complete a separate PET CONSENT REQUEST.

Do you smoke? YES NO

There is usually no smoking allowed in any of the properties we rent, therefore you must agree that if you do smoke, you will never smoke or allow others to smoke inside the property.

Minors (Occupants Under 18 Years of Age)

The details of any children occupying the property. Please note all occupants over 18 must be referenced and complete a separate form.

Full Name	D.O.B.
Full Name	D.O.B.
Full Name	D.O.B.
Full Name	D.O.B.

If there are two or more adults living in the property, due to Houses in Multiple Occupation (HMO) Regulations we need to know what the relationship is between the adults. Please give brief details here.

Relationship: _____

Financial

It is very important that you disclose fully any of the following as non-disclosure could adversely effect your application.

If you have currently (or have ever had previously) any County Court Judgements (CCJs), Court Decrees, Bankruptcy or Administration Orders, or made any Arrangement with your creditors you must advise us.

Failure to do so may affect your application and result in you losing the fees paid.

Have you (ever had) any of the above? YES NO

If you ticked YES, please provide brief details:

Previous Addresses

If you have lived less than five years at your current address, please provide previous addresses here. We need a total of five years.

Previous address Postcode:	Previous address Postcode:	Previous address Postcode:
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How long did you live at this address?
Years Months

How long did you live at this address?
Years Months

How long did you live at this address?
Years Months

Current or Previous Landlord/Agent Details

If you are currently or have previously rented, provide your landlord's or agent's details.

Name of landlord or agent	Address
Contact details Telephone: Email:	Postcode:
	Date rented

Employment Details

Please provide full contact details so we may obtain references as quickly as possible. We need the last 18 months employment details.

Your current employment status: employed self-employed unemployed on contract retired other

If other please provide details: _____

Current employment (if retired, provide pension details. If self employed, provide your accountant's details) Employer Name: Employer Address: Postcode: Position: Telephone: Email: Fax:	Previous employment (if less than 18 months in current) Employer Name: Employer Address: Postcode: Position: Telephone: Email: Fax:
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Started employment? Is position permanent? Annual (gross) salary?
Date: Yes or No? £

Period of employment? Annual (gross) salary?
Date from: Date to: £

Your total annual income from all sources
(including salary) gross before tax £

Use the Additional Information box (on page 4) 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 a short while) 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 the Tenancy Agreement that you have appropriate cover for the Landlord's goods.

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 before the tenancy starts, or on the day it starts, with written proof required.

Would you like us to get you a contents insurance quotation, that includes this cover? YES NO value of *your* contents £ _____

Utilities

Applies to Managed Property only.

We can optionally arrange for iammoving.com (who are registered with the Data Protection Commissioner and abide by the spirit and word of the Data Protection Act 1998) to contact you to discuss without obligation a competitive quote for the gas and/or electric supply to the property.

Would you like iammoving.com to contact you, after you move in, to obtain the best quote for your gas and/or electric? YES NO

Relevant Person

We need the details of the person paying the security bond (deposit) if it is not you the tenant.

Name of person paying the deposit:

Address (if not you):

Email:

Tel/Fax:

Additional Information

Use this space to provide any additional information we may have requested or you feel may be relevant.

Charges

These are the initial fees related to renting this property.

DUE NOW

REFERENCE FEE each person (adult of 18 or older) will be charged £84 (£70+VAT) for referencing. Guarantors £48 (£40+VAT).

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

FOR EXAMPLE: two adults taking one property (no guarantor required) the initial fee due is £418 (2 x £84 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

ADMINISTRATION FEE an administration fee of £114 (£95+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.

Declaration

Please read the declaration that follows in its entirety. By signing at the foot of this document you are agreeing to this 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:

I would like to receive documentation via electronic (email) format where possible YES NO

Print Name

Date

Signature

office@angusroberts.com

www.angusroberts.com

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Angus Roberts is the trading name of Fresh Approach Property Services Ltd.

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