

Property Application Form

PROPERTY DETAILS: This section to be completed by Angus Roberts. All other sections must be completed in full by the applicant(s).

Rental property address:

Monthly rental amount:

Property reference no:

I/WE WOULD LIKE TO APPLY FOR: Applicant only.

An initial tenancy length of months. Please note that the minimum period is 6 months.

To start from dd / mm / yyyy We cannot start a tenancy on a Sunday and the check-in must take place in daylight office hours.

There will be a total of adults (over 18 years of age) living in the property.

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

I wish to be the main point of contact for this application, please address any communications to me.

I, the applicant, agree to pay the sum of £60.00 + VAT per person for referencing purposes and understand that this fee is non-refundable once paid, regardless of any reason I may have for withdrawing my application.

I am the Guarantor and agree to pay the sum of £40.00 + VAT for referencing purposes and understand that this fee is non-refundable once paid, regardless of any reason for withdrawing this application.

APPLICANT'S/GUARANTOR'S DETAILS:

Title:

First name(s) in full:

Surname:

Maiden (other) name:

Date of birth:

dd / mm / yyyy

Marital status: single

married

living with parents

divorced/separated

Contact details:

mobile

home

work

email

Current residential status: property owner

private tenant

council tenant

living with friends/relative

Names and ages of children occupying property:

name	age
name	age
name	age
name	age

Details of any pets (or state NONE):

Do you smoke? yes

no

Have you any County Court Judgments, Court Decrees, Bankruptcy or Administration orders? yes

no

If YES please provide details in the Additional Information section of this form. If you tick NO and are later found to have any of the above this may harm your application.

CURRENT ADDRESS:

	postcode

How long have you lived at this address?

PREVIOUS ADDRESS IF LESS THAN 5 YEARS AT CURRENT ADDRESS:

	postcode

How long did you live at this address?

PREVIOUS ADDRESS IF LESS THAN 5 YEARS (IN TOTAL) AT TWO PREVIOUS ADDRESSES:

	postcode

How long did you live at this address?

CURRENT LANDLORD OR AGENT DETAILS IF RENTING PROPERTY:

Name of landlord/agent:		
Address:		
		postcode
Contact details:	telephone	fax
	email	

CURRENT EMPLOYMENT DETAILS:

Employment status: employed self-employed unemployed on contract retired other

If other, please give details:

Please provide details of your Employer / Accountant / Pension Administrator *(delete as appropriate)*

name	
contact	
address	
postcode	
telephone	fax
email	

continued...

...continued

Position held: Start date:

Gross annual salary/pension/drawings: £ per annum Is position permanent? yes no

Please note that the requirement is for a total annual income of at least 30 times the monthly rental from all adult applicants who will be living in the property. For example if the monthly rental was £700 then a total gross (before tax) annual income between the occupants would need to be at least £21,000. Please ask if you are unsure.

PREVIOUS EMPLOYMENT DETAILS IF LESS THAN 18 MONTHS IN CURRENT:

Employment status: employed self-employed unemployed on contract retired other

If other, please give details:

Please provide details of your Employer / Accountant / Pension Administrator (delete as appropriate)

name	
contact	
address	
postcode	
telephone	fax
email	

Start date: End date:

Gross annual salary/pension/drawings: £ per annum

ADDITIONAL INFORMATION:

Use this space to provide any additional information we may have requested, or that you feel may be relevant. If you run out of space please use a separate sheet of paper.

INSURANCE:

It is a condition of our tenancy agreement that you have appropriate contents insurance on your new home. In addition to covering your own contents this should specifically include cover for up to £2,500 of the Landlord's contents (carpets, curtains, kitchen goods, etc). This cover **must** be in place by the time the tenancy starts.

Would you like us to get you a quotation? yes no

If you have answered YES, please indicate how much of your own contents you would like covered: £

DECLARATION:

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

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 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.

I understand and agree that if I default on my rental payments or any of the covenants given in my tenancy agreement that this information may be passed to one or more tracing companies, debt collection agencies or reference agents in order to recover any monies due. I further understand and agree that if I default on my rental payments that default may be recorded with credit referencing agencies and that information may be passed to other credit companies or insurers in the quest for responsible granting of tenancies, insurance and credit.

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.

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 we obtain documentary evidence that an individual is whom they claim to be and that they reside where they claim to reside. We 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 acceptable). These documents will be filed in accordance with the Data Protection Act.

OTHER CHARGES:

In order to secure the property in your name(s), you must pay a non-refundable deposit of £250.00 (this is the minimum required and may be more for higher value properties or if there is a longer than average period before the tenancy is due to commence). This sum will be set against your first month's rent as long as you proceed with the tenancy. If for any reason you withdraw your application you agree that this sum will not be refunded and will be kept by the Agent as compensation. Prior to the tenancy commencing you will need to pay our (non-refundable) administration fee of £75.00 + VAT towards the drawing up of the tenancy agreement, inventory and schedule of condition. There is no need to pay this now as we will write to you after your references have been approved.

SIGNATURE:

signed

name

date (in full, eg. 24th March 2008)

ADDITIONAL FORMS:

If there are additional adults (over 18) who will be occupying the property they must all complete an application form like this one. Please write in this box how many additional forms there are to go with this application. The application cannot be accepted until we are in receipt of all the forms and the associated reference fees.

Number of additional forms:



head office

31 The Grove, Ilkley LS29 9NQ

T 01943 811320 F 01943 811325 E office@angusroberts.com

Angus Roberts is the trading name of Fresh Approach Property Services Ltd
Company registration: 05435117. Registered address: 15 Regent Road, Ilkley LS29 9EA
Form ref: PAF Issue 3, 042009

freephone

0800 652 8103

angusroberts.com