

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 (and Guarantor if applicable) only

An initial tenancy of:

Enter the number of months (minimum period is 6 months).

To start from:

Enter the start date (we cannot start on a Sunday and check-ins must take place in office hours).

There will be a total of:

Enter the number of adults (over 18 years of age) who will be living in the property.

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

Please tick the appropriate box(es)

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 + VAT per person for referencing purposes and understand that this fee is non-refundable once the referencing process has begun, which may be immediately.

I am the Guarantor and agree to pay the sum of £40 + VAT for referencing purposes and understand that this fee is non-refundable once the referencing process has begun, which may be immediately.

APPLICANT'S/GUARANTOR'S DETAILS:

Complete fully

Title:

First name(s) in full:

Surname:

Maiden (other) name:

Date of Birth:

Relationship:

single

married

divorced/separated

partnership

Contact details:

mobile

home

work

email

Current residential status:

property owner

private tenant

council tenant

living with friends/relatives

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 Judgements (CCJs), Court Decrees, Bankruptcy or Administration orders?

yes

no

If YES please provide full 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 and could subsequently be a breach of your Tenancy Agreement.

CURRENT ADDRESS:

	postcode

How long have you lived at this address?

years	months
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PREVIOUS ADDRESS IF LESS THAN 5 YEARS AT CURRENT ADDRESS:

	postcode

How long did you live at this address?

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

	postcode

How long did you live at this address?

years	months
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The referencing companies require a minimum of the last 5 years addresses. If you have lived in more than three addresses over the last 5 years, please provide the additional addresses on a separate sheet of paper.

CURRENT/PREVIOUS LANDLORD OR AGENT DETAILS IF RENTING NOW OR IN THE PAST:

Name of landlord / agent:	<input style="width: 250px;" type="text"/>	Date rented (from / to):	<input style="width: 100px;" type="text"/> / <input style="width: 100px;" type="text"/>
Address:	<input style="width: 750px;" type="text"/>		
	postcode		
Contact details:	telephone	fax	
	email		

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	
	start date: <input style="width: 100px;" type="text"/> dd / mm / yy

Position held:

Gross annual income (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 adults living in the property. For example if the monthly rental is £700 then the total gross (before tax) annual income would need to be £21,000. If you have insufficient income you may require a guarantor (who must earn 36 times the rental amount) or you may need to pay for the rental term in advance.

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	

Position held:

Gross annual income (salary/pension/drawings): £ per annum start date: end date:

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 your tenancy agreement that you have appropriate contents insurance on your new home. In addition to covering your own contents this must specifically include cover for a minimum of £2,500 of the Landlord's goods (to cover such items as carpets, curtains, blinds, kitchen appliances, etc). This cover has to be in place before the tenancy starts.

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

If you have answered YES, please indicate the value of your own contents that you want 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 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.

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:

Upon payment of a (non-refundable) reservation fee of £250.00 (this is the minimum and more may be required for higher value properties or if there is a longer than average period before the tenancy is due to commence) we will cease actively marketing the property to other parties, who will be informed the property is now under application. Your application for the property is still subject to contract. This sum will be set against your first month's rent as long as you proceed with the tenancy in accordance with this application. 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 £85.00 + VAT towards the cost of drawing up the tenancy agreement, registering your deposit, inventory and schedule of condition. There is no need to pay this now as we will account to you later.

Please note that we are unable to accept payment in cash. Most debit/credit cards are accepted, (3% surcharge for credit cards).

SIGNATURE:

signed

name

date (in full, eg. 24th March 2009)

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: One is required for each adult applicant or guarantor



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