



# Tenancy Application

Property Address

Rent (pcm)

£

Bond

£

## Tenant Fees

Description

Fee (all stated are inclusive of VAT)

Refundable holding deposit\*

Equivalent of one weeks rent

Late payment fee

Payable when is 14 days days overdue at 3% above the Bank of England base rate. Calculated on a day-to-day basis from the day upon which it became due down to the date of payment.

Pet deposit (additon to bond)

£100 per pet

Please ensure accurate and full information is provided, ensure every box is completed. Based on the information you provide, we will complete an affordability calculation. Should this prove your application viable an authorisation document will be sent to the landlord for approval to proceed.

## Requirements for Tenancy Application

application. Unless otherwise agreed, a guarantor will be required for all applicants in receipt of benefits or aged 21 or below. **You will be unable to pay the holding deposit until all documentation below is received.**

**All documentation must not be more than 30 days old**

1) Copy of your credit report (this can be obtained free of charge online)	
2) Completed application form	3) Proof of identity
4) Proof address	5) Payslips / Proof of benefits
6) Last three months bank statements	7) Landlord contact information

## Initial costs required in order to rent a property

1) Refundable holding deposit (equivalent of one weeks rent). This will be listed on each property advert.

2) First months rent - (all rent to be paid in advance)

3) Bond - equal to five weeks rent, unless you have pets

Your application will be processed within a maximum period of 15 days, after which time you will either be offered a contract or rejected.

The holding deposit will be used toward your first months rent, alternatively it can be refunded and you will need to pay the first months rent in full.

**Please note: ALL applicants, including guarantor(s) will need to be in attendance at the time of sign up. We are unable to complete tenancy signing on weekends.**

**Please also note: all rent must be paid by standing order.**

First Applicant	
Title	
Surname*	
Forename(s)*	
Date of Birth*	
Nationality	
National Insurance Number	
Email address	
Home Telephone	
Work telephone	
Mobile Telephone	
Emergency contact (i.e. parent/relative)	
<b>Current Address*</b>	
Address Line 1	
Address Line 2	
Address Line 3	
Post Code	
Reason for leaving?	
Are you, home owner/living with parents/renting/homeless	
If owned, are you responsible for paying any mortgage?	Repaid in full     /     £_____ per month
If Renting - what is your current rent payment	£_____ per week / month
Time at Current Address	_____ Years    _____ Months
<b>Landlord/Lender details (must be provided in order to obtain a reference)</b>	
Name(s)	
Address	
Telephone Number	
Email Address	

<b>First Applicant Cont'd</b>	<b>Previous Address</b>
Address Line 1	
Address Line 2	
Address Line 3	
Post Code	
Previous Residential Status	
Time At Previous Address	_____ Years    _____ Months
Reason for leaving?	
<b>Landlord/Lender details</b>	
Name	
Address	
Telephone Number	
	Further information
Marital Status	
Previous Name / Date of Change	
Reason for Change?	
Smoker	YES    /    NO
Relationship to second applicant	
Have you had any Convictions? <i>if yes please continue on separate sheet, if needed.</i>	
Are you responsible for any child maintenance payments, how much?	
Number of dependants, plus age(s)	
Will the children be occupying the property with you?	YES    /    NO
All other occupants (not part of tenancy) This must be confirmed, if left blank you are confirming that no one else will be at the property. By not providing this information you will be in breach of your tenancy agreement.	

<b>First Applicant Cont'd</b>	<b>Employment Details</b>	
<b>Are you Employed, if yes: Full Time / Part Time / Unemployed</b>		
<b>What is your occupation</b>		
<b>Time with current employer</b>	_____ Years _____ Months	
<b>Is ths permanent / temporary</b>		
<b>Employer's Name</b>		
<b>Address Line 1</b>		
<b>Address Line 2</b>		
<b>Address Line 3</b>		
<b>Post Code</b>		
<b>Employer's Tel. No</b>		
<b>Income</b>		
<b>What Are Your Monthly Earnings</b>	<b>Wage after tax</b>	£
<b>Other Income</b>	<b>Housing Benefit</b>	£
	<b>Child / Working Tax credit</b>	£
	<b>DLA / PIP</b>	£
	<b>JSA</b>	£
	<b>ESA</b>	£
<b>Other: Please state</b>		£
<b>Have you ever been declared bankrupt or do you have any County Court Judgements (CCJ's), if so, Why? &amp; When? Please continue on separate sheet, if required. This information may also be checked via official sources online.</b>		
<b>Are you now or have you ever been in a debt management program/IVA. Please continue of separate sheet, if required</b>		

**First Applicant cont'd**

<b>Bank Details</b>	<b>Bank</b>	
	<b>Account number</b>	
	<b>Sort code</b>	
	<b>Account Name</b>	

**Other Commitments (i.e. credit cards, loans, mobile phone contract, car insurance, car tax etc.)**

Company.....	Amount Outstanding.....	Monthly Payment.....
Company.....	Amount Outstanding.....	Monthly Payment.....
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Company.....	Amount Outstanding.....	Monthly Payment.....
Company.....	Amount Outstanding.....	Monthly Payment.....

<b>In order to register your bond, we require an additional address, preferably a parent or close relative</b>	
<b>Whose address is this? (name)</b>	
<b>Their relationship to you?</b>	

<b>Do you have any pets? please state breed &amp; age. Please also confirm the increased bond amount</b>	
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## Second Applicant

Title	
Surname*	
Forename(s)*	
Date of Birth*	
Nationality	
National Insurance Number	
Email address	
Home Telephone	
Work telephone	
Mobile Telephone	
Emergency contact (i.e. parent/relative)	
<b>Current Address*</b>	
Address Line 1	
Address Line 2	
Address Line 3	
Post Code	
Reason for leaving?	
Are you, home owner/living with parents/renting/homeless	
If owned, are you responsible for paying any mortgage?	Repaid in full / £_____ per month
If Renting - what is your current rent payment	£_____ per week / month
Time at Current Address	_____ Years _____ Months
<b>Landlord/Lender details (must be provided in order to obtain a reference)</b>	
Name(s)	
Address	
Telephone Number	
Email Address	

<b>Second Applicant Cont</b>	<b>Previous Address</b>
Address Line 1	
Address Line 2	
Address Line 3	
Post Code	
Previous Residential Status	
Time At Previous Address	_____ Years    _____ Months
Reason for leaving?	
<b>Landlord/Lender details</b>	
Name	
Address	
Telephone Number	
	<b>Further information</b>
Marital Status	
Previous Name / Date of Change	
Reason for Change?	
Smoker	<b>YES       /       NO</b>
Relationship to first applicant	
Have you had any Convictions? <i>if yes please continue on separate sheet, if needed.</i>	
Are you responsible for any child maintenance payments, how much?	
Number of dependants, plus age(s)	
Will the children be occupying the property with you?	<b>YES       /       NO</b>
All other occupants (not part of tenancy) This must be confirmed, if left blank you are confirming that no one else will be at the property. By not providing this information you will be in breach of your tenancy agreement.	

<b>Second Applicant Cont'd</b>		<b>Employment Details</b>	
<b>Are you Employed, if yes: Full Time / Part Time / Unemployed</b>			
<b>What is your occupation</b>			
<b>Time with current employer</b>		_____ Years _____ Months	
<b>Is ths permanent / temporary</b>			
<b>Employer's Name</b>			
<b>Address Line 1</b>			
<b>Address Line 2</b>			
<b>Address Line 3</b>			
<b>Post Code</b>			
<b>Employer's Tel. No</b>			
<b>Income</b>			
<b>What Are Your Monthly Earnings</b>	<b>Wage after tax</b>	£	
<b>Other Income</b>	<b>Housing Benefit</b>	£	
	<b>Child / Working Tax credit</b>	£	
	<b>DLA / PIP</b>	£	
	<b>JSA</b>	£	
	<b>ESA</b>	£	
<b>Other: Please state</b>		£	
<b>Have you ever been declared bankrupt or do you have any County Court Judgements (CCJ's), if so, Why? &amp; When? Please continue on separate sheet, if required. This information may also be checked via official sources online.</b>			
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Second Applicant Cont'd		
<b>Bank Details</b>	<b>Bank</b>	
	Account number	
	Sort code	
	Account Name	
<b>Other Commitments (i.e. credit cards, loans, mobile phone contract, car insurance, car tax etc.)</b>		

Company.....	Amount Outstanding.....	Monthly Payment.....
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In order to register your bond, we require an additional address, preferably a parent or close relative	
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<b>Their relationship to you?</b>	

Do you have any pets? please state breed & age. Please also confirm the increased bond amount	
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## Declaration

I/We declare that to the best of my/our knowledge and belief the answers in this application form are true and correct and any material fact as requested above has been disclosed

I/We understand that by signing this declaration I/We are authorising Asset Estates/The Landlord (where necessary) to contact my/our employers, current or previous landlords/lenders to verify our position/situation. I/We understand that this information and any documentation provided will only be used to verify my/our suitability as tenant and will not be disclosed to any other individuals or companies, unless I/We provide further written consent to do so.

I/We also confirm that I/We are aware that the landlord may, if deemed necessary, contact my/our employers if I/We fall into arrears with my/our rent or if I/We do not comply with any terms within the tenancy agreement that I/We may ultimately sign.

I/We understand that any non disclosure may effect the landlord's decision when considering my/our application. I/We are aware that by signing this declaration I/We am/are not obligated to proceed into entering a formal contract with the landlord and the landlord has no obligation to arrange a formal contract with me/us.

I/We are aware that the refundable holding deposit will not be refunded if any material information is not disclosed and discovered by Asset Estates during the application process or if we are offered a contract and withdraw our interest.

I/We understand that by signing the declaration I/we give authority for this page of our application to be used to request our forwarding address from my/our employer(s) or local authority, in the event that I/we fail to provide this information upon leaving the property.

First Applicant's Signature	Second Applicant's Signature
Date	Date