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Documentation Checklist

<u>Documentation required</u>	<u>Please tick</u>
Complete application form	
Deposit	
First month's rent	
Reference fee	
Copy of identification (passport/licence)	
Copy of recent utility bill (gas, electric or telephone) or bank statement with current address	
Signed guarantee form (if applicable)	
Signed guarantee identification (if applicable)	
<u>To speed up your application process</u>	
Employer reference	
Current landlord reference	

PRIVATE & CONFIDENTIAL
APPLICATION TO RENT A RESIDENTIAL PROPERTY
(SUBJECT TO TENANCY AND REFERENCES)

Subject Property

Address of rental property:

Number of tenants:

Proposed move-in date:

Applicant Information

Name:

NI no:

Passport no:

Licence no:

Date of birth:

Phone:

Single:	Married:	Divorced:	Living with partner:
Current address:		Email:	
City:	County:	Post code:	
Own: Tenant: Lodger: Friends/Family:	Monthly payment or rent:		How long?
Reason for leaving:			
Previous address:			
City:	County:	Post code:	
Reason for leaving:	Monthly payment or rent:		How long?
Smoker?	Pets?	Bankruptcy?	Evictions? Court decree?
County court judgments?			
If yes to any of the above, please give details below?			
Employment Information			
Occupation:			
Current employer:		Name of Manager:	
Employer address:			How long?
Phone:	E-mail:	Fax:	
City:	County:	Post code:	
Position:	Hourly Salary (Please circle)	Annual income:	
Start date:			
Full-time:	Part-time:	Contractor:	Self-employed: Retired: Student: Unemployed:
If you are self-employed, please supply us with your accountant's details			
Name:			
Address:			
Telephone:			
Details of Previous Landlord/Managing Agent			
Name:			
Address:			Phone:
Address of rental property:			
Dates of tenancy with this landlord:			
Emergency Contact			
Name of a person not residing with you:			
Address:			
City:	County:	Post code:	Phone:
Relationship:			
Co-applicant Information			
Name:			
Date of birth:	NI no:	Phone:	
Current address:			
City:	County:	Post code:	
Own Rent (Please circle)	Monthly payment or rent:	How long?	
Previous address:			
City:	County:	Post code:	
Owned Rented (Please circle)	Monthly payment or rent:	How long?	
Co-applicant Employment Information			
Current employer:			
Employer address:			How long?
Phone:	E-mail:	Fax:	

City:	County:	Post code:
Position:	Hourly Salary (Please circle)	Annual income:
Bank Details		
Bank name:		
Bank address:		
Bank account name:		
Account no. :	Sort code:	
Children Sharing Property		
How many children will be living with you?	Are you in ownership of a Life/Critical Illness Policy? Yes/No	
Please state their ages?		
Agreed rental: £		
Length of tenancy required (months) :		
Further requirements:		

A deposit equal to one month's rent is required prior to the commencement of the tenancy as security for the performance of the tenants obligations and shall be repayable to the tenants only at the end of the tenancy and then without interest and after deduction there from of any sums required to compensate the landlord whether wholly or in part for any breach of obligation on the tenants part.

Costs upon taking tenancy of a property:

<i>First Month's rent in advance</i>	<i>£</i>
<i>Rental deposit (one month's rent)</i>	<i>£</i>
<i>Referencing fee (per application)</i>	<i>£40.00</i>

Paid on application submission

<i>Total</i>	----- <i>£</i>
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N.B. The deposit will be held in our client account. If a tenant does not proceed with the tenancy a £50.00 arrangement fee along with costs for loss of rent/advertising expenses will be deducted from this deposit.

Statement by prospective tenant

I confirm that the information I have given is correct, I agree to the reference being requested from the referees stated. I understand the terms set out as above.

Signature _____

Date ____/____/____