

Tenant Assessment Application Form

We would like to make you aware that this application form will be used for referencing purposes and if you wish to rent one of the properties we manage, the information supplied will be submitted to one of our approved reference agencies

- All our properties, unless we notify you otherwise, are let on Assured Shorthold Tenancies for a minimum of six months.
- No pets – without prior consent of the landlord, and if granted, is subject to additional charges and conditions.
- Lettings will not normally be granted to Tenants under 21 years of age.
- Tenants are not usually accepted with undischarged County Court Judgements, Bankruptcy Orders, or Individual Voluntary Agreements (IVAs).
- Housing Benefit is accepted in some cases, subject to deposit and rent guarantor being available. We request that rent in these cases is paid by Standing Order.
- Tenants, unless notified otherwise, are responsible for Council Tax, Water Rates, Gas, Electricity and Telephone charges.
- No multi-lets (please make enquiries with the Management Department).

It is essential that ALL the information requested is supplied and the form is fully completed and legible – missing information will delay your application and may jeopardise your desired choice of property.

YOUR RENTAL REQUIREMENTS (To be completed by the Applicant)

If you are interested in one particular property please write the full address of the property below:

Alternatively, if you are seeking a particular type of property, please briefly note your requirements mentioning the number of bedrooms required, location and the rent you are prepared to pay:

WE DO NEED AN E-MAIL ADDRESS ON WHICH YOU CAN BE CONTACTED. If supplied with this, we will add your requirements to our rental e-mailing list and forward details of any properties matching your criteria.

Part B Mandatory and to be completed by the applicant(s)

If more than one applicant, all remaining sections must be completed as appropriate for each.

How do you propose to pay the rent?

Own means Housing benefit

Please give the names of all adult tenants moving into the property:

| | First Name | Middle Name | Surname | Share of Rent |
|----------|------------|-------------|---------|---------------|
| Tenant 1 | | | | £ |
| Tenant 2 | | | | £ |
| Tenant 3 | | | | £ |
| Tenant 4 | | | | £ |
| Tenant 5 | | | | £ |
| Tenant 6 | | | | £ |

Part C To be completed by the applicant * Mandatory fields

Please complete **ALL** boxes. If more than one applicant, parts C to I inclusive must be completed as appropriate for each.

Personal Details:

| | | | |
|--|---|---|--------------------------|
| Mr/Mrs/Miss/Ms* | <input type="checkbox"/> | Other (please specify) <input type="checkbox"/> | |
| Surname * | <input type="text"/> | | |
| First Name * | <input type="text"/> | Middle Name | <input type="text"/> |
| Date of Birth * | <input type="text"/> | Nationality | <input type="text"/> |
| Sex | Male / Female (please circle) | | |
| Marital Status | <input type="text"/> | Maiden Name | <input type="text"/> |
| Daytime Telephone Number * | <input type="text"/> | Evening Telephone Number | <input type="text"/> |
| Mobile Telephone Number | <input type="text"/> | | |
| Email Address | <input type="text"/> | | |
| Do you have any pets | Yes / No (please circle) | Are you a smoker? | Yes / No (please circle) |
| Are you aware of any CCJ/CD Bankruptcy orders, current or pending? | Yes / No (please circle), If yes give details: <input type="text"/> | | |

Names of children living in the property and their dates of birth:

| | | | |
|----|----------------------|---|---|
| 1. | <input type="text"/> | / | / |
| 2. | <input type="text"/> | / | / |
| 3. | <input type="text"/> | / | / |
| 4. | <input type="text"/> | / | / |

Current Address:

| | | | |
|----------------------|----------------------|------------|------------------------------------|
| House Number / Name* | <input type="text"/> | | |
| Flat Number / Name* | <input type="text"/> | | |
| Street | <input type="text"/> | | |
| Town | <input type="text"/> | | |
| District | <input type="text"/> | | |
| County | <input type="text"/> | Postcode * | <input type="text"/> |
| Status (circle one)* | Owner | Rented | Living with parents Council tenant |

| |
|--|
| |
|--|

Landlord Details:

Complete this section if you indicated that you are or have lived in rented accommodation.

Please complete ALL boxes, including individual contact details (telephone and fax number) for landlord or current managing agent.

| | | | |
|--------------------------|--------------------------|--|--|
| Landlord or Agent Name * | | | |
| Office / House name * | | | |
| Street Number / Name * | | | |
| Town * | | | |
| County | Postcode | | |
| Daytime Telephone* | Evening Telephone Number | | |
| Mobile Telephone | | | |
| Email Address * | | | |
| Fax Number * | | | |

Part E To be completed by the applicant for Comprehensive Assessment* Mandatory fields

Bank / Building society details:

| | | | | | | | | | | | | |
|--------------------------------------|--------------------------|--|--------------|--|--|--|--|--|--|--|--|--|
| Name of Bank* | | | | | | | | | | | | |
| Address* | | | | | | | | | | | | |
| Account in the name of* | | | | | | | | | | | | |
| How long with this branch? | Sort Code | | Account No * | | | | | | | | | |
| Do you have a cheque Guarantee Card? | Yes / No (please circle) | | | | | | | | | | | |

Next of Kin:

| | | | |
|---------------------|---------------|--|--|
| Name | | | |
| House Number / Name | Street | | |
| District | Town | | |
| County | Postcode | | |
| Telephone (daytime) | Mobile number | | |
| Email Address | Relationship | | |

Applicants Consent:

The information which I have given in my application form is true to the best of my knowledge. I consent to this information being verified by fair and lawful means, which I understand will involve contacting referees and licensed credit reference agencies.

The results of that search may show how I conduct my payments including rental payments and this may also be disclosed to the agency and may affect future credit applications from me and/or from members of my household and from time-to-time such information may be used for debt tracing and fraud prevention.

I hereby expressly consent to my personal details including any forwarding address at the determination of any tenancy being passed to the landlord and / or to the utility companies and / or to the local authority.

Otherwise all information will be treated as confidential.

I agree that information supplied by me will be held in accordance with the Company's notification under the Data Protection Act 1998. That you may record sensitive data as defined in the Data Protection Act 1998 and I understand that I have the right to ask for a copy of the information held about me subject to the payment of an administration fee that will be notified to me upon application, though it will not exceed the amount set by statute. I have the right to request that the information on me be amended if it is found to be incorrect. I also consent to passing the results of any such search or assessment to my prospective landlord(s) for the purpose of assessing this application.

Please sign and date the form

Signature_____

Date_____/_____/_____

We will retain the information on our files for two months from the date signed after which, it will become out of date and a new application form will need to be completed.

If you wish to rent one of our properties, we will need to proceed with referencing, but before commencing with this, all prospective tenants and guarantors must first provide the following:

- 1. Proof of residency at your current address by means of a consumer credit bill (i.e. credit card statement, bank statement, mobile phone statement, Sky Digital/NTL bill).**

Plus;

- 2. Photographic proof of your I.D. – (i.e. passport/photographic driving licence or an endorsed letter from GP, Solicitor, Accountant or similar professional person).**

If you could please ensure that you do bring this information with you, together with the appropriate referencing fee, it will ensure that there is no delay in us reserving a property and commencing your referencing.

Please note that all tenants are to be in full-time employment and to have been a resident in the UK for at least 3 years – in the absence of this, a UK based guarantor will be required (please speak to our Letting Department for further information).

A LARGE PRINT VERSION OF THIS FORM IS AVAILABLE ON REQUEST

PLEASE TURN OVERLEAF FOR FURTHER INFORMATION ON HOW TO PROCEED.

GUIDANCE FOR PROSPECTIVE TENANTS

Below is a brief outline of the costs and timescales involved in setting up a tenancy.

1. If, after viewing, you wish to rent one of our available properties, it can be reserved on payment of referencing fees. Regrettably, our viewing representative is not in a position to accept reservations and prospective tenants must bring their referencing fees in person into the Grimsby Office in order to reserve a property.

Payment cannot normally be made over the phone and reservations are accepted on a first come, first served basis.

At the time of reservation, we will require details of the date on which you wish to commence the tenancy, and, in addition, we will also need to see photo identification (passport or driving licence) and proof of consumer credit (i.e. mobile phone, bank statement, etc.).

2. The referencing fee is £50.00, which is to cover the cost of searches and VAT. This is non refundable, but will enable us to hold the property for you whilst we carry out a credit search etc. This fee is for a single Tenant. In respect of additional Tenants (this includes Spouse, Partner, Sharer and any children over the age of 18 years), a further sum of £35.00 per person is required for referencing purposes. All intending occupants must be fully disclosed on the Application Form.

All prospective tenants or guarantors must provide proof of residency at their current address by means of a consumer credit bill (i.e. credit card statement, bank statement, mobile phone statement, Sky Digital/NTL bill), plus proof of their ID (as verified by their passport, photographic driving licence or an endorsed letter from their GP, Solicitor, Accountant or a suitable professional person).

Following proof of I.D./consumer credit, payment of the referencing fee will enable us to hold the property for 14 days whilst credit searches and general referencing is being obtained. Should referencing not be completed in this period, due to delays from the tenant or from the tenant's referees or guarantors, we reserve the right to remarket the property and all referencing monies will be forfeited.

3. Prospective tenants must have been a resident in the UK for at least 3 years and be in full-time employment – otherwise a UK-based guarantor will be required.
4. All named tenants are legally liable for the whole of the rent and joint tenancies, whether a married couple, long-term relationship or even just tenants in common, will be vetted independently.
5. The referencing period is normally completed well within 14 days, however, in exceptional circumstances, we may extend the normal holding period, if we consider there has been an unavoidable delay in the referencing procedure.

It is solely at the discretion of the Agent whether this period is extended, beyond the 14-day period outlined in 3 above and in order to ensure that they do not lose the property, prospective Tenants need to ensure their referees (and in particular any guarantors) respond quickly to all correspondence.

6. **We will aim to complete the tenancy documentation and grant occupation as soon as practical. If the property is vacant, we insist that, in the absence of any previous agreements to the contrary, the tenancy must commence within 10 working days of the date tenant being notified of their references being approved. In instances where an alternative date has been agreed for commencement, the tenant is expected to comply with the original Agreement. Any delay by the applicant in taking up the tenancy will result in the property being remarketed and the loss of the referencing fee.**
7. On the point of signing the Tenancy Agreement, we will require payment of the following:-
A registration fee, (this is £65.00 for a single applicant and £80.00 for two or more applicants); **the first month's rent** (or 4 x weekly); and **a deposit**. (The deposit is different for each property and is marked clearly on our list of available properties, next to the monthly/weekly rental, this sum being held in a secure non-interest bearing Client Account, and is refundable at the end of the Tenancy, subject to the property being left in a clean, tidy and undamaged condition).

We are members of the Tenancy Dispute Service, and full details of the policy and procedures will be provided at the start of the tenancy. However, should you require details before this time, please contact our Office.

8. In respect of the charges outlined above, we accept payment by cash, debit and credit cards, or cheque (provided sufficient time is allowed for the cheque to clear between payment and the commencement of Tenancy) and are able to also accept the first payment of deposit and rent by the same means.

In the event of payment being made by credit card a surcharge of 2.5% will be made in order to cover our additional administrative costs.

After the first payment as outlined above, subsequent rental payments cannot be made by credit card.

9. Most of our properties are let unfurnished and we recommend that the proper insurance cover is taken out to protect any of your own personal possessions and accidental damage to the Landlords' property. We are pleased to assist in relation to these insurances and further information about policies available can be obtained from our Grimsby Office.
10. In order to address any problems that our tenants may be having, and to ensure the properties under our management remain in a satisfactory condition, we carry out regular inspections, usually on a four-monthly basis. Notice will be given to tenants in advance and access must be allowed during normal Office hours, i.e. Monday to Friday 9.30am-5pm.
11. Inventory checks at the commencement and end of the tenancy are carried out Monday to Friday between the hours of 9.30am-5pm.

AS A MANAGEMENT AGENT, WE ADOPT A FULLY NON-DISCRIMINATORY POLICY AND, WHILST ACTING ON BEHALF OF THE LANDLORDS, ARE COMMITTED TO TREATING TENANTS FAIRLY AND AIM TO RESPOND QUICKLY TO ALL REASONABLE REQUESTS.