



APPLICATION FOR TENANCY
FIRST APPLICANT

State full names (including all first names) of the applicant

First Names

Surname

D.O.B.

Maiden name

Marital Status

Children: Name/s

1.

Age:

2.

Age:

Property Address Applied For

Post Code

Applicants will be jointly & severally liable for the Total Rent per month for the property

Proposed Tenancy Commencement

Is this a joint Tenancy Application?

Date:

Yes:

No:

Are you to pay the rent through...

Own means:

Housing Benefits:

Total Rent per month

£

for the property

Total Rent per month

£

for the applicant

Rental Period

Number of Bedrooms

Months:

Are you currently...

Owner

Council Tenant

Private Tenant

With Parents

Other

If 'Other' please give details:

Current Address

[Redacted Address] Post Code

Tel (Day)

[Redacted Tel (Day)]

Tel (Eve)

[Redacted Tel (Eve)]

Period at Address

Years: [Redacted] Months: [Redacted]

Please provide previous addresses and dates of residency for the last 3 years. (Please attach a separate sheet if required)

[Redacted Address] Post Code

Period at Address

Years: [Redacted] Months: [Redacted]

Your Employment During This Tenancy

Please state which of the following represents your current employment status?

Employed [Redacted] Self-employed [Redacted] Retired [Redacted] Student [Redacted] Unemployed [Redacted]

(Please notify your employer / accountant that enquiries will be made to verify this information)

Company/Accountant

[Redacted Company/Accountant]

Address

[Redacted Address] Post Code

Employment Commencement Date: [Redacted] / [Redacted] / [Redacted]

Contact Name

[Redacted Contact Name]

Contact Position

[Redacted Contact Position]

Contact Phone Number

[Redacted Contact Phone Number]

Contact Fax Number

[Redacted Contact Fax Number]

Position Held

[Redacted Position Held]

Salary

£ [Redacted]

Payroll No

[Redacted Payroll No]

National Insurance No

[Redacted National Insurance No]

Do you have any additional source of income?

Yes

No

(if YES give details overleaf)

Are you aware of any matters that may cause your employment to change in the near future?

Yes

No

(if YES give details on a separate sheet)

Existing/Previous Letting Agent/Landlord if applicable

(Please give authority to your Agent to pass an opinion on you)

Full Name (including title)

Address

Post Code

Daytime Tel. No.

Home No.

Fax No.

E-mail Address

Previous Rent Paid

£

per month for the applicant

Do you intend to keep pets in the property?

Yes

No

Type

Are you a Vehicle owner?

Yes

No

Reg. No

Drivers Licence No.

Other Income - proof must be provided

Pension (p/a)

£

Investment Income (p/a)

£

Other (p/w)

£

Please specify:

Bank/Building Society Details (Current account only)

Bank/Building Society Name

Address

Post Code

Name of Account Holder

Account No

Sort Code

Previous Bank/Building Society Details (if with current one for less than 3 years)

Bank/Building Society Name

Address

Post Code

Do you have a Credit Card?

Yes

No

If so, for how long?

Are you aware of any previous CCJ/or Bankruptcy?

Yes

No

If YES please give details:

Are there any legal proceedings being taken against you in relation to any financial commitments?

Yes

No

If YES please give details:

Next of Kin:

First Names

Surname

Current Address

Post Code

Tel No

Relationship

Is the property you are applying for to be your main residence?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been refused a private tenancy?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Do you smoke?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Have you ever been refused a council tenancy ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Insurance Details

We strongly recommend when taking out a tenancy agreement on a rental property that you have adequate Home Contents Insurance. This ensures that in the event of damage or loss to either your own, or your landlord's property, you are safe in the knowledge that both your property and the security bond are fully covered.

If you already possess Home Contents Insurance, please could you complete the following details;

Current Insurer	Renewal Date	
<input type="text"/>	<input type="text"/>	
Policy Number	Sum Insured	Premium Paid
<input type="text"/>	£ <input type="text"/>	£ <input type="text"/>

Alternatively if you do not have Home Contents Insurance and would like us to arrange it on your behalf, please sign and date below and we will contact you to arrange it on your behalf.

Signature of Applicant	Date
<input type="text"/>	<input type="text"/>

Character References

References should not be a member of the Applicants family nor should they be a personal friend of the applicant or their family. Ideally a referee should be someone who knows you in a professional capacity. E.g. an Estate Agent, a Solicitor, Employer or previous Landlord.

First Names	Surname
<input type="text"/>	<input type="text"/>
Current Address	
<input type="text"/>	
Post Code	
<input type="text"/>	<input type="text"/>
Day Tel No	Relationship to applicant
<input type="text"/>	<input type="text"/>

Please supply additional Referee's overleaf.

APPLICATION FOR TENANCY SECOND APPLICANT

State full names (including all first names) of the applicant

First Names Surname D.O.B.

Maiden name Marital Status

Children: Name/s
1. Age: 2. Age:

Property Address Applied For
 Post Code

Applicants will be jointly & severally liable for the Total Rent per month for the property

Proposed Tenancy Commencement Is this a joint Tenancy Application?
Date: Yes: No:

Are you to pay the rent through...
Own means: Housing Benefits:

Total Rent per month £ for the property

Total Rent per month £ for the applicant

Rental Period Number of Bedrooms
Months:

Are you currently...
Owner Council Tenant Private Tenant With Parents Other

If 'Other' please give details:

Current Address

[Redacted] Post Code

Tel (Day)

[Redacted]

Tel (Eve)

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Period at Address

Years: [Redacted] Months: [Redacted]

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Employment Commencement Date: [Redacted] / [Redacted] / [Redacted]

Contact Name

[Redacted]

Contact Position

[Redacted]

Contact Phone Number

[Redacted]

Contact Fax Number

[Redacted]

Position Held

[Redacted]

Salary

£ [Redacted]

Payroll No

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National Insurance No

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Do you have any additional source of income?

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If YES please give details:

Next of Kin:

First Names

Surname

Current Address

Post Code

Tel No

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Policy Number	Sum Insured	Premium Paid
<input type="text"/>	£ <input type="text"/>	£ <input type="text"/>

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First Names	Surname
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Current Address	
<input type="text"/>	
Post Code	
<input type="text"/>	<input type="text"/>
Day Tel No	Relationship to applicant
<input type="text"/>	<input type="text"/>

Please supply additional Referee's overleaf.

RENTED ACCOMMODATION - CONDITIONS OF TENANCY

On finding a property you will be required to complete this formal "Application for Tenancy" whereupon we will use this to obtain appropriate references and a credit rating. If a guarantor is to be used then the guarantor will be subject to the same procedure.

The Agents require a Bank and Employers reference. Where the prospective tenant is self employed or a DSS client, a bank reference and two character references are required. If these references are subsequently found to have been falsified, or misleading, the tenancy will be dissolved immediately.

At the end of the tenancy period the bond money will only be returned when the Agent has received copies of all bills for utilities (gas, electric, water, rates etc) showing that they have been paid, and all repairs as required by the Agent have been made, and then, providing that there are no rental arrears, or other outstanding amounts.

All Tenancy Agreements are for six months unless otherwise stated on the tenancy documents. The tenant must provide at least one month's written notice of his/her intentions to either renew the tenancy, or give up the tenancy. Overleaf leaf.

It is the responsibility of the tenant to contact suppliers of services (gas, electric, water, council tax etc) and take over these services in his/her own name from the day the tenancy begins and organise final readings on the final day.

At least seven days before the end of the tenancy the tenant must contact the Agent and request a 'final inspection' so that the Agent may assess the condition of the property and check for any damage. If, for any reason, your rental payments fall into arrears, interest will be charged at the current base rate on the amount of the arrears. There will be a management charge of £20.00 made by the Agent in dealing with each arrears situation.

All payment for gas, electric, water rates, council tax, telephones or any other services are the sole responsibility of the tenant and must be paid for by the tenant in the normal way.

The tenant is responsible for insuring his/her own property, and no responsibility will be accepted for any loss or damage howsoever caused, by the Agent or the Landlord for whom they act.

I/We understand that before any alterations, or redecoration of the property can proceed, they must be approved by the Agent.

During the course of a tenancy, any changes in employment, benefits or any other change that may affect the tenancy in any way, must be brought to the attention of the agent.

Any unauthorised repairs or renewals to the property will not be paid for by the Landlord. Any repairs that are required must be approved by the Agent and carried out by authorised tradesmen, as specified by the Agent or the Landlord.

An Agency Administration fee and Dilapidations Bond is normally required as explained below:-

AGENCY ADMINISTRATION FEE

An Agency Administration fee is payable prior to determining the suitability of a prospective tenant. If the tenancy is to be a Joint or shared tenancy (more than one name on the agreement) a subsequent fee will be payable. The acceptance of the deposit in no way constitutes the acceptance of an offer to rent and the Landlord or Agent can at any time decline an offer to rent for any reason prior to signing the Tenancy Agreement.

If the tenant should withdraw (for any reason) after paying the Administration Fee then the whole of the Administration Fee will be forfeited to offset the Agency administration costs.

An agreement will only be entered into following Satisfactory Credit and Referencing and even then the Landlord has the final decision - prospective tenant enquiries can normally take up to one week to complete - but can sometimes be carried out quicker.

DILAPIDATIONS DEPOSIT (BOND)

All tenants are required to lodge a Dilapidations Bond, equal to a MINIMUM OF ONE MONTHS RENT BEFORE HAND OVER OF KEYS. This deposit is held on behalf of the Landlord to cover against any breakages/missing items or damage/misuse of the property, provided the property is returned in its initial condition (fair wear & tear excepted), the deposit will be returned within one month after termination, subject to satisfaction of all the above. Under no circumstances can the deposit be used for the last months rent.

IF YOU ARE UNSURE ABOUT ANY OF THE ABOVE – PLEASE ASK.

I/We hereby authorise Mike Rogerson Estate Agents Limited to enquire of any persons mentioned herein for reference purposes.

These terms and conditions, together with the Tenancy Agreements are legally binding documents. I/We have read and fully understand their content, and agree to be bound and abide by them.

This information is used to help Mike Rogerson Estate Agents, the landlord and/or letting agent make credit, insurance, rental and property decisions and occasionally for fraud prevention or debtor tracing. Credit searches and other information which is provided to us and/or credit reference agencies about you and those with whom you are linked financially and have associated records with, may be used to Mike Rogerson Estate Agents and other companies to make credit decisions about you or other members of your household. Mike Rogerson Estate Agents abides by the Data Protection Act 1998. Mike Rogerson Estate Agents is the Data Controller for the purposes of this application.

Please read, sign and date the declaration below. Unsigned applications cannot be dealt with by Mike Rogerson Estate Agents.

I/we hereby authorise Mike Rogerson Estate Agents to make any enquiries considered necessary to substantiate information supplied on this application. I/we authorise you or your assessment company to disclose any information about me/us and/or my company to any credit reference agency and/or any other tenancy database who may retain a record of such a search.

I/we agree that Mike Rogerson Estate Agents may search the files of a Credit Reference Agency who will keep a record of that search. I/we understand that no details of the search will be given to me/us by the landlord and/or letting agent but I/we may request the name and address of the Credit Reference Agency to who I/we may then apply for a copy of my credit file.

I/we give my/our permission to take up all necessary references and that these may be shown to a landlord and/or their agent. I/we confirm that the information supplied is to the best of my knowledge and belief to be true.

The details you provide will be held by Mike Rogerson Estate Agents and may be used to keep you up to date on our products and services and those of other organisations we believe will be of interest to you. If you prefer not to receive this information, please tick this box.

Signature of Applicant 1	Date
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Signature of Applicant 2	Date
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FOR AGENTS USE ONLY

2 Salary Slips attached	<input type="checkbox"/>	Current Utility Bill attached	<input type="checkbox"/>	Proof of additional income	<input type="checkbox"/>
Pre Tenancy Determination attached	<input type="checkbox"/>	applied for	<input type="checkbox"/>		

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