

Application For Tenancy

Property Applied for

Address (1st line) _____ Post Code _____

Rent per month £ _____ Number of tenants _____ Preferred moving date* _____

Share of rent App 1 £ _____ App 2 £ _____ *if application successful

Please read this section before completing the application form.

*The referencing fee is £150 per person to be paid on return of the application form and is non-refundable.

*The referencing process will not be started until this fee is received. Receipt of the application & fee does not guarantee you the tenancy. Do not make any plans to move in the property until the referencing process has been completed and we have offered you the tenancy.

*We also require 3 months pay slips, 3 months Bank Statements, Passport/ID card and proof of address for each applicant, and proof of any additional income received.

*It is important to complete the form as fully as possible. Please include fax numbers and e-mail addresses where possible to speed up referencing. If needed please provide additional information on a separate sheet of paper.

*Subject to a tenancy being granted you will be required to pay the appropriate deposit, first months rent and an administration fee of £90, prior to keys being released.

*No further Agency Fees will be charged during the duration of your tenancy.

*If you are successful in your application, you will be responsible for the utility bills and Council Tax from the commencement date of your tenancy, even if this is not the date you actually move in.

Documents Provided

Applicant 1

Applicant 2

3 Month Bank Statements 3 Months Pay Slips
Photo ID Proof of address

3 Month Bank Statements 3 Months Pay Slips
Photo ID Proof of address

Personal Details

Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/> _____	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/> _____
First Names	_____	_____
Surname	_____	_____
Home Phone No	_____	_____
Mobile Phone No	_____	_____
Email Address	_____	_____
Date of Birth	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/>
Any previous surname	_____	_____
Gender -	Male <input type="checkbox"/> Female <input type="checkbox"/>	Male <input type="checkbox"/> Female <input type="checkbox"/>
National Insurance No.	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/>
Nationality	_____	_____
Preferred Language (if different from above)	_____	_____
Marital Status	Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Widow(er) <input type="checkbox"/> Co-habiting <input type="checkbox"/>	Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Widow(er) <input type="checkbox"/> Co-habiting <input type="checkbox"/>
Do you have the right to work & reside in the UK?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

If a Foreign National please provide proof of your right to reside in the UK

Address*(Please provide addresses to cover 3 years of residency)*Same as App 1

Current Address:

Post Code

Post Code

Time at address

From (MM/YY) _____ To (MM/YY) _____

From (MM/YY) _____ To (MM/YY) _____

Living Status

Furnished Tenant Unfurnished Tenant
Own Home Living with family Other

Furnished Tenant Unfurnished Tenant Own Home
Living with family Other

Previous Address:

Post Code

Post Code

Time at address

From (MM/YY) _____ To (MM/YY) _____

From (MM/YY) _____ To (MM/YY) _____

Living Status

Furnished Tenant Unfurnished Tenant
Own Home Living with family Other

Furnished Tenant Unfurnished Tenant Own Home
Living with family Other

*If you need to give additional address, please do so on additional sheet of paper.***Deposit Details**Who will be providing the deposit - Applicant 1 Applicant 2 Both Applicants Other Local Authority Bond *If other please provide details below*

Name

Address

Post Code

Telephone number

Email

Current Landlord & Tenancy DetailsSame as App 1

Landlord / Agent Name

Name

Address

Post Code

Post Code

Phone Number

Fax Number

e-mail address

Do you have to give notice?

Yes No Yes No

If 'yes' how long?

Post Tenancy Contact Details**THIS SECTION MUST BE COMPLETED**

We appreciate you do not know where you are going to live after this tenancy. We recommended a relative or close friend that is unlikely to move in the near future - this is so we can return your deposit to you if you do not provide a forwarding address. IT IS A REQUIREMENT OF OUR DEPOSIT SCHEME PROVIDER THAT THIS INFORMATION IS INCLUDED ON YOUR TENANCY AGREEMENT.

Name

Address

Post Code

Phone Number

Employment Details

Employment Type	Full time employed <input type="checkbox"/> Part time employed <input type="checkbox"/> Temporary/Contract <input type="checkbox"/> Retired <input type="checkbox"/> Unemployed <input type="checkbox"/> Self-employed <input type="checkbox"/> Homemaker <input type="checkbox"/> Student <input type="checkbox"/> Other <input type="checkbox"/>	Full time employed <input type="checkbox"/> Part time employed <input type="checkbox"/> Temporary/Contract <input type="checkbox"/> Retired <input type="checkbox"/> Unemployed <input type="checkbox"/> Self-employed <input type="checkbox"/> Homemaker <input type="checkbox"/> Student <input type="checkbox"/> Other <input type="checkbox"/>																								
Employment Status	Skilled <input type="checkbox"/> Semi skilled <input type="checkbox"/> Unskilled <input type="checkbox"/> Supervisor <input type="checkbox"/> Management <input type="checkbox"/> Director <input type="checkbox"/> Not applicable <input type="checkbox"/> Other <input type="checkbox"/>	Skilled <input type="checkbox"/> Semi skilled <input type="checkbox"/> Unskilled <input type="checkbox"/> Supervisor <input type="checkbox"/> Management <input type="checkbox"/> Director <input type="checkbox"/> Not applicable <input type="checkbox"/> Other <input type="checkbox"/>																								
Occupation/Job Title	_____ _____																									
Annual Salary (before tax)	£ _____	£ _____																								
Any additional Income	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If yes please provide details below</i>																									
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 70%;">Child Tax Credit</td><td style="text-align: right;">£</td></tr> <tr><td>Working Tax Credits</td><td style="text-align: right;">£</td></tr> <tr><td>Child Benefit</td><td style="text-align: right;">£</td></tr> <tr><td>Maintenance</td><td style="text-align: right;">£</td></tr> <tr><td>Pension</td><td style="text-align: right;">£</td></tr> <tr><td>Other (Please specify)</td><td style="text-align: right;">£</td></tr> </table>	Child Tax Credit	£	Working Tax Credits	£	Child Benefit	£	Maintenance	£	Pension	£	Other (Please specify)	£	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 70%;">Child Tax Credit</td><td style="text-align: right;">£</td></tr> <tr><td>Working Tax Credits</td><td style="text-align: right;">£</td></tr> <tr><td>Child Benefit</td><td style="text-align: right;">£</td></tr> <tr><td>Maintenance</td><td style="text-align: right;">£</td></tr> <tr><td>Pension</td><td style="text-align: right;">£</td></tr> <tr><td>Other (Please specify)</td><td style="text-align: right;">£</td></tr> </table>	Child Tax Credit	£	Working Tax Credits	£	Child Benefit	£	Maintenance	£	Pension	£	Other (Please specify)	£
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Other (Please specify)	£																									
Amount of Additional	£ _____	£ _____																								
Please provide last 3 months pay slips and proof of any addition income (Bank Statement Showing payments received will be adequate)																										

Employers Details Please fill in as fully as possible to speed up the referencing process

Is your job likely to change shortly?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>If yes please provide details of your future employer</i>		
Start Date	Month _____ Year _____	Month _____ Year _____
Employer	_____ _____	
Contact Name	_____ _____	
Address	_____ _____ _____ _____	
	Post Code _____	Post Code _____
Phone Number	_____ _____	
Fax Number	_____ _____	
Contact's Email address	_____ _____	

Accountants Details for self employed applicants

Company Name	_____ _____	_____ _____
Contact Name	_____ _____	
Address	_____ _____ _____ _____	
	Post Code _____	Post Code _____
Email address	_____ _____	
Phone Number	_____ _____	
Fax Number	_____ _____	

Bank Details

Name of Bank	_____	_____
Sort Code	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/>
Account Number	_____	_____
Account Name	_____	_____
Time with Bank	Years _____ Months _____	Years _____ Months _____
Do You have any savings? Cards, loans or H/P agreements?	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If 'yes' please provide proof</i> Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> <i>If 'yes' please provide proof</i> Yes <input type="checkbox"/> No <input type="checkbox"/>
Total Outstanding Balances	£ _____	£ _____
Total Monthly Payment	£ _____	£ _____
How many months remaining on longest?	_____ months	_____ months

Additional Information

<i>If answer to any of these questions is 'yes' please provide details</i>	Will/do any tenants have pets?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Do any of applicants smoke?	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Have you any CCJs or bankruptcies	Yes <input type="checkbox"/> No <input type="checkbox"/>

People who will be living in the property. *Please list the names of anyone who will be living in the property, regardless of age*

We require this information to include 'allowable residents' on the tenancy agreement.

	Age	UK Citizen	If 'no' please state nationality
Full Name _____	<input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
Full Name _____	<input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
Full Name _____	<input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
Full Name _____	<input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
Full Name _____	<input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
Full Name _____	<input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____
Full Name _____	<input type="text"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	_____

If any additional residents will reside at the property please provide details on a separate sheet of paper.

Declaration and Consent. *All applicants are advised to read the following very carefully before signing*

I/we hereby confirm that the information provided by me/us is, to the best of my/our knowledge, true and I/we have no objections to the information being verified by whatever means deemed necessary. I/we understand that the results of the findings will be forwarded to an appointed credit referencing agency and to the appointed agent and/or the landlord and may be accessed again should I/we apply for a tenancy agreement in the future. I/we agree that 'The Lettings Centre' or their agents, may search the files of a credit reference agency which will keep a record of that search. I/We also understand that no details of the search will be given to me/us by the letting agent, but that I/we may request the name and address of the credit reference agency to whom I/we may apply for a copy of any information provided. I/we also confirm that, in the event of my/our defaulting on the rental agreement, any such default may be recorded with the credit reference agency and may affect any future application for credit I/we make. I/We hereby authorise the above named bank or building society to respond to status enquiries made in respect of this application. I/we hereby acknowledge that the information, provided above, will be used to assess an application for tenancy. I/We agree to the information provided being stored on computer. I/we confirm that we are in a position to proceed with the tenancy should this application prove successful. I/we authorise my employer and/or accountant to verify my/our income and character as a trustworthy person to 'The Lettings Centre' or their agent 'Safety Let'.
We can provide your details to specialist contents insurers for people in rented accommodation. If you wish to be contacted please tick here

Signed Applicant 1	_____	Date	_____
Signed Applicant 2	_____	Date	_____

Application Form & Fee

Application Received Date -

Fee Paid £

Cash Cheque Credit Card

£

Cash Cheque Credit Card

Total for application £

Received by

Proof of ID & Address

Proof of Address Type

Number

ID Type Passport/ID card Drivers Licence Other

Passport/ID card Drivers Licence Other

Number

UK Citizen/Right to Reside proof received? Yes No

Yes No

Home Office Confirmation required? Yes No

Yes No

Income & Affordability Checks

Bank Statements Received

Showing wages etc going in

Pay Slips Received

Annual Income * £

Annual Income * £

* add together gross income on last 3 months payslips, divide by 3 and multiply by 12 to give an average annual income

Other Income Proof Received

Details

Total additional Income £

£

Total proved Income £

£

Total Income from all applicants £

Minimum for affordability £

Is income sufficient? Yes No

Signed Off by BP or MT



What Happens Once We Receive Your Application Form

Several things will happen before we formally offer you the tenancy – do not make any definite plans to move until we do.

1. Return your completed application form, non-refundable referencing fee of £150 per adult and requested documentation to us as soon as you can. We will not take the property off the market until this has been received and a credit check completed. If you require a Guarantor we need a fee of £60 and for them to complete a Guarantors application form.
2. We will carry out our referencing checks including a Credit Check and contacting your employers and current Landlords (if applicable). If there is a problem with any of these we may ask you to provide a Guarantor.
3. Once we have completed all the checks we will either confirm that you will be offered the tenancy, or give you an explanation as to why we can't.
4. If your application is successful, we will confirm a move in date with you and send you the documents via email to read through. If you have any questions please contact us.
5. On or before the day you move in you will come to the office with all named tenants on the tenancy agreement (and guarantor if required), and sign the contracts, pay the first months rent and deposit and the Tenancy Agreement Fee of £75+VAT. (Deposit and rent must be in cleared funds. If you are paying by Credit or Debit card or cheque it will need to be paid 4 working days prior to move-in to allow time for it to clear into our account). We will then give you the keys!

Moving Tips



Physically transporting your family and belongings to your new home can be the most stressful part of the whole moving process. With careful planning and a little preparation, much of this stress can be avoided.

We have put together a few tips and checklists to try and help you have a smooth move. Some may seem obvious, but in the stress and tiredness that comes with moving home, simple things may be overlooked or forgotten.

Tips

- **Plan ahead.** Before you start packing, have a clear out of unwanted items. Take a trip to the recycling centre or consider hiring a skip. Sell any items too good to throw away on-line or at a car boot sale. Donating some of your older clothes to charity can literally half your wardrobe.
- **Decided how much of the work you want to do yourself.**
 1. If you will be moving yourself hire a van and organise extra hands to help on the day. Don't underestimate how much stuff you have and make sure you hire a large enough van, and make sure you get as many helpers from friends and family as you can.

We have discount vouchers for a local Van Hire Centre for 10% off – if you would like one please ask!
 2. If you will be getting a removal firm to move you, contact several to get quotes and check availability for the day you want to move. Try and use a company registered with the British Association of Removers (BAR).



- **Plan your packing – it will take longer than you think!**
 1. **Make sure you have the right boxes** for moving house. Always use strong packing boxes, particularly for heavier items, otherwise your belongings may end up on the pavement. Stronger boxes are normally made from corrugated cardboard. When making your box, use plenty of parcel tape. This will ensure the box is strong and that there is no risk of the bottom falling out when you pick it up full of crockery! Go to www.nowletsmove.co.uk if you want to buy moving packs, tape and protective wrappings etc. and enter code LM10009 to receive a free gift.
 2. Make sure particularly **valuable and breakable items** are sufficiently covered under your home insurance policy. Your treasured belongings are far more likely to be damaged when moving.
- **Inform your utility companies** that you are moving and give them your new address. It can take several weeks to get services transferred. We have provided you with a 'check list' of people you may want to inform.
- **Have an 'essentials box' for the day you move.** Make sure you take it with you in the car when you move. A box containing coffee, tea, some light snacks, cups and a kettle may be welcome soon after you arrive! A few cleaning products may be good too, just in case your new home isn't as clean as you hope.



Top 10 Packing Tips:

1. Keep similar room items together. This will make unpacking much easier.
2. Label the boxes with the contents. This avoids having to open the boxes to find out what's inside and where you want them to go.
3. Keep important documents safe. Birth Certificates, passports etc. Make sure you unpack them before they get thrown away in error or buried in the loft!
4. Don't overfill your boxes. It is better to have lots of smaller boxes containing heavy items such as books and CDs to make lifting easier. If you pack heavy things with other items place the heavier ones at the bottom of the box and lighter items on top.
5. Fragile items should be packed individually with plenty of padding and label the boxes accordingly. Use newspaper, tissue or bubble wrap, and make sure the items can't move around inside the box.
6. Storing packed boxes. Try stacking your boxes in one place as a pre-staging area ready for the move, this will help keep the house clear of clutter while you pack the rest of your stuff.
7. Unpacking. Use the new garage or spare bedroom to store boxes before unpacking, this will avoid too much clutter and enable you organise the furniture quickly. If this is not possible make sure the boxes are labeled with which rooms you want them to go to.
8. Food. Don't do a big food shop a few days before moving! It is a good opportunity to use up frozen leftovers or tins that have been in the cupboard a while. On moving day consider ordering your favourite takeaway to keep everyone happy and avoid the hassle of preparing food on your first night.
9. Recycle your cardboard. It's surprising just how much cardboard you'll have after the move. To avoid being surrounded by empty boxes for days, spend an hour dismantling them and take them to the recycling centre.
- 10. Don't forget the essentials box!**

Arriving at the new house.



- **Check for damage.** Arriving at your new home can be a very exciting time, but it's important to inspect the house thoroughly before you unpack. You will be given an Inventory of the condition of the property to check. You should note any damage or problems in this document if it is not already mentioned.

- **Check for items being left behind.** Check to see if all items included on the inventory are in the property and alert us if there's anything missing.

- **Take meter readings.** Make sure you take meter readings and give them to the utilities companies as soon as you can.



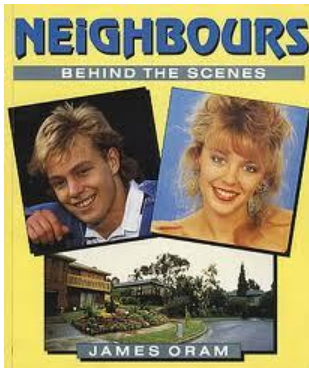
- **Identify potential hazards.** Have a look around the property for potential hazards. If you have a young family or pets, make sure you keep them close and confined to safe areas while you unpack. If the property is on a road, make sure everyone is safe from passing traffic. It will take children and pets a few days to familiarise themselves with their new surroundings so it's very important to supervise them closely to begin with.

- **Review rooms for unpacking.** Once you've made your initial checks, make sure you know where the furniture will be going! Identify a dumping room or area for any non



essential items that will need to be unpacked over the coming days - a spare bedroom or garage may be good for this. This avoids having boxes scattered in every room and will enable you to get the main pieces of furniture organised relatively quickly.

- **Make sure you make the beds as early as you can so you can crash out later!** Try to make this a priority. There is nothing worse than being totally exhausted after moving boxes and furniture all day, then when all you really want to do is climb into bed remembering you have to put it together and put on the bed clothes first.



- **Meet the neighbours!** As soon as you can, introduce yourself to the neighbours. This will help break the ice and is far easier to do when you first move in. Let the neighbours know if you need to park on the road to unload as this can create access problems for homes nearby. Informing them this is going to happen with a friendly smile, rather than them discovering the problem, will make you more welcome to the neighborhood, and get you off on the right foot.

- **Don't forget to think about what you are going to eat on the day!** It might be a good idea to make up some sandwiches the evening before and put them in a cold box to go in your car. It is important to make sure you and your helpers are not running on empty! This is when tempers usually begin to fray!

You may want to get a take away on your first night – one which doesn't need a plate and cutlery may be a good idea so you do not have to unpack them before you can eat! Plastic cups in your essentials box will make excellent wine glasses! Fish and Chips and a bottle of wine or champagne is a good choice!



of wine or champagne is

Who to contact when moving house.

You'll need to notify everyone on your list with details of your new address and contact details. You may also decide to send family and friends some directions.

Nowadays it's quicker and easier to do this online. You can even send e-cards to save on postage! If you plan to use a mail re-direction service contact the post office without delay as this can take a week or so to setup.

Who to contact - Check List

Our checklist below should help you keep track of who you've notified, and when you sent your notification.

Services.		Company /Account No	
1.	Water company	<input type="text" value="company names"/>	<input type="text" value="date"/>
2.	Gas company	<input type="text"/>	<input type="text"/>
3.	Electricity company	<input type="text"/>	<input type="text"/>
4.	Telephone company	<input type="text"/>	<input type="text"/>
5.	Broadband provider	<input type="text"/>	<input type="text"/>
6.	Satellite/cable company	<input type="text"/>	<input type="text"/>
7.	Mobile phone Provideer	<input type="text"/>	<input type="text"/>
Finance.			
1.	Banks	<input type="text" value="company names"/>	<input type="text" value="date"/>
2.	Building societies	<input type="text"/>	<input type="text"/>
3.	Loan companies	<input type="text"/>	<input type="text"/>

4.	Credit card companies	<input type="text"/>	<input type="text"/>
5.	Others	<input type="text"/>	<input type="text"/>

Insurance.

1.	Car insurance companies	<input type="text" value="company names"/>	<input type="text" value="date"/>
2.	House insurance company	<input type="text"/>	<input type="text"/>
3.	Life insurance company	<input type="text"/>	<input type="text"/>
4.	Breakdown service	<input type="text"/>	<input type="text"/>
5.	Pet Insurance	<input type="text"/>	<input type="text"/>

Authorities.

1.	Inland revenue	<input type="text" value="organisation name"/>	<input type="text" value="date"/>
2.	Local authority	<input type="text"/>	<input type="text"/>
3.	DVLA	<input type="text"/>	<input type="text"/>
4.	School	<input type="text"/>	<input type="text"/>
5.	Others	<input type="text"/>	<input type="text"/>

Other.

1.	Doctor	<input type="text" value="establishment name"/>	<input type="text" value="date"/>
2.	Dentist	<input type="text"/>	<input type="text"/>
3.	Optician	<input type="text"/>	<input type="text"/>
4.	Others	<input type="text"/>	<input type="text"/>