

APPLICATION FOR TENANCY

PROPERTY ADDRESS:

Before a tenancy is agreed, we are required to obtain references on behalf of all our Landlords. (All applicants over the age of 18 must complete the attached application form).

It is essential that all the information requested, including POSTCODES, is supplied and the form fully completed and legible – missing information will delay your application.

In addition to the application form overleaf, Please provide us with ID and complete the following:

Do you have any children (if yes state ages)	YES/NO	
Do you smoke	YES/NO	
Do you have any pets (if yes state type)	YES/NO	
Do you claim income support	YES/NO	
Do you have a criminal record	YES/NO	

What is your preferred moving date	
Do you plan on renting for longer than 6 months	
How long were you at your previous property	
Do you rent or own your current property	
Why are you moving from your current home	
How long have you been in current employment	
How long were you in previous employment	
Have you provided us with photo ID	YES/NO
Please state NI number	
Please provide contactable email address	

NEXT PROCESS

Your application form will be processed and discussed with the Landlord. * Once it has been accepted 'in principal' your references and guarantor (if applicable) will be processed and obtained. This normally takes 7/10 days, however, **we will endeavour to process your application as soon as possible, it is important you complete all relevant sections of the application otherwise it will delay the process.** * Upon your application being successful we will agree a date for moving in with both Landlord and Tenant and draw up the relevant paperwork * We will prepare a schedule of condition on managed properties and read meters to the property. * Usually one month's rental and one month's deposit in advance will be required in cleared funds on or prior to the date of tenancy commencement. A personal cheque that has not cleared before commencement date will not be acceptable; we would ask that if a personal cheque was the only means of payment that this is paid at least 10 days prior to the moving date or a bankers draft be used. We can accept card payments (3% surcharge of credit cards) or bank transfers.

PLEASE NOTE: When letting property we are instructed by and are acting on behalf of the Landlord. We do not manage all properties being marketed and some properties are let without our management service. If, this property is not managed by, Royston & Lund, we are instructed by the Landlord to locate a suitable tenant, apply for references and supply a Tenancy Agreement. Upon the agreement being signed by you on a non-managed property, you will deal directly with the Landlord in all matters. Royston & Lund will no longer be acting for the landlord in any instances, unless instructed by them to do so. If you wish only to rent property that is managed by us, please do not hesitate to contact us.

FEEES

- **A tenancy administration fee is chargeable of £220.00 (£183.33 plus VAT) per property is required upon submitting your application form. Should there be more than two adults applying for the property, an additional £50.00 per applicant will be charged. This is a non-refundable charge *.**
- **SHOULD YOU BE REQUIRING OVERSEAS REFERENCING OUR ADMINISTRATION FEE CHARGEABLE IS £250.00 (£217.39 plus VAT). Please note: Should you have resided outside the UK within the last six years you will be subject to our overseas referencing rate.**

The tenancy administration fee paid will be considered as your application fee, ready for your tenancy to commence *within four weeks of application.*

**** We will require a larger amount of money (usually equivalent to one months rent) where a property is to be held for more than four weeks****

To enable your interest and application to progress our administration fee must be paid upon submitting this form.

In the event of you deciding not to proceed or information not being disclosed on the application form, we will retain the fee towards administration costs. *If the landlord terminates the pending tenancy for reasons other than your application/references your administration fee will be refunded.

DATA PROTECTION

I confirm that the details I have provided are correct and true. I authorise Royston & Lund Lettings to make enquiries relating to my application and any subsequent tenancy or lease. I authorise Royston & Lund to search the files of licensed credit reference agencies and to check my details with fraud prevention agencies. I authorise Royston & Lund Lettings to use and process my details and information as set out below.

Details of any search Royston & Lund Lettings carries out with licensed credit reference and fraud prevention agencies will be added to their records and will be shared with other organisations that make searches and used by them and Royston & Lund Lettings to:

- 1) Check my identity
- 2) Help make decisions about prospective tenancies
- 3) Trace debtors, recover debts, prevent fraud and to manage any tenancy agreement

I understand that Royston & Lund Lettings will also add to my record with licensed credit reference and fraud prevention agencies information relating to any default or failure by me to keep to the terms of any subsequent tenancy agreement. The information I provide and which Royston & Lund Lettings obtains from external organisations will be stored on computer or in any other way and will be used by them together with any other information it holds about me for general business purposes and as otherwise permitted by law.

Royston & Lund Lettings may at any time give my information to the landlord or to an organisation that provides a service to it relating to my application or tenancy, on the basis it is kept confidential; and debt collection agencies, legal advisors or other organisations who may assist it following any default or failure by me to keep to the terms of my lease.

I am entitled, on payment of a fee, to a copy of the details and information Royston & Lund Lettings holds about me if I apply in writing. I may obtain details of the credit reference and fraud prevention agencies from whom Royston & Lund Lettings obtains information from and to whom it passes my information.

Signature _____ Date _____

**PLEASE RETURN YOUR APPLICATION FORM FULLY COMPLETED
AS SOON AS POSSIBLE**

Should you have any queries please

Phone: 0115 9141122

Email: lettings@royston-lund.co.uk



Tenancy Application Form

PLEASE COMPLETE IN BLOCK CAPITALS TO REDUCE ERRORS

Express Advanced Priority International

User ID: CAINE48

Date:

1. Property Details (Address to be let)

Property address

Tenancy period

months

Tenancy start date

No of applicants

Total rent

£

per

Rent for this applicant

£

per

2. Applicant Details (All fields marked ** MUST be completed)

Title**

First name**

Initials

Surname**

Date of birth**

NI Number (or overseas equivalent)

Gross annual salary/income

£

Current address**

Current address (cont)

Postcode**

Time at address

years

months

Occupation**

Contact number**

Mobile telephone number

Marital status (e.g. single/married)

Address status: Owned/mortgaged

Rented (provide landlord details at Section 5)

Family/friends

Names of additional tenants entering this agreement **

Age (if under 18)

Share of rent

Are you or any of the above named a smoker? Yes No

Do you have any pets? Yes* No

Have you had any County Court Judgements or rent arrears in the past 6 years? Yes* No

* Details of any Judgments, arrears and/or pets should be included within section (11).

3. Previous Address (If at current less than 6 years*)

Previous address

Previous address (cont)

Postcode

Time at address

years

months

3.1 Previous Address (If at current & previous less than 6 years*)

Previous address

Previous address (cont)

Postcode

Time at address

years

months

4. Employment / Occupation details (Employed/Self employed)

Employment status (e.g. permanent) Name of organisation

Employment dates

From

To

Position held

Contact name

Contact position

Address

Contact telephone number

Contact fax number

Contact E-mail address

5. Current landlord or agent

Landlord/Agency name

Contact number

Fax number or E-mail address

Address of landlord/agent

6. Character Referee (Non relative known for 3 years+)

Referee name

Relationship (e.g. previous employer)

Time known

years

Address

Contact number

Fax number or E-mail address

A CONTACT TELEPHONE/FAX NUMBER OR E-MAIL ADDRESS MUST BE INCLUDED FOR EACH REFEREE

7. Guarantor

OPTIONAL

Title	First name	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address		Postcode
<input type="text"/>		<input type="text"/>
Contact no	Income status (e.g. self/employed, retired)	
<input type="text"/>	<input type="text"/>	
Employment (e.g. self/emp, retired)	Employer's contact name^	Employer's contact no^
<input type="text"/>	<input type="text"/>	<input type="text"/>

We will contact the proposed Guarantor to obtain further information or to verify their consent to act in this capacity.
^ Please leave blank if unknown or inapplicable. An accountant or solicitor may be entered if self employed.

8. Banker's Details

Account holder name	Account number	Sort code
<input type="text"/>	<input type="text"/>	<input type="text"/>
Banker's address		
<input type="text"/>		

9. Identification Validation (UK Passport, Driver's Licence, Utility Bill)

OPTIONAL

ID Type (e.g. passport)	Reference / Account number	Issuer (Utility only e.g. BT)
<input type="text"/>	<input type="text"/>	<input type="text"/>

10. Authorisation

The details supplied by you are checked against those held on credit reference agency databases for the purposes of pre-tenancy/lease selection.

A record is kept of this search; however it will not affect your ability to obtain credit or other services in any way. Information is processed in confidence and within the guidelines of The Data Protection Act (1998) & the appropriate International privacy laws.

I confirm that the information provided on this application is accurate & true.

I authorise Rentchecks to conduct these searches and to make any employer or financial enquiries necessary to assess my suitability for this agreement.

Signed	Date
<input type="text"/>	<input type="text"/>
	Name
	<input type="text"/>

11. Additional Notes & Comments

Use this section to add any additional general information that you feel is relevant to this application.

Guidance & Information

- Section 2 must be completed. This is the minimum amount of information required to assess an application.
- Married couples should add the highest earner as the primary applicant.
- Validating postcodes before submitting this form will speed up processing times (postcodeanywhere.com).
- Please ensure that all names, addresses & numbers are clearly legible.
- Please double check all fields prior to submission. Once a report is queued for processing, it cannot be cancelled.
- Unemployed & student applicants should include a Guarantor unless proof of alternative funding can be provided.
- Applicants with low incomes may be required to provide details of a suitable Guarantor.
- The Guarantor provided must be a homeowner and agree to act in this capacity. An affordability assessment & credit check will be performed during processing.
- The applicant's signed or verbal permission & identification **must** be obtained prior to submission of this application.
- Please ensure that you include a current and accurate telephone or fax number for all referees. Failure to do so will delay this application.
- You should, where possible advise referees that we will be contacting them as this will reduce delays.
- National Insurance number, monthly rental value and referee sections are optional. Please consult the website to establish whether you wish to include this information for processing.
- Any falsehoods uncovered at a later date will result in the immediate termination of any agreement that may be in place or offered.

Prospective tenants requiring further information relating to the completion of this form or The Data Protection Act can contact us via the following methods.

E-mail - validation@rentchecks.com
Tel – 0844 412 7752
Fax – 0844 412 7753

PLEASE RETURN THIS FORM TO ROYSTON & LUND LETTINGS
Email: lettings@royston-lund.co.uk
Fax: 0115 9817888