

## Rental Application Form

All tenancies are agreed on an initial six month Assured Shortholders Tenancy Agreement and may continue after this period on a month-to-month basis. This agreement contains any special requirements together with the Terms and Conditions of Rental.

Before an applicant is accepted for tenancy they must submit the following:

**Application Fee**, a non-refundable application fee of £150

**Two references**, we will carry out a credit check. The other reference can be from an employer or a previous landlord.

**Proof of identification** must be provided either by way of passport or drivers license.

**Proof of Address** must be provided showing applicants previous address. This may take the form of a utilities bill or credit card statement.

If the applicants references are approved then;

**A bond** is required which is usually equivalent to one months rent to be held in a Government approved Scheme.

(Provided the property is left in a satisfactory condition the bond is returnable.)

**One month's** rent in advance is required

To hold a property, for a period of time, the bond is required immediately.

On the day of occupation, a member of our staff will attend the property to take the current meter readings i.e. gas, electric and water. Also an inventory is taken with regard to the contents of the property and notes made on the condition thereof. The tenant is then required to sign this document. The meter readings are passed to the relevant utility company together with the new name of the tenant and the date tenancy begins. The Local Authority is also given details of the new tenant. A Standing Order Mandate is completed by the tenant in respect of the rent.

If Homes & Finance are managing the property, thereafter any queries or problems the tenant may have are directed to ourselves. If the property is being managed by the owner, then any queries or problems should be directed to them.

You can contact our rental department on 01642 750065 with any questions.



### Proposed Property Details

<b>Total Monthly Rent</b>	
<b>Rental Term</b>	
<b>Letting Status</b>	Managed By Agent <input type="checkbox"/> Let Only <input type="checkbox"/>
<b>First Line of Address</b>	
<b>Town</b>	
<b>County</b>	
<b>Post Code</b>	
<b>Number of Bedrooms</b>	
<b>Type</b>	Semi Detached <input type="checkbox"/> Detached <input type="checkbox"/> Flat <input type="checkbox"/>
<b>Total Number of Tenants</b>	
<b>Agent Reference Number</b>	

### Applicants Personal Details

<b>Title</b>	
<b>First Name</b>	
<b>Middle Name</b>	
<b>Last Name</b>	
<b>Date of Birth</b>	
<b>Telephone Number</b>	
<b>Mobile Number</b>	
<b>Email Address</b>	
<b>The Rent Amount The Tenant Is Responsible For</b>	
<b>National Insurance Number</b>	
<b>Driving Licence</b>	
<b>Adverse Credit History</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>CCj's</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Current Status</b>	Living As Private Tenant <input type="checkbox"/> Living With Family/Friends <input type="checkbox"/> UK Property Owner <input type="checkbox"/>
<b>If UK Property Owner</b>	Have you ever defaulted on any mortgage payments? Yes <input type="checkbox"/> No <input type="checkbox"/>

**Applicants Current Address (we require 6 years address history)**

<b>First Line Of Address</b>	
<b>Town</b>	
<b>County</b>	
<b>Post Code</b>	
<b>Residing Since (Year)</b>	

**Applicants Previous Address (If Applicable)**

<b>First Line Of Address</b>	
<b>Town</b>	
<b>County</b>	
<b>Post Code</b>	
<b>Residing Since (Year)</b>	From: <input type="text"/> To: <input type="text"/>

**Applicants Landlord Details**

<b>Landlord Name</b>	
<b>First Line Of Address</b>	
<b>Town</b>	
<b>County</b>	
<b>Post Code</b>	
<b>Contact Telephone</b>	
<b>Contact Fax</b>	
<b>Contact Email</b>	
<b>Tenancy</b>	From: <input type="text"/> To: <input type="text"/>
<b>Monthly Rent(£)</b>	<input type="text"/>



<input type="checkbox"/>	
<b>Employed (If Applicable)</b>	
<b>Company/Organisation</b>	
<b>Position Held</b>	
<b>Person to Contact</b>	
<b>Employed From</b>	

<input type="checkbox"/>	
<b>Self Employed Without Accountant/DSS/Retired (If Applicable)</b>	
We need to have proof of your income. Please supply proof of income and attach it to this document.	

<input type="checkbox"/>		
<b>Self Employed With Accountant (If Applicable)</b>		
<b>Name Of Accountant</b>		
<b>Accounting Period</b>	<b>From:</b>	<b>Till:</b>

<b>Applicants Employment Details</b>	
<b>Contact Telephone</b>	
<b>Contact Fax Number</b>	
<b>Contact Email</b>	
<b>First Line Of Address</b>	
<b>Town</b>	
<b>County</b>	
<b>Post Code</b>	
<b>Gross Annual Income (£)</b>	
<b>Other Income (£)</b>	
<b>Notes</b>	

<input type="checkbox"/>	
<b>Unemployed (If Applicable)</b>	
No details are required	

Applicants Bank Details	
Bank Name	
Branch Address	
Account Holder Name	
Sort Code	
Account Number	

**Authority to do report**

Signed:

Print:

Date:



**Congratulations on your imminent move to your new home!**

At Home Move Box we know how stressful moving house can be, which is why we've worked with our sponsors to create the Home Move Box – a free gift box containing essential items for home movers, delivered to you when you move into your new home.

The Home Move Box is completely free to you and contains products that we hope will make life a little easier as you settle in, such as tea, coffee, milk, loo roll and cleaning products, as well as some exciting special offers from Virgin Media, Virgin Wines and E.ON.

Home Move Box will ensure that you receive your Home Move Box on or around the date you move into your new home. Your box will be delivered by courier and if for some reason you are not there, you can call us and it will be redelivered at a time to suit you.

By signing this form you give consent for your details to be passed on to Home Move Box Ltd. Home Move Box Ltd will pass your information onto its partners (as listed on [www.homemovebox.com](http://www.homemovebox.com)) who may contact you to run through their offers, and act as the data controller.

You can also request a free\* E.ON TV PowerDown, which is a clever multiplug that could save you up to £14\*\* a year by automatically turning off any home entertainment equipment plugged in to it, when you turn off the connected TV.

[ ] Yes, please also send me a free\* E.ON TV PowerDown

Signature ..... Date .....

Home Mover details (Estate agent to complete)

Full name:	Title:
Current address: House/flat number.....	New Address: House/flat number.....
House name .....	House name .....
Address Line 1 .....	Address Line 1 .....
Address Line 2 .....	Address Line 2 .....
Town .....	Town .....
County/Area .....	County/Area .....
Postcode .....	Postcode .....
Tel: .....	Tel: .....
Mobile: .....	Mobile: .....

Email address .....@.....

D.O.B: ...../...../..... MOVE IN DATE:...../...../..... RENTER/HOMEBUYER

HOUSE TYPE (Flat/House): ..... HOW MANY BEDROOMS: ..... NUMBER OCCUPANTS.....