



AC LETTING AGENTS TENANCY APPLICATION FORM

Contact us on 01243 841222 or info@acletting.co.uk

PLEASE PRINT CLEARLY AND RETURN TO AC LETTING AGENTS AS SOON AS POSSIBLE. YOUR APPLICATION WILL NOT BE PROCESSED UNTIL THE FULLY COMPLETED FORM IS RECEIVED.

PLEASE BE AWARE THAT THE RETURN OF THIS APPLICATION FORM DOES NOT GUARANTEE THAT THE PROPERTY IS YOURS. IT WILL BE SUBJECT TO APPROVAL BY AC LETTING AGENTS or LANDLORDS

BEFORE PROCESSING THIS APPLICATION WE WILL REQUIRE AN ADMINISTRATION FEE OF £350.00. THIS FEE IS IN ADDITION TO THE FIRST MONTH'S RENT AND DEPOSIT

IF IT IS AGREED THAT THE TENANCY CAN GO AHEAD WE WILL USE THE ADMINISTRATION FEE TO COMMENCE DOCUMENTATION FOR THE TENANCY

IF AT ANY TIME AFTER WE HAVE STARTED THE DOCUMENTATION YOU THEN DECIDE NOT TO PROCEED WITH THE TENANCY - THE ADMINISTRATION FEE WILL BE NON-REFUNDABLE

PLEASE THEREFORE ENSURE YOU ARE HAPPY TO PROCEED WITH THE PROPOSED TENANCY

- We are here to help so if you have any questions about completing this form please contact our office

EACH APPLICANT MUST PROVIDE THE FOLLOWING WHEN RETURNING THIS APPLICATION FORM -

- a) 3 MONTHS OF BANK STATEMENTS plus 3 MONTHS OF WAGE SLIPS if bank statements do not show wages
- b) Photo ID - PASSPORT OR DRIVING LICENCE AND ID CARD AND BIRTH CERTIFICATE (only original documents)
- c) Copy UTILITY BILL to confirm their current address ie GAS BILL, WATER BILL ETC
- d) Signed copy of TENANT'S COST TO MOVE INTO PROPERTY together with this Application form

Under Government Right to Rent rules we will require original photo id of anyone living in the property whether named on the Tenancy or not

• ADDRESS OF PROPERTY :

• START DATE FOR TENANCY (To be confirmed by AGENT)

Received by Date received..... Checks to complete

Documents outstanding

1ST APPLICANT

- FULL NAMES -Mr/Mrs/Miss/Ms :.....
- DATE OF BIRTH :..... email address.....
-
- PRESENT ADDRESS :.....
:.....

- TELEPHONE Mobile:.....Other:.....
- Do you own or rent your present property? :.....
- How long have you lived at this address? :.....
- Name and address of Landlord if renting :.....
:.....
- Landlords emailTel.....
- If you have lived at your previous address for less than 3 years please give dates and addresses for last
3 years :.....
:.....

2ND APPLICANT

- FULL NAMES -Mr/Mrs/Miss/Ms :.....
- DATE OF BIRTH :..... email address.....
- PRESENT ADDRESS :.....
:.....

- TELEPHONE Mobile:.....Other:.....
- Do you own or rent your present property? :.....
- How long have you lived at this address? :.....
- Name and address of Landlord if renting :.....
:.....
- Landlord emailTel.....
- If you have lived at your previous address for less than 3 years please give dates and addresses for the last
3 years :.....
:.....

ALL APPLICANTS TO ANSWER THE FOLLOWING QUESTIONS

- WHAT PETS DO YOU HAVE?.....
- DO ANY OF YOU SMOKE?.....
- CHILDREN or ANY OTHER PERSON living with you in the property (full name and date of birth)
.....
.....
.....

Any Children Due **YES/NO** Total number of persons to live at property.....

Will any of the tenants be claiming Housing Benefit? **YES / NO**

- VEHICLES to be kept at the property: (**No untaxed or unroadworthy vehicles may be kept at the property or designated parking areas at any time unless written consent has been given**)

1. Make.....Colour.....Reg No.....
2. Make.....Colour.....Reg No.....
3. Bicycles.....Other.....

COST TO MOVE INTO PROPERTY

Rent Agreed	£.....	pcm
Deposit Agreed	£.....	(normally the same as one months rental but larger deposits may be required if permission for pets has been given)
Tenant Fees	£.....	Refundable if your application has been declined
Guarantor Fees	£.....	only where a guarantor has been requested by the agent/landlord
TOTAL DUE	£.....	Total cost to move into property
Less paid	£.....	The tenancy application will only start once payment is received
Balance	£.....	Payable on or before tenancy start date. Must be direct bank payment to our account or cash if agreed. No card payments or cheques accepted.

Important

We will email to you the following documents if your application is accepted.

Please inform this office if you do NOT receive them and hard copies will be provided.

1. Valid Energy Performance certificate
2. Valid gas safety certificate
3. Copy of How To Rent The checklist for how to rent in England

If any person named on this form supplies false information (or arranges for false information to be provided by third parties such as referees) this action may be used by the Landlord to seek possession of the property under Ground 17 of Section 8 of the Housing Act 1996

• **REFERENCES will be Required**

We shall require SATISFACTORY references for each applicant. It is now standard practice for Landlords or their Agents to carry out tenant credit reference checks. Any information received will remain confidential to this agency and the Landlord. It is therefore essential that ALL prospective tenants on this application complete fully the following sections and sign and date where indicated. If you are to receive ANY housing benefit we WILL require a suitable Guarantor
If you have any objection to this agency applying for references please confirm this in writing when returning this form

Have (or do) any of the proposed tenants:-

- | | |
|---|---------|
| 1) been made bankrupt or made arrangements with their creditors | :YES/NO |
| 2) had their property repossessed or had a possession order against them. | :YES/NO |
| 3) had any County Court Judgements against them | :YES/NO |
| 4) owe money to any Housing Benefit Department or any Local Authority | :YES/NO |
| 5) owe money or dilapidation money to any previous Landlord or Agent | :YES/NO |
| 6) have any substance or alcohol abuse problems | :YES/NO |
| 7) been known by any other name other than that stated on this form | :YES/NO |

If you answer 'YES' to any of the above please provide full details on a separate sheet of paper

- **NOTE** Please note that information provided on these forms (except Credit Reference replies which are solely for use by this agency) is for the sole use of the Landlord/s, A C Letting Agents and relevant Insurance Companies. In certain circumstances we may need to obtain or pass on information to the Local Authorities including Police and Service Companies (ie Gas, Electric & Water).

• **TENANTS' DECLARATION**

I/We confirm that the details above and on the attached TENANTS' REFERENCE FORMS are correct.

I/We have read, fully understand and accept the TENANT'S INFORMATION and TENANTS COST TO MOVE IN details

I/We confirm that AC Letting Agents may apply for any reference it considers necessary to assess this application.

I/We confirm that AC Letting Agents may obtain and/or provide any personal or financial information required from my/our referees, future employers, future landlords or agents, service companies or Local Authorities either before, during or after termination of my/our tenancy provided such information relates solely to my/our tenancy.

SIGNED 1..... 2.....

Dated

Dated

Your full name Applicant 1 :.....

EMPLOYER'S REFERENCE:

- For the attention of :.....
 - Name of Company :.....
 - Address of Company :.....
:.....
 - email address of referee :.....
 - Your position held/department :.....
 - Your date of joining company :.....
-

If you are SELF EMPLOYED

- Name of your Company :.....
 - Nature of business :.....
 - Name & address of accountant :.....
:.....
:.....
-

Your full name Applicant 2 :.....

EMPLOYER'S REFERENCE:

- For the attention of :.....
 - Name of Company :.....
 - Address of Company :.....
:.....
 - email address of referee :.....
 - Your position held/department :.....
 - Your date of joining company :.....
-

If you are SELF EMPLOYED

- Name of Company :.....
- Nature of business :.....
- Name & address of accountant :.....
:.....
:.....

GUARANTOR'S REFERENCE DETAILS (complete ONLY if requested by Agents)

Please note that if a Guarantor is requested there will be an additional charge of £50 inclusive payable to cover the administration and referencing cost

Important - Photo ID and Proof of address must be supplied with this application

RE: APPLICANT'S NAME :

Guarantors full names :

Guarantors home Address :
:

email address :

contact phone numbers :

GUARANTOR EMPLOYER'S REFERENCE:

- For the attention of :
- Name of Company :
- Address of Company :
:
- email address of referee :
- Applicant's position held/department :
- Applicant's date of joining company :

If you are SELF EMPLOYED

- Name of Company :
- Nature of business :
- Name & address of accountant :
:
:

Notes/Additional information



TENANT'S COST TO MOVE INTO PROPERTY

If you wish to proceed with an application for the property you have seen through this agency you would need to pay the following monies before moving in.

TENANT FEE - We Guarantee that your tenant fee is fully refundable if the application is not accepted.

This means that when you have paid over to this agency the Tenant Fee we will check through your application form and speak to the landlords to advise them of your circumstances. We will then be in a position to make a decision as to whether your application is accepted. We will then contact you to confirm your application is accepted and if you are happy we will proceed with the application. This will include all references, credit checks, tenancy agreements and administration costs.

After this point in time if you then decide you do not wish to move into the property for any reason whatsoever the tenant fee is non refundable.

RENT - The first month's Rent will be payable on or before the day that you collect keys and paperwork for the property. The Rent must be paid in cleared funds by either bank transfer or cash if agreed by this Agency.

DEPOSIT - The Deposit will be payable on or before the day that you collect keys and paperwork for the property. The Deposit must be paid in cleared funds by either bank transfer or cash if agreed by this Agency.

I confirm I have read the above and I am happy to proceed with the terms stated.

Property Address.....

SignedOn behalf of all prospective tenants

Dated