

# AC LETTING AGENTS application form

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 A HOLDING FEE EQUIVALENT TO ONE WEEK'S RENT.

IF IT IS AGREED THAT THE TENANCY CAN GO AHEAD WE WILL USE THE HOLDING FEE TO COMMENCE DOCUMENTATION FOR THE TENANCY AND THE FEE WILL BE OFFSET AGAINST THE FIRST MONTH'S RENT.

IF THE TENANCY HAS BEEN AGREED AND YOU THEN DECIDE NOT TO PROCEED WITH THE TENANCY AFTER 14 DAYS HAVE PAST - THE HOLDING FEE IS NON REFUNDABLE IN ANY CIRCUMSTANCE. IN ADDITION IF YOU PROVIDE FALSE OR MISLEADING INFORMATION AND THE TENANCY CAN NOT PROCEED DUE TO THE FALSE OR MISLEADING INFORMATION - THE HOLDING FEE IS NON REFUNDABLE IN ANY CIRCUMSTANCES.

**IN THE EVENT THAT YOUR HOLDING FEE IS NOT REFUNDABLE WE WILL INFORM YOU OF OUR DECISION IN WRITING SETTING OUT THE GROUNDS FOR WHICH WE SEEK TO KEEP YOR HOLDING FEE.**

PLEASE THEREFORE ENSURE YOU ARE HAPPY TO PROCEED WITH THE PROPOSED TENANCY BEFORE PAYING ANY HOLDING FEE. IF YOU ARE IN ANY DOUBT PLEASE ASK A MEMBER OF STAFF FOR ASSISTANCE

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

- a) 3 months of current bank statements plus 3 months wage slips if bank statements do not show wages being paid in.
- b) Photo ID - Passport or UK driving licence or recognised ID card or birth certificate. (original documents ONLY)
- c) Copy of utility bill to confirm your current address ie council tax/water rates/phone bill etc
- d) Satisfactory pass credit check / history report. Please ask if you need assistance
- e) If you are currently renting or have rented in the UK within the last 6 months - a satisfactory landlords reference.

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. This includes all children regardless of age

- ADDRESS OF PROPERTY :

.....

- 

- START DATE FOR TENANCY ..... (To be confirmed by Agent)

Application received by ..... date .....

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 email .....Tel.....
- If you have lived at your previous address for less than 3 years please give dates and addresses for last  
3 years :.....  
:.....  
:.....

**ID checks completed**

**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 email .....Tel.....
- If you have lived at your previous address for less than 3 years please give dates and addresses for the  
last 3 years :.....  
:.....  
:.....

**ID checks completed**

**ALL APPLICANTS TO ANSWER THE FOLLOWING QUESTIONS**

- WHAT PETS DO YOU HAVE?.....
- DO ANY OF YOU SMOKE?..... smoking inside the property is not allowed at any time
- 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 and / or Universal Credit **YES / NO**

**You may be required to provide additional information and you may require a Guarantor**

- 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	£.....	please note the rent will ALWAYS be due on the same date each month and cannot be changed
Deposit Agreed	£.....	(normally the same as one months rent but five weeks deposit may be required. If you are using the Zero deposit option put ZERO
Holding fee	£.....	AS ONE WEEK'S RENT to be used towards the first month rent you will need to pay this when you submit this application form
<b>TOTAL DUE</b>	<b>£.....</b>	<b>Total cost to move into property</b>
<b>Less paid</b>	<b>£.....</b>	the tenancy application will only start once the holding fee payment is received
<b>Balance</b>	<b>£.....</b>	Payable by bank transfer before tenancy start date. The tenancy will NOT proceed if payment has not be received in full by the agent at least one day prior to the agreed tenancy start date.

**Important - Please read all information and speak to a member of staff if you require assistance or clarification before submitting this application form**

We will email to you to you the following document 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
4. Detail of the TDS deposit scheme together with prescribed information

**References & Credit check will be required for each applicant named on this form**

We shall require SATISFACTORY references for each applicant. It is now standard practice for Landlords or their Agents to request tenants to provide 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 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 applicant 1 ..... Dated .....

Signed applicant 2..... 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)

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

**RE: APPLICANT'S NAME** : .....

Guarantors full names : .....

Guarantors home Address : .....

email address : .....

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**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

# HOLDING DEPOSIT AGREEMENT

If either party is uncertain about the implications of signing this document, they should seek legal advice before doing so. This agreement is not a tenancy of any sort. The Holding Deposit is not covered by Tenancy Deposit Protection legislation in accordance with the Tenant Fees Act 2019 Schedule 2 Para 7. When the tenancy starts, if it is an Assured Shorthold, the tenancy deposit will then need to comply with this legislation.

**Landlord's Name:**

**Address**  
c/o AC Letting Agents  
Bognor Regis  
PO21 1Bx

**Relevant person's Name:**

**Address**

**Address** of the property the Prospective Tenant proposes to rent:

**Date** the proposed tenancy is to commence:

This Holding Deposit relates to an agreement to set up a tenancy of the above property address from a future date. That agreement is subject to:

- A. Satisfactory references/credit status being established.
- B. The property still being available for the Landlord to let, for example not damaged by fire or flood etc
- C. Any current occupants moving out before the anticipated commencement date.
- D. All relevant occupiers passing Right to Rent checks under the Immigration Act 2014.

**Holding Deposit** In consideration of the Landlord agreeing to process the application and stop advertising the property for the Prospective Tenant, the Relevant Person agrees to pay a Holding Deposit of £.....

The proposed rent is £ .....per week equal to £.....pcm

**Costs:**

Should the Prospective Tenant:

1. Withdraw from this contract before entering into the tenancy agreement,
2. Provide false information for referencing,
3. Fail to act reasonably to enter into the tenancy before the deadline for agreement,
4. Fail Right to Rent checks,

they will be liable for the reasonable costs incurred by the Landlord and his Agent up to the value of the Holding Deposit.

The following costs will be deducted from the Holding Deposit. Any surplus of the Holding Deposit will be returned to the Relevant Person, without interest, as soon as possible. The costs that may be deducted from the Holding Deposit can include, but are not limited to, the following:

1. Costs of any references or credit checks sought
2. Costs of any administration undertaken to prepare for the tenancy
3. Costs of re-advertising the property to let
4. Costs of any guarantor agreements
5. Costs, in lieu of rent, of keeping the property empty for the tenant

**Withdrawal by the landlord:**

Should the Landlord withdraw from this agreement, including the events listed in A to C above, the Relevant Person will be entitled to return of the entire Holding Deposit.

If the tenancy proceeds, please sign to confirm it is permitted to transfer the Holding Deposit to the Tenancy Deposit. ....

It is agreed that the Deadline for Agreement for this tenancy will be .....

The Deadline for Agreement is the date by which the tenancy agreement needs to be completed or the Holding Deposit will become refundable unless one of the events listed in Schedule 2 of the Tenant Fees Act 2019 occurs.

Signed: .....

Signed: .....

Date: .....

Date: .....

**For the Relevant Person**

**For the Landlord**