

TENANCY APPLICATION FORM COMPANY LET



Rental property details

Property address:
Rent per month:
Deposit:
Provisional move in date:
Provisional tenancy period:

GRAPHICAL HOUSE
2 WHARF STREET
LEEDS
LS2 7EQ

T: 0113 242 1557

F: 0113 243 6737

E: info@flatsinleeds.com

COMPANY DETAILS

Company Name.....Main Contact Name.....

Contact Number:Email Address.....

Proof of Identification Need (Provided on company letter headed paper):

Company Details:

- Company Name, Details of Registered Office, Company Number, Date of Incorporation, Company Type & Nature of Business

Details for 2 Directors:

- Need for each Director; Full name, Date of Birth, Photo ID & Proof of Address

Proof of Rental Payment:

- Please provide a letter detailing who is responsible for the monthly rental and utility bills

Proof of Tenancy:

- Please provide a letter detailing who will be the tenant(s) in the property and their contact details

APPLICATION PROCEDURE

If you wish to apply to rent a property please refer to our terms and conditions. A tenancy will be subject to us receiving the administration/referencing fee, a fully completed and signed application form, satisfactory references and documents, a satisfactory credit search result and the landlord/landlady has accepted the offer.

If a prospective tenant withdraws their application after we have commenced referencing or the landlord/landlady rejects the application due to adverse references, the fee will be forfeited to cover costs incurred. The fee will only be returned if the landlord/landlady withdraws the property or rejects the application prior to the commencement of referencing.

We require payment of the first months rent and bond in cleared funds prior to moving into the property.

DECLARATION

I hereby confirm that the information provided by me is to the best of my knowledge true. I consent to this information being verified by contacting the third parties detailed in this form. I understand that the results of referencing may be sent to the landlord/landlady and may be accessed again should I default on a rental payment or apply for a new tenancy agreement. I agree that Flats In Leeds may search the files of a credit reference agency. I understand that I may request the name and address of the credit reference agency to whom I may then apply for a copy of the information provided.

I understand that in the event of a default on your rent payment, that such default may be recorded with the credit reference agency who may supply the information to other credit companies and/or insurers in the request for responsible granting of tenancies, insurance and credit.

I understand that in the event of any default by me in respect of the covenant in my tenancy agreement with my landlord, the information contained may be disclosed to one or more tracing companies and/or debt collection agencies in order to recover monies owed or to trace me.

I understand that if any information within this application is found to be untrue, my tenancy may be terminated. I also understand that any default with rent payment may affect any future applications for tenancies, credit or insurance.

SIGNED

DATED



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TERMS AND CONDITIONS

- Applicants should be aware that in order to satisfy our criteria of our referencing system, your gross income should be equivalent to $2\frac{1}{2}$ x monthly rent. Applicants who do not meet these criteria can be supported with a suitable Guarantor.
- All tenancies are subject to satisfactory references being obtained and are at the discretion of Flats in Leeds.
- To reserve the property, the company will need to complete this application form and pay an admin fee of £150, this is none refundable.
- A deposit (bond) equivalent to one and a half month's rent is payable before the commencement of the tenancy.
- A fee of £15 will be payable, in advance, if we are asked at any time to provide a tenant reference to another landlord/landlady or agent.