

TENANCY APPLICATION FORM



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

PERSONAL DETAILS

Title Forename(s) (As shown on passport)
Surname Know As (If different from above)
Current Address
Time at this address (If less than 3 years please supply previous address below)
Previous address
Time at this address
Date of Birth Marital Status
Home Tel No Work Tel No
Mobile Tel No Email address
NI Number Are you a smoker?
Will any children be living at the property? Will any pets be living at the property?
Next of Kin..... Contact Number.....
Address of Next of Kin.....

CURRENT PROPERTY INFORMATION

Are you? Homeowner Council Tenant Private Tenant Living with Parents
 Other (please specify)
Please provide the contact details of your landlord or landlord's agent below.
Names:
Address
Contact No Fax No
Email Address
What is your current rent per month?

BANK DETAILS

Name of bank Name on Account
Address
Account No Sort Code
Do you have any County Court Judgements, court decrees, bankruptcy or administration orders?

OTHER PERSONS

Please give the full names and date of births for anyone else who will be living at the property.

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.....
.....

EMPLOYMENT DETAILS

Name of employer
Address
Position held
Permanent, temporary or fixed term?	Full time or part time?
Current Salary	Average Commission/Overtime
Any other income you receive
Employment Commencement Date
Contact name for referencing purposes	Tel No
Email Address or Fax Number (must be provided)
<u>If you have been with your current employer for less than 6 months please fill in the details below.</u>	
Name of employer
Address
Position held	Salary
Contact name for referencing purposes.....	Tel No
Email Address or Fax Number (must be provided)
<u>If Self Employed please fill in your details below. We will contact your accountant in any event.</u>	
Name of Business
Business Address
Nature of Business	Average Earnings
How long has the business been trading?
Name of Accountant
Address
Contact Tel No
Email Address or Fax Number (must be provided)

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

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 2½ 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 each applicant will need to complete this application form and pay a reservation/referencing fee of £150. For each additional tenant there is a fee of £50 and for a guarantor there is a fee of £25. 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.

PROOF OF IDENTIFICATION

In addition to completing this application form, please supply legible photocopies of the below evidence. Any document used as evidence must be dated within the last three months.

1. Evidence of ID (passport or photocard driving license)
2. Evidence of current address (utility bill, council tax bill, bank statement, phone bill (not mobile))
3. Evidence of income (please provide 3 consecutive months payslips including the most recent)
4. Evidence of bank account (copy of your latest statement)

DATA PROTECTION & CONFIDENTIALITY

Letting agents may share details about the performance of obligations under this agreement by the landlord and tenant; past, present and future known addresses of the parties, with each other, with credit and reference providers for referencing purposes and rental decisions; with Utility and Water Companies, local authority Council Tax and Housing Benefit departments, Mortgage lenders, to help prevent dishonesty, for administrative and accounting purposes, or for occasional debt tracing and fraud prevention. Under the Data Protection Act 1998 you are entitled, on payment of a fee which will be no greater than that set by statute, to see a copy of personal information held about you and to have it amended if it is shown to be incorrect.