



## 247 PROPERTY SERVICES APPLICATION FORM - 2011

**Tenants Name**

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**Property address**

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	Complete	Amount	Date	Initial
Agency Fee Sheet				
Application Form				
Photo ID taken				
Photo Taken				
Bank Statement				
Wage Slips/Tax Credit Paperwork				
Gaurantor Form				
Previous Landlord checklist				
Housing Benefit Form				
Housing Benefit Entitlement				
<b>Children</b>	Number	Male	Female	Ages
Direct Payment to Landlord Form				
Sharing Information Form				
Accepted by				
Move in Date/Time				
TSP				
Rent				
Bond				
Standing Order				
Homelet Insurance				

**Interview Notes**

	<b>Complete</b>	<b>Date</b>	<b>Initial</b>
<b>Tenant to 10/90</b>			
<b>Letting to 10/90</b>			
<b>Tenancy Printed</b>			
<b>Tenancy Signed</b>			
<b>Section 21 Signed</b>			
<b>Property Inventory</b>			
<b>Inventory Signed</b>			
<b>Property Photos 10/90</b>			
<b>Keys Scanned</b>			
<b>Gas Cert</b>			
<b>EPC</b>			
<b>Move out Date/Time</b>			

**Comments**

## Section 1 (Agent)

PROPERTY INFORMATION

House/ Flat Name/Number

Street Name

Area

Town

Postcode

Total Monthly rent

Advanced Rental

Paid Yes

NO

Agency Fee

Paid Yes

NO

Start Date of Tenancy

Duration of Tenancy

Months

Key no.

Number of copies issued

PLEASE READ:-

Your tenancy is based on all the information provided and as such all AST (Assured Shorthold Tenancy agreements) are subject to this application document. Any section that has not been completed or has not been truthful is the sole responsibility of the tenant and therefore will terminate any AST. Any changes to employment or financial status that take place during the AST must be notified in writing to the Agent.

## Section 2 (Applicant)

### Applicant personal information

**ALL** questions in this section are mandatory. We are unable to proceed without this information.

Title

First Name

Last Name

Maiden Name/Other Names

Date of Birth

Nationality

Telephone No.

Mobile No.

E-Mail

Number of Children

Number of People who will be living at the property

Pets Yes (Enter pets details in Box)  No

What sort and How Many

Smoker Yes

No

How Long Have You lived in the UK More than 6 months

Less than 6 months

Passport No.:

Name of Bank/ Building Society

Address

Sort Code

Account No.:

Please ensure that I.D. documentation is attached

## Residential Status

Which of the following best describes your current residential status: (only select one)

Private Tenant  Council Tenant  Living with Friends / Relatives  Property Owner

Is it your intention to claim Housing Benefit during your tenancy: Yes   
No

Your tenancy agreement is signed on the condition that you are / are not claiming Housing Benefit (delete which is NOT applicable)

If your circumstances change during your tenancy WE MUST be notified in writing; and permission must be given in writing for you either to start claiming Housing Benefit or to cease a claim. Failure to do so could result in your tenancy being terminated.

## Current Landlord Details

If you are a Private/Council tenant/Student or living in accommodation provided by your employer then we need to contact your Landlord or Agent to obtain a **written** reference. Please provide contact details below. This must be the person/company that you pay your rent directly to.

Private Landlord  Letting Agent  Employer  University  Council  Other

Company / Landlord Name

House / Flat Number

Street

City / Town

County

Postcode

Telephone

Mobile No

E-mail

  
  

Agency call to Landlord.

Copies of **ALL** of the following documents **must** be attached to enable us to proceed with your application.

Current Tenancy Agreement : Yes  No  Rent Book: Yes  No

Council Tax Bill: Yes  No  Utility Bill (not mobile 'phone): Yes  No

Have you ever been refused /denied or turned down for a property by another letting agency or landlord, if so give details below:

## Address History

Your current address

House/Flat Name/Number

Street Name

City/Town

County

Postcode

Period at this address

If less than three years, please complete the following:

House/Flat Name/Number

Street Name

City/Town

County

Postcode

Period at this address

If less than three years, please complete the following:

House/Flat Name/Number

Street Name

City/Town

County

Postcode

Period at this address

## Employment Status

Which of these best describes your employment status: (only select one)

Employed  Self Employed  Retired  Unemployed  Contract  Student

Total Gross Annual Salary  p.a.

## Your Employment

Please tell us about your annual earnings so that we can assess your suitability to rent this property. Failure to provide this will prevent us contacting your referee.

Company/ Business Name

Name/Number

Street Name

City/Town

Postcode

Telephone Number

E-mail

Contact Name  Position

Your position/Job Title

Is this position: Permanent  Contract  Contract Term  Months/Years  
 Hours per week

Payroll Number

Salary/Yearly Income

**(Please provide last 3 wage slips and one bank statement).**

Hourly Rate  per hour

Start Date  End Date (if applicable)

Will your employment change before the start of the tenancy Yes  No

A copy Workers Registration **must** be attached (if applicable) Yes  No

Nation Insurance Number

## Financial Information

If Self Employed / Retired /Housing Benefit Claimant

Please select one of the following referee types and provide their contact details below.

Please provide full contact details.

Current Employer  Pension Administrator  Accountant  Housing Benefit

Company/ Business Name

Name/Number  
Street Name  
City/Town  
Postcode

Telephone Number

E-mail

Contact Name  Position

Housing Benefit Allowance: £  p/w

## Credit History

Do you have any adverse Credit History, whether settled or not: Yes  No

If YES, please give further details below:

Please note that failure to disclose this information relating to any adverse credit history may result in your application being rejected. Examples of adverse Credit History are County Court Judgements, Bankruptcies, Court Decrees and Individual Voluntary Arrangements.

## Criminal Record

Do you have a criminal record or any pending prosecutions or existing civil / criminal court cases: Yes  No

If YES, please give further details below:

Please note that failure to disclose this information relating to a criminal record or pending prosecutions or existing civil /criminal court cases may result in your application being rejected. Should a tenancy be granted, and the above information has been withheld it will result in your tenancy being terminated in accordance with the Housing Act 1988, Section 8, ground 17, "The tenant, one of the tenants, or a person acting on behalf of the tenant has given false information to the landlord granting the tenant the tenancy".

## Declaration

Please read and sign below. **WE CANNOT PROCEED IF YOU DO NOT COMPLETE THIS SECTION.**

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 findings will be accessed again should I default on my rental payment or apply for a new tenancy in the future. I agree that the files of a Credit Reference Agency may be searched, (and a record of the search will be kept on file). I confirm and agree that other checks such as employment/income, landlord, and personal references will be verified by the 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 also understand that in event of my defaulting on the rental payment that any such default may be recorded with the Credit Referencing Agency who may provide the information to other credit companies or insurers in the quest for the responsible granting of tenancies, insurance and credit.

I understand that in the event of any default by me in respect of the covenants 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 any monies due or to trace my whereabouts.

I authorise my employer/accountant/ pension administrator to provide details of my earnings and dates of employment for the purposes described above.

Signed

Print Name

Date

### Section 3 Move in (staff use only)

(Must be completed before the tenant is issued with the keys to the property)

Name

Signed

Date

Tenant Approved: Yes  No

Date of move in

Address of Property

Name/Number  
Street Name  
City/Town  
Postcode

Assured Shorthold Tenancy Issued: Yes  No

Guarantor Form Issued: Yes  No

If yes, has completed Guarantor Form been returned: Yes  No

Contents Insurance: Yes  No

(Not applicable to room only rentals)

Contents Insurance for the property is the responsibility of the tenants.

Inventory Completed: Yes  No  Signature

Photographs Taken: Yes  No  Signature

Set up Fee Charged to Landlord: Yes  No

Invoice Number:

Meter Readings:

Gas

Electric

Water

247 Initial - \_\_\_\_\_

Tenant Signature \_\_\_\_\_

## Section 4 Move Out (staff use only)

(Must be completed on move out and receipt of keys)

Name

Signed

Date

Date of move out

Address of Property

Name/Number  
Street Name  
City/Town  
Postcode

Inventory Completed: Yes  No  Signature

Photographs Taken: Yes  No  Signature

Meter Readings:

Gas

Electric

Water

247 Initial \_\_\_\_\_

Tenant Signature \_\_\_\_\_