



Tenancy Application – subject to contract

Important referencing guidelines for all prospective tenants

Before setting up a tenancy we will take up references on you before we approach the Landlord for their formal acceptance of your tenancy proposal. In order to assist you, it is important that you supply us with essential mandatory information to enable us to reference you properly. It is essential that all the information requested is supplied and the form is fully completed and legible. Missing information will delay your application and may endanger your application for tenancy.

When completing the reference application form will need to have the following information/supporting documents with you:

- The full address of your current property, including the post code
- Your cheque book and bank details including account number and account name.
- The full company name, address and post code, Tel, Fax of your employer (if applicable)
- When specifying your annual salary (if applicable) please quote this as a gross amount (i.e. before stoppages) and include your basic salary plus any regular bonuses or commissions
- Proof of income
- A contact name/company name, address, telephone and fax number of your current letting agent or landlord (if applicable)
- You should provide proof of Photo ID (copy of driver's licence, passport or birth certificate)
- 2 proofs of each address given on your application form (utility bills, phone bills etc – dated within the last 3 months), when submitting this application.
- Copy of recent bank statement

Please ensure that all referees that you have nominated have been advised that they will be contacted by a referencing agency

Procedure for Securing a Tenancy

The landlord has instructed us to act on their behalf in their absence and to seek suitable tenants.

Having viewed the property and arrived at a decision to make application to rent you are required to provide personal details ranging from name and address to occupation and salary. You are required to provide financial, employer, character and landlord/agent references as we can only agree to a tenancy on behalf of the landlord, subject to satisfactory replies from those referees. Our investigations will also include a search of the Credit Registers to establish your financial credibility. This is necessary for your prospective landlord to confirm that, in all respects, your application is suitable and satisfactory. For your own guidance you should be aware that to meet the required income to rent ratio your salary should be at least **2.5 x annual rent**.

If you are unable to provide satisfactory references or credit check you may still be offered a Tenancy subject to a satisfactory Guarantor being provided. This person should be over 24 and in full time employment, earning at least 3 times your proposed annual rent. The Guarantor will be contacted to ensure that they are aware of a Guarantor's obligations and they will be asked to complete a Guarantor's application form. They will need to

meet satisfactory reference check and will be expected to legal commitments in the Tenancy.



checks and a satisfactory credit sign a form to guarantee your

If you are claiming benefits of any kind or are under 21 years of age, you will in all cases require a Guarantor. This Guarantor will need to meet all the criteria outlined in the above paragraph.

If you have County Court Judgements registered against you it may prove impossible to grant you a Tenancy unless satisfactory evidence of the clearance of debt is produced prior to the commencement of the Tenancy. If you have any such Judgements registered against you but do not declare them on your application form, they will in any case be found on our checking system and you will then be automatically disqualified from proceeding with the proposed tenancy. You are therefore advised in all circumstances of known or suspected bad credit to discuss the situation fully at the outset so we may properly advise you of how your application may proceed before you commit to any application fee.

Deposits and Rents

Given satisfactory replies to enquiries you will be offered the Tenancy of the property subject only to confirmation from the prospective landlord of their acceptance of your application, the Terms and Conditions of the Tenancy Agreement, payment of agreed advance of rent and required tenancy security deposit, and the payment of all administration costs.

If rents and deposits are paid by cheque we must have at least 7 banking days for clearance of that cheque.

The tenancy deposit acts as security for your performance of your obligations as a Tenant under the terms of Tenancy Agreement. This deposit will be returned to you at the end of the Tenancy term without interest and subject to any deductions that may be necessary to compensate the landlord for any breach of the Tenancy Agreement.

Pets

Should you wish to keep a pet at the property and the Landlord is agreeable, you will be required to pay an additional deposit of n/a for each pet which will be added to the tenancy deposit to meet certain criteria. Please ask for an information sheet.

Utilities

All property rents quoted are exclusive of utilities and council tax (unless otherwise stated).

Students

Where a landlord has agreed to accept tenants who are currently studying, we will require a minimum of 2 month's deposit and a guarantor will also be necessary to secure the tenancy.

Fees

An application fee of **£250** for a single occupant and thereafter for a married couple or joint application a fee of **£350** and **£50** for any additional applicants. A fee of **£350** is required for a company let agreement. We also charge **an inventory fee, 1 Bed - £66.00, 2 Bed - £72.00.**

Refund of fees

If the Landlord refuses to proceed, despite satisfactory reference, the fee will be refunded. If the letting does not go ahead due to default by the prospective tenant or the credit check or references are unsatisfactory or it becomes apparent that facts given to us in this application prove to be untruthful, we regret that the application fee will not be returned to you.

Please ensure that this form is properly and fully completed and returned, together with all application fees, to the address listed below.

I/We understand that this application is NOT an offer of tenancy. The application is necessary to validate the details we have provided in support of our requirement for tenancy and, once a successful referencing pass has been received, the Landlord will be requested to formally accept my/our application.

Please note that each applicant aged 18 years and over MUST fully complete a separate application form. It is in your interests to complete this form clearly and accurately to avoid unnecessary delays in processing. Please be advised that all details will be checked and verified so it will assist in the prompt processing of your application if you contact those parties whose details you may give within the form, requesting them to respond immediately to confirmation requests made of them.

Tenancy Details

property reference		rent per month		rental agreement period	
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proposed move-in date		property address	
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Is this rented property going to be your main, principal residence?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Will there be other occupants living with you (other than your children/dependants under 18 years of age)?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If Yes, occupants full names and dates of birth
(please note a separate application is required for additional tenants and dependants over 18 years of age)

name		date of birth	
name		date of birth	
name		date of birth	

Any smokers?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
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Any children?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	age of each child
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Any pets?	Yes <input style="width: 30px; height: 20px;" type="checkbox"/> No <input style="width: 30px; height: 20px;" type="checkbox"/>	type of pet(s)	
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Personal Details

Marital status	
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title	Mr & Mrs <input style="width: 30px; height: 20px;" type="checkbox"/>	Mr <input style="width: 30px; height: 20px;" type="checkbox"/>	Mrs <input style="width: 30px; height: 20px;" type="checkbox"/>	Miss <input style="width: 30px; height: 20px;" type="checkbox"/>	Ms <input style="width: 30px; height: 20px;" type="checkbox"/>
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first name(s)	
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surname	
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partner's first name	
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previous name (if applicable)	
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date of birth	
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Nationality	
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mobile telephone number	
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email address	
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Present Address			
address		period at address	years months
postcode		From (Specific Dates) To	
property owner	<input type="checkbox"/>	council tenant	<input type="checkbox"/>
		other	<input type="checkbox"/>
living with parents	<input type="checkbox"/>	private tenant	<input type="checkbox"/>
		(please give details)	
Reason for leaving			

Previous Addresses - If you've lived at your present address for less than 3 years then please provide previous address(es) and dates of residency (over 3 months) attaching a separate sheet if required.

previous address(1)		period at address	years months
postcode			
property owner	<input type="checkbox"/>	council tenant	<input type="checkbox"/>
		other	<input type="checkbox"/>
living with parents	<input type="checkbox"/>	private tenant	<input type="checkbox"/>

Previous Addresses (continued)

previous address(2)		period at	address	postcode	years
					months
property owner	<input type="checkbox"/>	council tenant	<input type="checkbox"/>	other	<input type="checkbox"/>
living with parents	<input type="checkbox"/>	private tenant	<input type="checkbox"/>		

For the property you currently occupy
 estate agent / solicitor / managing agent / landlord (delete as appropriate)

name			
telephone number (day)		address	
telephone number (evening)			
fax number			
email address		postcode	

Do you have any County Court Judgements?	Yes <input type="checkbox"/> No <input type="checkbox"/>
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If Yes, please give details and any other financial facts relevant to this application:

NI number	<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td> </tr> </table>										
partner's NI number	<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td><td style="width: 12.5%;"></td> </tr> </table>										

Next of kin (excluding partner)			
name		address	
telephone number			
relationship		postcode	

Bank / Building Society details (delete as appropriate)													
bank / building society name		address											
account name													
sort code	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px;"></td> </tr> </table>												
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How long have you had this account?	years	Months
Do you have a cheque guarantee card for this account?	Yes <input style="width: 30px; height: 20px;" type="checkbox"/>	No <input style="width: 30px; height: 20px;" type="checkbox"/>

Employment

Employment status	employed <input type="checkbox"/> self-employed <input type="checkbox"/> on contract <input type="checkbox"/> retired <input type="checkbox"/> unemployed <input type="checkbox"/> independent means(proof required) <input type="checkbox"/> student <input type="checkbox"/>
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Please give details of current
 Employer / Pension Administrator / Accountant / Solicitor / Auditor (delete as appropriate)

Company name		address	
Contact name			
Contact position			
Telephone number			
Fax number			
Email address		postcode	

Gross salary / pension / drawings (delete as appropriate)	per year
position held	starting date in this position
Is this position permanent?	payroll / service / pension number

Will your employment change before the Proposed Tenancy starts?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If Yes, please provide details
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<p>Do you have any other income?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>	<p>If Yes, please provide details</p>
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I confirm that the information supplied, to the best of my knowledge and belief, to be true. I consent to this information being verified by contacting the third parties in this form. I understand that the results of the findings will be forwarded to the appointed letting agent and/or landlord and may be accessed again should I default on my rental payment or apply for a new tenancy agreement in the future. I consent to my information being used to carry out relevant credit checks for tenancy purposes.

I understand that in the event of any default by me in the covenants in my tenancy agreement with my landlord, the information contained herein may be disclosed to tracing companies and/or debt collection agencies in order to recover any monies due or to trace my whereabouts

The information provided in this form by me is information as described in Ground 17 of the Housing Act 1966 and I understand that in any information within this application is found to be untrue, it is grounds for termination of the tenancy. I also understand that any default in the payment of rent will affect any future application for tenancies, credit or insurance.

Please ensure this form is returned to Greystone Lettings Ltd as soon as possible and within 7 days of viewing the proposed property.

Signed _____ Name _____ Date _____



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