

We Accept all Major Credit Cards



Individuals Application

PHOTO ID & A UTILITY BILL WILL BE REQUIRED TO PROCESS THIS APPLICATION
£50.00 - 1st Applicant - £25 - 2/3/4 Applicants (If guarantor is required) £25 per Guarantor
This Form Must Be Fully Completed From Section 2 – The Declaration Must Be Signed & Dated

1 - SERVICE AND PROPERTY DETAILS

Credit Check Full Referencing Rent Guarantee

Address of Property to Let

.....Post Code.....

Total Rent For This Property Per Month Total rent For This Applicant Per Month

2 – TENANT DETAILS

Title:..... First Name:..... Surname.....

Other Names:..... Date of Birth:...../...../.....

Telephone:..... Mobile:.....

Email:.....

Previous Surname:..... Previous Title:.....

Current Residential Status: Property Owner....Council Tenant....Private Tenant....Living with Friends/Relatives....
Have you ever rented a property: YES/NO if yes please detail on Section 5 (Current Estate Agent/Landlord)

Are you with the Rent Bond Scheme YES / NO Status - Application Stage / Acceptance Letter Received

Have you any County Court Judgements (CCJ's), Court Decrees, Bankruptcy, or Administration Orders:.....
If YES, please detail on a separate sheet. Please also be aware that it may harm your application if you state NO and are later found to have County Court Judgments, Bankruptcy Orders Etc.

3 – CURRENT ADDRESS OF PROSPECTIVE TENANT

Address of Property:.....

.....Post Code:.....

Period At Address:.....Years.....Months

4 – PREVIOUS ADDRESS(ES) If Period of Address in Section 3 is LESS than 3 years

Address 2:.....

.....Post Code:.....

Period At Address:.....Years.....Months

Address 3:.....

.....Post Code:..... Period At Address:.....Years.....Months



Individuals Application

5 – CURRENT ESTATE AGENT / LANDLORD / MANAGING AGENT

Contact Name:.....
Address:.....
..... Post Code:.....
Telephone:..... Fax:.....

6 – TENANTS EMPLOYMENT STATUS

Employed:.... Self-Employed:.... On Contract:.... Retired:.... Unemployed:.... Student:.... Independent Means:....
Details Of Current Employer / Pension Administrator / Accountant (delete as appropriate)
Company Name:..... Contact Name:.....
Address:.....
..... Post Code:.....
Telephone:..... Fax:.....
Gross Salary/Pension/Drawings: £.....Per Annum Payroll/Service/Pension Number:.....
Frequency Paid: Weekly:..... Monthly:..... Yearly:.....
Position Held:..... Start Date:.....
Is This a Permanent Position?.....
Will Your Employment Status Change Before The Proposed Tenancy Starts?.....
If YES please detail on a separate sheet.

7 – TENANTS PREVIOUS EMPLOYMENT If Period of Employment in Section 6 is LESS than 18 months

Employment Status: Please tick ONE of the following
Employed:.... Self-Employed:.... On Contract:.... Retired:.... Unemployed:.... Student:.... Independent Means:....
Company Name:.....
Address:.....
..... Post Code:.....
Telephone:..... Fax:.....
Email:.....
Start Date:...../...../..... End Date:...../...../.....



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7 – ADDITIONAL INFORMATION

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8 - What Benefits do you receive? Please list the amounts you receive per week:

Income Support	£.....	JSA (Job Seekers Allowance	£.....
Housing Benefit	£.....	Child Benefit	£.....
Child Tax Credit	£.....	Working Tax Credit	£.....

9 - USEFUL INFORMATION

Personal Details:

Marital Status: Single:.... Married:.... Divorced:.... Separated:.... Widow/Widower:.... Cohabiting:.... Other:....

Are You a Smoker: YES / NO (delete as applicable)

Do you have any Pets? Please detail:.....

Names and Ages of any Children that will be occupying the Property:.....

.....

National Insurance Number:.....

Next of Kin:.....

Address:.....

..... Post Code:.....

Telephone:.....

Relationship:.....

Parents (Mum & Dad's)

Address.....

.....

Post Code..... Telephone No.....

10 – DECLARATION

Please read the declaration and sign and date below. WE CANNOT PROCEED WITH THIS APPLICATION IF YOU DO NOT SIGN. I hereby confirm that the information provided by me is to the best of my knowledge true. I consent to the information being verified by contacting the third parties detailed 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 the tenant, for whom I am proposing to act as Guarantor, default in respect of any of their tenancy covenants. I further understand that this application and the result of the findings may be disclosed to an Insurer and/or their agents in connection with the provision of insurance related to the tenancy. I agree that Place2let or their approved agent may search the files of a Credit Reference Agency and IDS Ltd, the insurance industry's data collection agency, which will keep a record of that search. 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 the information provided by me may be transferred to a country outside of the EU for the purposes only of processing this referencing application, notwithstanding such transfer. Place2let will remain the Data Controller for the purposes of this application. I also understand that in the event of my defaulting in respect of my covenants as Guarantor, that any such default may be recorded with the Credit Referencing Agency and IDS Ltd, who may supply 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 my defaulting in respect of my covenants as Guarantor, the information contained herein may be disclosed to one or more Insurer and/or their agents, tracing companies and/or debt collection agencies in order to recover any monies due or to trace my whereabouts. I also understand that the assessment of this application presumes that at some time during the tenancy agreement, I may be granted or allowed some form of deferred payment.

Signed:.....

Name:.....

Date:...../...../.....



TAKING THE RISK OUT OF PROPERTY RENTAL

Dear Tenant,

Want to secure your new home as soon as possible?

We want to complete our checks accurately so that you can secure your new home as quickly as possible.

You could help us to help you by doing a few simple things when you complete our application form.

Firstly please write clearly and in capitals since this makes your form easier to read. By supplying us with full and complete information you are doing your bit to help us process your reference faster. Email addresses are especially helpful in speeding up the reference process!!

Any missing information will delay the process because we may need to call or email you for further help, especially if the information you have supplied is inaccurate.

Four easy step for you to follow

- 1. Please sign the attached letter and hand this to your employer.** This means that they will be ready for our call and that they will have your permission to disclose information about us.
- 2. Please contact your Landlord/Letting Agent and any other referees to advise them that we will be contacting them very shortly.** This means that they will be ready for our call and that they will have your permission to disclose information to us.

We look forward to getting you into your property as quickly as possible!

Kind Regards

Place2let



TAKING THE RISK OUT OF PROPERTY RENTAL

Dear Employer,

We are trying to speed up our referencing process to get your employee moved into their new home as soon as possible.

Before they can move into their new home we must carry out background and financial checks, and a part of our vetting procedure involves confirming employment details.

Please find below a signed authority from them, giving you permission to verify the information they have provided us.

I hereby confirm that the information provided by me regarding my employment details is to the best of my knowledge true. I consent to this information being verified by Place2let contacting my employer.

Place2let will remain the Data Controller for the purposes of this information.

APPLICATIONS SIGNATURE

PRINT NAME

DATE

**Place2let, 117 Highfield Rd, South Shore,
Blackpool, FY4 2JE
Tel: 01253 408444 Fax: 01253 408447
email: rentals@place2let.co.uk**

Terms and Conditions for Tenancy Applications - (Subject to contract)

Referencing

A satisfactory reference will be required prior to completion of the Tenancy.

Do I need references?

Yes - before we can consider an application we will tell you our reference and credit requirements which may include photo identification, proof of employment, residency, etc. Please note, the landlord does not bind himself to accept any application.

I am entering the country to work. Do I still need to be Credit Checked?

Yes, before we can consider an application we will require you to complete a credit reference.

For non British Nationals it can sometimes prove difficult to complete the credit check. You may be asked to supply proof of employment in this Country. It may be necessary to request a UK guarantor or the full amount of rent for the whole term to be paid in advance. (The funds MUST clear our account BEFORE we can release keys). Please note, the landlord does not have to accept any application.

When I apply, do I have to pay a Reference/Administration Fee?

Yes - £50.00 for the 1st application, £25.00 for any subsequent applications, £25.00 per Guarantor.

This fee is Non-Refundable if credit references are unsatisfactory.

Documentation must also be provided – Photo I.D - Pass port / Driving Licence / Utility Bill – Gas / Electric / Water / Bank Statement this must be up to date (within 2 months) with your name and current address

How do I pay?

We accept Debit or Credit Card payments (a charge of £3.00 will made for any credit / debit card used), Cash or Banker's Draft, cheque. All payments need to be in cleared funds prior to the Signing of Tenancy Agreement. 'Cleared funds' means banker's draft or cash. However, if time allows, we will be happy to accept a personal cheque (subject to contract) at least 15 working days before the tenancy commences.

This will allow the cheque time to clear. Ordinary monthly rental payments will be payable by
Cash, Cheque, Card Payments or Standing Order

The Deposit

The 'security deposit' / 'Bond' taken is equivalent to 1 months or 4 weeks rent unless a different amount is stated. This will need to be received prior to occupation of the property.

Who holds the deposit?

We will hold the deposit in our Tenancy Deposit Scheme held by the government. At the end of the Tenancy Agreement, any dilapidations will need to be agreed on the final inspection. Once agreement has been reached, the deposit will be returned. HOWEVER

in some cases the Landlord will hold the deposit. This is usually on Find Tenant only properties. This will be confirmed in the Tenancy Agreement. The landlord will also deposit the bond in one of the government schemes.

The Tenancy Agreement

What does 'Subject to Contract' mean?

Until the tenancy has been executed all negotiations are 'subject to contract'. When both parties have signed the Agreement and it is dated and at that point the Agreement has been executed. It is then binding on both parties.

Am I committed to a Fixed Term?

Yes, Tenancies are usually for a minimum of 6 months and you are committed to pay the rent for the full term and to meet all the obligations as set out in the Tenancy.

How do I pay the monthly rent?

You will be required to pay by Cash, Cheque, Card Payment (charges apply) or Standing Order and the payment must be received in our office by the rent due date (see Tenancy Agreement for this). If you're standing order is not honoured by your bank there will be a charge.

General Property Information

You will need to ensure you and the properties are adequately insured. You will need contents insurance for your personal possessions (the Landlord's insurance will not cover your possessions). You will also require accidental damage cover for the Landlord's possessions, ie. carpet, fixtures and fittings. The Landlord is responsible for his building's insurance.

Who will manage the property after it is let?

This will depend on the Landlord and the service he has chosen. We will inform you of the management arrangements.

Who pays for the utilities, services and TV licence?

Gas, electric, water, telephone, Council Tax bills and the TV licence are all the responsibility of the Tenant (unless otherwise stated). Where possible, all meters will be read before the Tenancy starts and again at the end of the tenancy. As the tenant, you will be responsible for the upkeep of the gardens. It is the tenant's responsibility to ensure batteries in smoke alarms and light bulbs are kept working throughout the Tenancy, and checked prior to vacation of the property. You will be required to have the carpets and soft furnishings in the property cleaned prior to vacating the property. You will be responsible for the general security of the property. If you

require the management set of keys or a copy of the Tenancy Agreement, we will require proof of identity. Other Fees Payable (where applicable)

If my application is successful, how much do I pay?

You may be asked for a holding bond of 2 weeks rent to secure the property. You will then be required to pay either £100.00 or £130.00 Tenancy Fee (Cost for your legally binding tenancy agreement and administration costs) 1 month or 4 weeks rent as a deposit (which we hold in the TDS Scheme) unless otherwise stated and the first month's rent, before the keys can be released. If your standing order is not honoured by your bank, there will be a charge. If a cheque is not honoured by your bank there will be a charge.

If I extend or renew will there be any additional costs?

If the Landlord agrees to extend or renew the Tenancy there is no cost to you.

Where a tenant vacates from a property prior to the end of the Tenancy Agreement (unless there

is a specified Break Clause), the tenant will be responsible for paying the monthly rent until the

Tenancy expires or, if by agreement of the Landlord, until a new Tenancy Agreement commences. The tenant will be responsible for the Landlord's re-letting fees as appropriate.

Acceptance of Tenancy Application Terms & Conditions

Please sign and complete this form and return it with the completed application form and application fee.

I have read and agree to the terms and conditions stated above

The Applicant Signed _____

Please Print Name _____

Dated _____

2nd Applicant Signed _____

Please Print Name _____

Dated _____

Additional Applicants Signed _____

Please Print Name _____

Dated _____

Additional Applicants Signed _____

Please PrintName _____

Dated _____

Signing these terms does not guarantee a Tenancy Agreement between the Landlord and the Tenant, which shall remain subject to satisfactory referencing and contract.