



TENANCY APPLICATION FORM

This form must be completed and signed before any application for a tenancy can be formally considered. Applicants are reminded that it is an offence to make a false declaration to obtain a Tenancy.

We charge an Application Fee. This fee covers the costs of processing your tenancy and once paid is non refundable. It is completely separate from the rent and deposit.

Each tenant must complete an application form but only one fee is payable on each property.

If your application is successful you will need to pay one months rent (or as agreed) in advance and a deposit before the commencement of a tenancy.

The deposit will be held in a government approved scheme which will be returned to you subject to meeting the obligations of your tenancy and that you have paid any outstanding utility bills and the property has been returned in a satisfactory condition.

Please note, this form must be returned within 7 days of the Application Fee being paid or the application will be terminated and the property re advertised. The fee is non refundable.

Property Address applied for:.....

Monthly Rental:.....

Date:.....

TENANCY APPLICATION HELPSHEET

By following the guidance and advice given below, your application will be processed with the minimum of delay.

Please note that under the current regulations Housing Act 1996 it is an offence to make a false declaration to obtain a Tenancy or Mortgage.

Please leave any parts blank which do not apply to you.

Home address information

We require full details of your residential addresses for the past three years, even if addresses are overseas. Please complete a separate sheet if you have more than 2 addresses in 3 years.

- ***I am a home owner and my property is being sold***
The full address and contact details of the estate agent or solicitor dealing with your sale should be provided.
- ***I am a tenant***
The details of the landlord, letting agent or organisation to whom to pay your rent should be applied. Please provide copy bank statements showing the last three months rental payments and a copy of the tenancy agreement.
- ***What should I do if I have current, historic or pending adverse credit?***
You should ensure that as much information is provided as possible on a separate sheet and submit this with your application. Failure to answer this question accurately may jeopardise your application/tenancy. Details of borrowings which you are repaying within credit terms do not need to be listed.
- ***Income details***
We require three years income/employment details. A section for previous employment information is provided. However, please use a separate sheet if necessary.
- ***I am/will be employed by an educational establishment that is closed for holidays.***
If the educational establishment is controlled by a local authority, the full local authority details along with the name of the school/educational establishment should be supplied in the employment section provided on the application form along with your position, start date, employee number etc. If your employer is not a local authority please provide a copy work contract along with your most recent copy pay slips.
- ***I am self employed and have an accountant/auditor***
Your accountants/auditors details should be supplied where indicated. Please also ensure you have given your consent to your accountants/auditors to provide a reference to MARAS.
- ***I am self employed and do not use an accountant/auditor***
A copy of your last 3 years tax calculations issued by the H M Revenue & Customs in relation to self assessment should be submitted with your application. Please note a "Statement of Account" is NOT acceptable. If you submit your details on-line to H M Revenue & Customs, your tax calculations can be obtained through your on-line facility with them.
- ***I am working on a contract/as a temporary member of staff.***
The details of the company via whom you have secured work should be provided with the contractual end date of your work placement. If you have been made aware your position is on-going, please provide contractual position – i.e. one week's notice to terminate the work position to be provided by either party.
- ***I am retired and my income is derived from pensions.***
Please submit copy pension statements that confirm your pension income with your application. You should ensure that contact details for your pension providers are included.
- ***I am retired and my income is derived from investments (and pension income).***
Please provide details of your financial advisor/accountant who can verify your situation. If you are also in receipt of pension income, please refer to the paragraph above.



TitleFirst name (s)

Surname

Any other names by which you have been known.....

Marital Status: Single / Married / Divorced / Separated / Widowed

Addresses: Where have you been living for the previous 3 years? Please provide details of addresses along with dates of occupation, attaching a separate sheet if necessary.

Current address

.....Post Code Period of time at address: . . .

Previous address (If less than 3 years)

.....Post Code Period of time at address: . . .

Contact Tel Numbers : Home Work

Mobile: Email :

Date of Birth: .../.../..... National Insurance Number: - - ... - ...

Nationality:

Reason for Leaving Current Property :

Notice required to give (If Any).....

IS YOUR PRESENT PROPERTY: Owned / Council Tenant / Private Tenant / With Parents/ Other (please specify if other)

If owned is property on Market for sales at the moment ? Yes / No

Have you Exchanged? Yes / No

Mortgage Account Name and Number / If applicable

Estate Agent dealing with your sale

Have you ever been in arrears of Mortgage or Rent? Yes / No

If yes please give details:

.....



If rented your Landlords/ Agent Details. Name:

Tel Number: Address:

..... Postcode:

Have you ever been bankrupt? Yes / No

Do you have any County Court Judgements? Yes / No

Are you aware of any adverse credit history? Yes / No

If yes, please give details.....

.....

Estimated date required to move in to property :

Do you have any children who will be living / staying with you Yes / No

If yes, please give details of how many children and their ages:-

.....

Do you have any pets? Yes / No

If yes, please give details

Do you or anyone you will be living with smoke Yes / No

Are you in receipt of Housing Benefit? Yes / No

Do you intend to apply for Housing Benefit? Yes / No

Bank / Building Society Reference (Current Account only)

Bank Name:

Address:

.....Postcode:

BANK SORT CODE: - - ACCOUNT NUMBER:

Information requested upon:- (The Full Name on your account)

CUSTOMERS NAME.....



Employment Reference

Employed / Self employed / on contract / Temporary / Retired / Unemployed / Student

(If you are Self Employed please supply Accountants Address Separately)

Employment Company / Agency Name:

Address:

.....Telephone NumberPostcode:

Gross Salary / Pension per annum:

Position Held:

Commencement date: Payroll, Service or Pension number:.....

Full Time / Part Time

Is this permanent? Yes / No If not permanent please provide the work end date/..../.....

Is your employment to change in the near future? Yes / No (if yes please provide details)

.....

Previous employment details: Where have you been working during the past three years? Please provide details of previous employers, along with commencement and departure dates, attaching a separate sheet if necessary:

Company name:.....

Address:.....

Postcode:.....

Commencement date: Departure Date:

Personal Reference Please provide Referee. This person must be someone who has known you for 2 + years and is not a relative or your employer

Name:

Address:.....

.....Postcode:

Telephone number: Relationship:



Next of Kin (excluding spouse)

Name:

Address:

.....Postcode:

Telephone: Relationship:

Declaration

I authorise **C J Residential Lettings Ltd** to seek references as required from the information given on this application and confirm that the details given above are true and correct.

Please note before signing that under the current regulations Housing Act 1996 it is an offence to make a false declaration to obtain a Tenancy or Mortgage.

I confirm that the supplied information is to the best of my knowledge and belief, true, and may be verified. DATA PROTECTION ACT: information provided by you on this form may be verified and held by Managing Agents Reference Assistance Services Limited in its computer records. I confirm that the progress of this application may be made available to agents, landlords and co-applicants. I also hereby authorise the above named Bank or Building Society to respond to status enquiries made in respect of this application. MARAS may search the file of a credit reference agency. Any information obtained/compiled by Managing Agents Reference Assistance Services Limited may be passed on to Agents and Landlords.

Signed

Dated

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