

Application Form

In order for the application to be processed quickly, please complete in BLOCK CAPITALS from section; Applicant details. **Ensure the application is completed in full.** All sections marked with * are mandatory information. Please inform your landlord and employer that we will be contacting them.

Agent Details

Name of agent:	
Branch number:	Contact name :
Locality:	Phone number:

Property Details

Postcode* :	House number:
Flat number:	House name:
Street*:	District:
Town*:	County:

Rental Details

Number of tenants moving into the property?:	
Share of rent per month* :£	Total rent per month* :£
Tenancy term (months)*:	Start Date*:

Applicant Details

Title*: <input type="checkbox"/> Mr <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other	
First Name*:	Initial:
Surname*:	Date of birth*:
Sex*: <input type="checkbox"/> Male <input type="checkbox"/> Female	No of dependants*:
Marital Status*: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Widow(er)	
Any previous surnames:	
Employment Type*: <input type="checkbox"/> Full time employed <input type="checkbox"/> Part time employed <input type="checkbox"/> Temporary/Contract <input type="checkbox"/> Unemployed <input type="checkbox"/> Self-Employed <input type="checkbox"/> Retired <input type="checkbox"/> Student <input type="checkbox"/> Housewife/Home maker <input type="checkbox"/> Payment in advance	

Employment status*:	<input type="checkbox"/> Junior	<input type="checkbox"/> Management	<input type="checkbox"/> Unskilled	<input type="checkbox"/> Supervisor	<input type="checkbox"/> Semi-skilled
	<input type="checkbox"/> Skilled	<input type="checkbox"/> Senior Management	<input type="checkbox"/> Other	<input type="checkbox"/> Not applicable	
Occupation*:					
Can we contact the applicant?*		Yes <input type="checkbox"/>	No <input type="checkbox"/>	Home phone number* :	
Work phone number:			Mobile phone number:		
Email Address:					

Affordability Details

Gross annual income*: £	Any additional sources of income?*: Yes <input type="checkbox"/> No <input type="checkbox"/>
Amount of additional income per annum?*: £	
Please provide details of any additional income*:	

Employer Details

Is your employment likely to change shortly*? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details of your future employer	
Job Title:	Start date*: Month - Year -
Employers company name*:	
Payroll number:	
Contact name*:	Contact job title:
Postcode:	Building number:
Unit number:	Building Name:
Street:	District:
Town*:	County:
Daytime phone number*:	Mobile phone number:
Fax number*:	Email address*:
Please ensure you provide either a fax number or email address.	
Additional Information:	

Accountant Details – if you are self employed please complete this

Do you have an accountant?*: Yes <input type="checkbox"/> No <input type="checkbox"/> If No Please provide 3 months bank statements showing proof of income	
Accountants name*:	
Contact name*:	
Postcode:	Building number:
Unit number:	Building name:
Street:	District:
Town*:	County:
Daytime phone number*:	Mobile phone number:
Fax number*:	Email Address*:
Please ensure you provide either a fax number or email address.	
Additional Information:	

Pension Providers Details

Do you have proof of pension?* Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide your annual statement of pension	
Pension providers name*:	
Contact name:	
Pension reference number*:	Postcode:
Building no:	Unit number:
Building name:	Street:
District:	Town*:
County:	Daytime phone number*:
Fax number:	Email address:
Additional information:	

Current Address – Where you live at the moment

Postcode*:	House number*:
Flat number:	House name*:
Street*:	District:
Town*:	County:
Is this a Foreign address?* Yes <input type="checkbox"/> No <input type="checkbox"/>	
Time at address From*: Month - Year- To: Month - Year -	
Living status*: <input type="checkbox"/> Furnished Tenant <input type="checkbox"/> Unfurnished Tenant <input type="checkbox"/> Own home <input type="checkbox"/> Living with parents <input type="checkbox"/> Other	

Please supply addresses to cover your last 3 years of residency**Previous Address** – your address before you lived at the above

Postcode:	House number*:
Flat number:	House name*:
Street*:	District:
Town*:	County:
Is this a Foreign address?* Yes <input type="checkbox"/> No <input type="checkbox"/>	
Time at address From*: Month - Year- To: Month - Year -	
Living status*: <input type="checkbox"/> Furnished Tenant <input type="checkbox"/> Unfurnished Tenant <input type="checkbox"/> Own home <input type="checkbox"/> Living with parents <input type="checkbox"/> Other	

2nd Previous Address – Please complete all address details where appropriate

Postcode:	House number*:
Flat number:	House name*:
Street*:	District:
Town*:	County:
Is this a Foreign address?* Yes <input type="checkbox"/> No <input type="checkbox"/>	
Time at address From*: Month - Year- To: Month - Year -	
Living status*: <input type="checkbox"/> Furnished Tenant <input type="checkbox"/> Unfurnished Tenant <input type="checkbox"/> Own home <input type="checkbox"/> Living with parents <input type="checkbox"/> Other	

Landlord details or Previous landlord details

Landlord / Agent name*:	Contact name*:
Postcode:	Building number:
Unit number :	Building name:
Street:	District:
Town*:	County:
Daytime phone number*:	Mobile phone number:
Fax number:	Email address:
Additional Information:	

Bank Details- Please note this will be the account where the rent is taken from

How many credit cards held?*	Current account held?*: Yes <input type="checkbox"/> No <input type="checkbox"/>
If Yes please enter the details below	
Sort code*:	Name of bank*:
Account name *:	Account number:
Address *:	
Time with bank*: (years)_____ (months)_____	Cheque guarantee card held*: Yes <input type="checkbox"/> No <input type="checkbox"/>

Additional Information

Will any of the tenants have pets?*	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will any of the tenants smoke?*	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will there be any children living at the property?*	Yes <input type="checkbox"/> No <input type="checkbox"/>
If yes how many and what age	

Please ensure that you have completed all fields indicated * as failure to do this may result in a delay in producing your report.

Consent

We will use the information provided to us by third parties to make decisions about your application. Agencies may supply to us, public information and/or fraud prevention information.

Information provided to Endsleigh may be supplied to other organisations and used by them and us to

- A. Verify your identity for this application and if you apply for other facilities including all types of insurance applications and claims.
- B. Check all or any of the application details which have been submitted.
- C. Assist organisations to make decisions on tenancy applications by you

By **confirming your agreement to proceed** you are accepting that we may use your information in this way.

Signed:

Date:

Endsleigh* offer specialist contents insurance for people in rented accommodation and as a service will contact the applicant to discuss insurance requirements.

If you do not wish to be contacted please tick here

The information contained within this application is being transmitted to and is only for the use of Experian. If the reader of this message is not the intended recipient, you are hereby advised that any dissemination, distribution or copy of this application is strictly prohibited. If you receive this application in error, please immediately notify us by calling

*Endsleigh Insurance Services Limited is authorised and regulated by the Financial Services Authority.
This can be checked on the FSA Register by visiting its website at www.fsa.gov.uk/register.
Endsleigh Insurance Services Limited. Company No: 856706 registered in England at Shurdington Road, Cheltenham Spa, Gloucestershire GL51 4UE

General Questions

Please can you take the time to complete the next series of questions. This will help to determine any additional requirements that you may have and help us to improve our service to you.

Where did you hear about us:

PAD4U Website	Rightmove Website	Find A Property Website	Word of Mouth
Prime Location Website	TO LET sign	Shop visit	Other (please state) :

Are there any items of furniture that you would like to be provided?

(This is a request and the landlord is not obliged to provide this)

Are there any items of furniture that you would like to be removed?

(This is a request and the landlord is not obliged to remove these)

Are there any repairs that you noticed which require attention?

Application terms and conditions

If the property you have just viewed for rent interests you, here is a list of terms and conditions you will need to agree to before a Tenancy Agreement can be issued.

1. *A holding fee will be required of between £100.00 and £1000.00 depending on the property. **A property is still available to rent until the full holding fee has been paid.** A full holding fee may be required to secure a property, plus an administration fee of £145.00 before any negotiation or contact is made with the landlord.
The full Holding fee is non-refundable if the prospective tenant decides to withdraw the application.
If your application is successful the holding fee then becomes a deposit and is held as per regulations in a registered tenancy deposit scheme account. You are entitled to your unique reference number and must request this once you move into the property.*
2. *An administration fee of **£145.00** is payable for processing your application, preparing the Tenancy Agreement, Inventory, collecting references, checking a Guarantor and other necessary paperwork. Please note this is **non-refundable**.*

All moneys paid for the administration fee, Holding fee and first month's rent must be cleared funds, either cash, debit card or credit card (there is a 3% charge for credit card payments) we cannot accept cheques or postal orders.
3. *At least two references can be required for each person on the tenancy, from either an employer, bank or previous landlord, plus a character reference from a professional person. A credit search is carried out at the current address to determine the credit history of the prospective tenant before the commencement of the tenancy.*
- 3a *If you are under 21 years of age, we could require a relative to act as a guarantor. Your guarantor **must** be a home owner and be able to provide us with evidence.*
4. *Usually a Tenancy Agreement is for a **minimum** period of six months. This cannot be terminated by either Landlord or Tenant unless there has been a breach of the Tenancy Agreement.*
5. *The first months rent is payable upon signing the tenancy agreement this must be cleared funds. The rent **does not** usually include any additional charges i.e gas, electricity, water rates, telephone, council tax, service charge etc. and you must take the cost of these into consideration before signing the tenancy agreement.*
6. *The rent required for the property you have viewed would have been advised by the person who accompanied you during your viewing. If in doubt, please contact our office. Your bank details will be required to pay all future rents by Standing Order, before you move in.*
7. ***The Application form.** An application form will need to be fully completed fully before we can give you a decision in principle, you have two weeks from handing in a completed application to provide the referencing agency with all information required, if you are found to be holding up the process we may decide to re advertise the property. Any additional requirements or requests you have must be itemised on the **Tenancy Questionnaire** so these can be discussed with the landlord prior to the commencement of a tenancy. Every effort is made to process your application as quickly as possible you can help buy letting your landlord and employer know we will be contacting them.*

- 8a *Proof of identity and photo ID will be required. This could be a Passport, Driving Licence, utility bill, Income Support book or Birth Certificate. All identification is photocopied and kept on file.*
- 8b *Any potential tenant will be asked to supply copies of their previous three months bank Statements or twelve months utility bills or council tax receipts.*
- 8c *Any potential tenant will be asked to supply copies of their previous three months wage slips. If this is not possible you will need to provide proof of any income by other means such as savings statements.*
- 9. **Gas & Electricity Supply.** *These supplies may not be connected at the property. It is the responsibility of the tenant to arrange connection of the supplies on the day they move in. The landlord cannot be held responsible for the non-connection of gas or electricity supplies.*
- 10. *Upon a successful application an appointment will be made for you to attend our office. You will then be issued with the tenancy agreement and you will need to complete the appropriate documentation. The appointment will last for approximately 30 minutes. If you arrive for your appointment late, we may be unable to continue with your tenancy on the same day, therefore another appointment may need to be arranged.*

If you cannot attend your appointment, please contact our office as soon as possible so that we can advise on an alternative time and/or date.

- 11. *An inventory is usually carried out on the same day we issue you a tenancy agreement. You must be present when this is carried out. Under certain circumstances, this may be completed up to 48 hours before you sign your tenancy agreement but only if the appropriate person is available.*
- 12. *Upon vacating the property you will need to make arrangements for a final inventory to be carried out. Please note we aim to return deposits within 14 days however it may take upto 28 days for the deposit to be returned to you if there are any discrepancies.*
- 13. *Only one set of keys will be issued for the property upon moving in. A second set can be cut for you at a charge of £3.00 Yale key and £4.00 for Mortice key.*

If you require any further information please contact the office, details are at the bottom of this page. Ask for the property management department who will be only too happy to advise you accordingly

Commitment
<p>I/we..... have been given time to read and fully understand the terms and conditions as above.</p> <p>Signed & Dated</p> <p>.....</p>