

Application for a Residential Tenancy (V1)

(to be completed by ALL persons over the age of 18, including guarantors)



Name: _____

Property: _____

PLEASE ENSURE THAT YOU READ THE FOLLOWING INFORMATION CAREFULLY BEFORE MAKING A DECISION AS TO WHETHER YOU WISH TO PROCEED WITH THIS APPLICATION.

Application Fees

Our application fees are as follows:

- £130 for the first applicant
- £50 for a second applicant
- £50 for a guarantor

Please note that application fees are non-refundable unless the landlord rejects the tenancy despite passing the credit check and obtaining satisfactory references. If you withdraw your application, fail the credit check or your references are unsatisfactory then the application fee will not be refunded.

Information Required

- Your completed application form
- Photo ID (driving licence, passport, etc)
- Proof of address (utility bill, council tax bill, original bank statement, etc – documents must be dated within last 3 months. Please note that mobile phone bills are not accepted)

Please ensure that we receive payment of the application fees upon returning this application form to us. You should return this form to our office once completed. **You will need to bring into our office your photo ID and proof of address so that it may be photocopied for our records. We will be unable to process your application until we have received your application fee, photographic ID and proof of address.**

The Referencing Process

- We will carry out a credit check
- We will use the information provided on your application form to contact your character referee, employer and previous landlord (if applicable) to obtain a reference

Please note that if you have any County Court Judgments against you we may be unable to offer you a tenancy. In these circumstances we may be able to consider your application if you are prepared to pay a large proportion of rent in advance.

Guarantors

A guarantor will be required if:

- You are under 21 years of age
- You earn less than £12,000 per annum
- You have a poor credit history

If a guarantor is required they must satisfy the following conditions:

- Be over 24 years of age
- Earn more than £15,000 per annum

They must also provide photo ID and proof of address. We will carry out a credit check on your guarantor and obtain references from their character referee, employer and landlord (if applicable). The guarantor will be acting for the tenancy and not the tenant. The guarantor will sign a Guarantor Agreement meaning they will be jointly and severally liable with the tenant for all obligations stated in the tenancy agreement for the full term of the tenancy.

Important Points to Note

- Unless otherwise agreed, all properties are let 'as seen'. Once you have agreed to take a property you cannot then decide only to take the property if certain works are carried out
- You will be responsible for payment of all household bills and Council Tax, unless otherwise agreed prior to commencement of the tenancy. Please note that you must discover which Council Tax band the property is in yourself as Banks Long & Co cannot guarantee any advice in relation to this

- If the property is a leasehold property then the landlord will pay the ground rent and service charge
- You will need to make your own arrangements with service providers if desired as the landlord does not guarantee that TV aerials are included with the property
- You will need to contact the local authority to arrange for delivery of Wheelie Bins or Recycling Boxes if they are not already present at the property
- Please note that the landlord does not insure your contents. You must arrange for your own contents insurance

Smoking

Smoking is not allowed under any circumstances within our properties. If you do smoke you will need to do so outside. If we discover that smoking has occurred inside the property then the landlord will seek a deduction from your deposit.

Pets

All of our tenancy agreements exclude pets unless you have written consent from the landlord. If the landlord does grant you permission to keep a pet then the following conditions will apply:

- You will be required to make a one off payment of 50% of the monthly rental amount, which will be added to the deposit held
- You are fully responsible for any damage caused to the property or garden by the pet
- At the end of the tenancy we will instruct a company to thoroughly clean the carpets throughout the house and the cost of this will be paid by you. This will apply in all cases regardless of whether you have already cleaned the carpets, whether the carpets look clean or whether the pet has only been in certain rooms

Moving into the Property

At the handover, you will be required to sign your tenancy agreement, ensure the first month's rent and deposit have been received and collect the keys for the property. You can pay the rent and deposit via the following methods:

- Bank Transfer to sort code 30-95-05 and account number 00177830
- Cheque – if paying by cheque please ensure that we receive it a minimum of 5 days prior to the handover date to allow time for it to clear
- Credit/Debit card – Please allow 4 working days for the funds to clear in our account. **Please note there is a 1% surcharge for debit card payments and a 3% surcharge for credit card payments.**

Please note that we must receive **cleared funds** no later than 24 hours prior to the handover date. We do not accept cash or cheque payments at the handover. You must ensure that you comply with the above as we will be unable to release the keys and your handover will be refused.

Please note the following points:

- The handover will take place at an agreed time at our office, not at the property
- We undertake handovers between 9:00am and 5:00pm Monday to Friday
- All tenants and guarantors (if applicable) must be present at the handover

Please ensure that you take meter readings upon moving into the property and keep a copy of these for future reference. You must contact the local authority regarding the payment of Council Tax.

Rental Payments

The first month's rent will be paid via a cheque or bank transfer before moving into the property. At the handover you will complete a direct debit form for all future rental payments.

Deposit Payment

Your deposit will be registered and held with the Tenancy Deposit Scheme (TDS) and you will receive a certificate as proof of this. Please ensure that you keep this certificate safe.

Inventory

You will be given a Schedule of Condition at the handover. Please ensure that you check the document thoroughly and raise any queries immediately. We must receive the signed document no later than 5 working days after commencement of the tenancy with any necessary amendments made or the original document will stand. The return of your deposit at the end of the tenancy will be dependent upon this.



Property Visits

The properties managed by Banks Long & Co are all subject to periodic inspections. The first inspection will take place approximately three months after the commencement of the tenancy and at 6 month intervals thereafter.

Data Protection

The information that you provide as part of your residential tenancy application will be held securely and used in connection with your application and/or tenancy. All or part of the information provided may be disclosed or supplied to external organisations that are legally entitled to the information including the landlord and referencing agency. Banks Long & Co may also obtain information from third parties or provide information to them to check the accuracy of the information that you have supplied.

Property Details

Property Address	
Deposit Amount	
Rent per calendar month	
Proposed Handover Date	
Initial Tenancy Period	

Your Details

First Name(s)	
Surname	
Previous Surname	
Date of Birth	
Home Telephone Number	
Mobile Number	
Email Address	

Will you be the.. (delete as appropriate)	Tenant*	Guarantor*
Will this be your primary address?		
Will you be claiming Housing Benefit?		
Please list names, relationship and ages of all other proposed occupiers or the person(s) for which you will be acting as guarantor		
Do any of the proposed occupiers smoke?		
Do you intend to keep any pets at the property? If yes, please give details		
Do you have any criminal convictions or County Court Judgments against you? If so, please give details		

Current Address

Property Address					
Post Code					
Time at Current Address	Years			Months	
Please delete as appropriate	Owner	Private Tenant	Council Tenant	Living with Parents	Other
	If other, please specify:				

Previous Addresses (Please provide your address history over the last five years. If you have more than three previous addresses please continue on the back of this page)

Property Address					
Post Code					
Time at Previous Address	Years			Months	
Please delete as appropriate	Owner	Private Tenant	Council Tenant	Living with Parents	Other
	If other, please specify:				

Property Address					
Post Code					
Time at Previous Address	Years			Months	
Please delete as appropriate	Owner	Private Tenant	Council Tenant	Living with Parents	Other
	If other, please specify:				

Property Address					
Post Code					
Time at Previous Address	Years			Months	
Please delete as appropriate	Owner	Private Tenant	Council Tenant	Living with Parents	Other
	If other, please specify:				

Current/Previous Landlord Details (Please provide details of your most recent landlord. Leave blank only if you are not or have not been in rented accommodation)

Name of Landlord/Agent	
Address	
Telephone Number	
Email Address	

Details of Character Reference (Please note this person must not be related to you or any other intended occupier of the property)

Full Name	
Address	
Telephone Number	
Email Address	

Employment Details

Please delete as appropriate	Employed Self Employed On Contract Student Retired Unemployed
	If other, please specify:

Please provide details of your employer below. If you are self-employed please provide the details of your accountant.

Company Name	
Company Address	
Contact Name	
What is their position within the company?	
Telephone Number	
Email Address	

What is your position within the company?	
What is your total gross annual income?	
What are your contracted hours per week?	
Is this a permanent position?	
How long have you been with your current employer?	



Declaration

I confirm that the information supplied on this form is true and accurate to the best of my knowledge. I give consent for Banks Long & Co to contact the third parties that I have identified within this form to verify the information provided. I agree that Banks Long & Co may search the files of a Credit Reference Agency which will keep a record of that search. I understand that I may request the name and address of the Credit Reference Agency used by Banks Long & Co to obtain a copy of the information provided. I understand that the information supplied by me on this form may be shared with third parties including, but not limited to, the landlord, utility providers and the local authority.

I understand that any default on the rental payments may be recorded with the Credit Reference Agency who may supply the information to other credit companies in the quest for the responsible granting of tenancies and credit.

I understand that this application is not an offer of tenancy. The application is necessary to validate the details that I have provided in support of my requirement for tenancy. Should the referencing be successful, the landlord will be requested to formally accept my application. No tenancy can be offered until such formal acceptance has been received by Banks Long & Co.

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. I understand that the information provided by me may be transferred to a country outside the EU for the purposes only of processing this reference application, notwithstanding such transfer, Banks Long & Co will remain the Data Controller for the purpose of this application.

The information provided by me in this form is information as described in Ground 17 of the Housing Act 1966 and I understand that if 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 or credit.

- **I understand and accept that should I fail the referencing, any administration fee paid is non-refundable.**
- **I understand and accept that should I fail to meet the proposed handover date or withdraw from the rental process, any administration fee and advanced rent paid is non-refundable.**
- **I give full authorisation for my employer, landlord (if applicable) and character referee to reply to any reference request made by Banks Long & Co.**
- **I understand and accept the information contained on pages 1 and 2 of this application form.**

Signed: _____

Name: _____

Date: _____

If you want to speed up your application, you should contact the people you have named on this form to make them aware that they will be contacted and to encourage them to provide a response quickly. Banks Long & Co will contact you immediately if there are any problems, but will not contact you regarding the progress of your application.