

Tenancy Application Form

DM ESTATES LTD

Please read the notes on this and the last page before signing this document.

The information you provide is confidential. It will be used by our credit checking and referencing services.

Your application does not guarantee a tenancy. The information you provide will form part of any future tenancy agreement; inaccurate completion or the omission of relevant information may delay or disqualify your application and require a tenancy agreement to be ended prematurely. Accurate addresses and postcodes are essential which should tally with the documents below. Please also be prepared to provide copies of:

1. Your last three months bank statements;
2. Your driving licence (or your passport/identity card⁴ plus a named utility bill valid for the last three months);
3. Your payslip with National Insurance details.

Prospective joint tenants should complete separate forms.

COMPLETE IN BLOCK LETTERS.

ANSWER ALL QUESTIONS IN THIS BOX¹

First Name:Middle Names.....

Last Name:..... Date of Birth:.....

Current Residential Address:.....

.....Postcode:.....

Mobile Number:.....Email address:.....

National Insurance No:..... Drivers Licence No:.....

Passport/Identity Card No²:.....Nationality:.....

Occupation/Trade/Profession:.....

In the last three years, list all addresses you have lived at³:

Address:.....

Postcode:..... Month & Year in Month & Year out.....

Address:.....

Postcode:..... Month & Year in Month & Year out.....

Please list any adverse history in last 6 years of:

1. Bad credit and outstanding CCJ: Y/N² Summary

2. Criminal (exclude **minor** driving offences): Y/N² Summary

3. Health and Lifestyle issues (e.g. prescribed and other drugs, alcohol abuse that have affected other people):
Y/N² Summary

I declare that the above information is correct, that it forms part of my tenancy application and I agree that the landlord and their agent can apply for credit and lifestyle reports on me and my guarantor.

Signed: Dated:

¹ If not relevant insert N/A (Do not leave blank). ² Delete as appropriate. ³ Continue on a 3rd sheet. ⁴ To prove your "Right to Rent" in UK

PLEASE COMPLETE AS MUCH OF THE FOLLOWING INFORMATION AS YOU CAN BELOW

Do you smoke? YES/NO² What pets do you have?

EMPLOYMENT:

Company Name: Location:

Manager's Name:

(NOTE: this should be the name of the person who can provide a reference subject to your prior consent).

Manager's Position within the company:

Employer's telephone number:

Your job title:

How long with your current employer: Years Months

(NOTE: if less than three months please provide details of your previous employer).

Previous Employers

YOUR LANDLORDS:

Landlord's Name:

Address: Postcode:

Telephone Number: Email address:

How long were you at that address? Start date: Leaving Date:

(If you were there for less than six months please explain why).

Previous Landlord's Name:

Landlord's Address: Post code:

How long were you at that address? Start date: Leaving Date:

Telephone Number: Email address:

GUARANTORS (To be completed by your proposed guarantor.

Name:

Guarantor's Address:

..... Post code:

Date of Birth: National Insurance No:

Is this property owned by the Guarantor? YES/NO² Time at this address? Years Months

Telephone Number: Email address:

I agree to be a guarantor for the above applicant and that the above details may be used for credit checking purposes in relation to this application.

Signed:

Dated:

* Delete as appropriate

Tenancy Application Form

Consumer protection and other legislation

1. Pre-tenancy checks

In addition to your personal data, we ask applicants to tell us about their credit, health and criminal history for the last 6 years. Some applicants may feel reluctant to disclose information that may hinder their application. We recognise that not everyone has a perfect lifestyle history. Depending on the property and tenant type suited to that property we make allowances for this history providing this Form is completed fully and accurately. We will reject applications with inaccurate or incomplete information and reserve the right to keep your application fee in this event.

The criteria on which we will assess credit worthiness, unpaid judgment debts etc. is based primarily upon this openness and the steps that have been taken to pay off bad debt.

We may confirm your employment information with your employer and will check your details including past addresses over the last 3 years with specialist credit and lifestyle reporting agencies.

The data sources we use include:

- The National Landlord's Association's Tenant Checking Service;
- Landlord Referencing for lifestyle history (information collected from other landlords).

We charge £50 for the above checks. This is refundable if your application is accurate and complete and we decide not to proceed, so for example if we find a CCJ that you have not declared we will **NOT** refund your Fee and we **WILL** reject your Application.

All prospective tenants and guarantors will be checked and other applicants whose name will be on the tenancy agreement may also be checked using the same criteria as above.

Someone else may be offered the property even if you pass the checks.

2. Immigration Act 2014

Proving your right to rent in the UK is a legal requirement under the Immigration Act 2014. Prospective landlords must inspect original documents and make sure they are valid and tamper free. Documents must be seen in person or by live video feed.

3. Fees

Administration and tenant checking costs	£50
Initial tenancy set up	None
Inventory costs (check in and check out)	None
Charges for additional tenants, guarantors	None
Pets – Addition to cover the costs of cleaning at the end of the tenancy.	50%, or double the deposit
On-going future fees, e.g. costs to extend, renew or terminate the tenancy.	None

4. Guarantee information

We prefer applicants to be able to offer a guarantor. This provides comfort that you will look after our property during your tenancy. The guarantor may own their home or be able to show some assets. The liability of the guarantor includes responsibility to pay for rent arrears, damage to property and breach of tenancy terms.

5. Deposits

No deposit will be taken for any of our properties .

JAK 17/1/15

Names of everyone who will be living at the property on your tenancy agreement

[illegible]