

TENANCY APPLICATION FORM

Residential Tenancies let under an
Assured Shorthold Tenancy

PLEASE COMPLETE THIS FORM IN BLOCK CAPITALS AND WRITE CLEARLY

Only applicants over the age of 18 are accepted and all are subject to a non-refundable processing fee of **£30.00 per applicant**, which should be paid when you return this completed form to Bakewell & Horner, with two original forms of identification (e.g. passport, driving licence, utility bills, tenancy agreement, wage slips etc.)

If you are formally granted the tenancy by us, you will then be requested to pay us a one off non-refundable payment of **£88.13 (£75.00 plus VAT)** for the preparation of the Tenancy Documentation and this will not be refundable if the Tenancy Agreement is drawn up and the applicant decides not to proceed.

Applicants seeking help with their rent from Housing Benefits MUST have the property assessed by the Rent Office Service. A separate PRE-TENANCY DETERMINATION FORM is available from our office or your local Housing Office. This form should also be signed by us and returned to the Housing Benefits Department. You should NOT complete a Claim Form for Housing Benefits on this property until you have been formally granted the tenancy by us and received the relevant tenancy documentation outlining the conditions and terms.

ALL APPLICATIONS SHALL BE PROCESSED AND SCORED BASED ON THE INFORMATION WE RECEIVE AND THE CHECKS WE MAY CARRY OUT. IF YOU WISH TO MAKE US AWARE OF ANY CIRCUMSTANCES OR OTHER INFORMATION WHICH YOU FEEL MAY HELP YOUR APPLICATION, THEN PLEASE MAKE NOTES OVERLEAF.

Full property address you are applying for:
Rent - Per Calendar Month (check with staff) £
Deposit - The same as the Calendar Monthly Rent £
Where did you first see this property advertised:
If claiming Housing Benefits, have you completed a Pre-Tenancy Determination form yet Y/N?:

Personal

Details

	First Applicants Details	Second Applicants Details
Title (Mr, Mrs, Miss)		
First Name(s)		
Surname		
Previous Surname (if any)		

Current Home Address		
Postcode		
Time at this address	Years: Months:	Years: Months:
First Telephone Contact No.	()	()
Second Telephone Contact No.	()	()

Previous Address (if less than three years at your Current Address)		
Postcode		
Time at this address	Years: Months:	Years: Months:

Date of Birth		
Marital Status		
Are you a Smoker YES/NO?		
Pets (Please state if any)		
Age of Person(s) under 18 who would live with you		

County Court Judgements (CCJ'S)

All applicants who have CCJ's are still considered. However, should we find a CCJ that is not declared, then we may decline your application.

	First Applicants Details	Second Applicants Details
Please give brief details (company, date, amount) of any County Court Judgements/ Bankruptcy Orders etc that we may find during any enquiries with a Credit Reference Agency.		

If you wish to provide us with further information relating to any CCJ's etc which you feel may help your application, then please make notes in the section 'Additional Information' located at the back of this form.

Guarantor(s) Details (Must be home owners)

	First Guarantor	Second Guarantor
Title (Mr, Mrs, Miss)		
First Name(s)		
Surname		
Previous Surname (if any)		

Current Home Address		
Postcode		
Time at this address	Years: Months:	Years: Months:
First Telephone Contact No.	()	()
Second Telephone Contact No.	()	()

Previous Address (if less than three years at your Current Address)		
Postcode		
Time at this address	Years: Months:	Years: Months:

Date of Birth		
Relation to Applicant(s)		
Occupation		
Employers Contact Name/No.		

Declaration of Guarantor(s)

I/we the above named guarantor(s) hereby agree to be a party to any tenancy agreement and stand guarantor for the applicant(s) mentioned herein, in respect of :- (1) any unpaid rent 7 days after it falls due; and (2) liability for any loss or damage occasioned by the applicant(s) and; (3) any non observance of any of the terms and conditions of the agreement.

I/We the above named Guarantor(s) understand that the period for which I/We are standing as Guarantor(s) will not only be for the fixed term of the Agreement, but thereafter, until such time as the applicant(s) vacate the property.

I /we further agree to any checks being made by Bakewell & Horner via any Credit Reference Agency and/or HM Land Registry. I/we also understand I/we shall also be required to sign the Tenancy Agreement if the applicant(s) are granted a tenancy.

First Guarantor's Signature (if any) _____

Second Guarantor's Signature (if any) _____

Employment Details

(Production of Wage Slips is considered Optional, but to do so will increase your scoring and chances of being granted a tenancy)

	First Applicants Details	Second Applicants Details
Employers Name		
Correspondence Address of Employer		
Postcode		
Name of Applicant's Manager		
Employment Telephone No.	()	()
Employment Fax No.	()	()
Occupation/Job Title		
Salary/Wage Income		
Period of Employment	Years: Months:	Years: Months:
Is this Permanent/Part Time?		
Department/Payroll No.		

*If you wish to provide us with any further information relating to your employment which you feel may help your application, prior to us making any further enquiries then please make notes in the section **Additional Information**' overleaf.*

Landlord's Details

(Production of your current Tenancy Agreement is considered Optional, but to do so will increase your scoring and chance of being granted a tenancy)

	First Applicants Details	Second Applicants Details
Landlords/Agents Name		
Correspondence Address of Landlord/Agent		
Postcode		
Landlord/Agent Telephone No.	()	()
Property Reference No.		
Current Rental	£	£
Tenancy Commencement Date		
Minimum Notice Required		

*If you wish to provide us with any further information relating to your existing tenancy which you feel may help your application, prior to us making any further enquiries then please make notes in the section **Additional Information**' overleaf.*

Home Owner/Living with Relatives etc

If you do not have a landlord, then please state whether you are; Home Owner, living with relatives, lodging, etc

Residence Status		
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