

TENANCY APPLICATION FORM 2017

Wilkins Hammond, Devon House, 28 Glumangate, Chesterfield, S40 1TX
 enquiries@wilkins-hammond.com
 01246 232853



PLEASE COMPLETE IN BLOCK CAPITALS (one form for each applicant or guarantor)

APPLICATION DETAILS

PLEASE COMPLETE ALL FIELDS MARKED *

Property Address* Applicant Guarantor

Total Rent PCM/PW * Bond * Pet Bond* Number of Applicants * Preferred Start Date*

£ £ £

PERSONAL DETAILS

PLEASE COMPLETE ALL FIELDS MARKED *

Title* First Name* Middle Name(s)* Surname*

Marital Status Date of Birth* Any other names you have been known by*

Nationality* Do you hold a British Passport* National Insurance Number*

Y/N Passport Number

Email Address (Specify upper or lower case) * Daytime contact number* Mobile telephone number*

Please list all persons who will be occupying the property, including children;

Name*	Relationship*	Date of Birth*
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Full Current Address*

Post Code Time at this address years months

First Line of Previous Address * Post Code Time at this address years months

If less than six years First Line of Next Previous Address * Post Code Time at this address years months

***Is your current property (You may be asked to provide further information relating to this question)**

Owned with mortgage Owned with no mortgage Rented Owned by Friends or Family

***Do you intend to**

Keep pets at this property Y/N Details Smoke In this property Y/N Details

Sub-let this property Y/N Details Leave unoccupied for over 30 days Y/N Details

CURRENT/PREVIOUS LANDLORD/AGENT DETAILS

PLEASE COMPLETE ALL FIELDS MARKED *

Landlord/Agency name *	Contact telephone number*	Email Address (Specify upper or lower case) *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Landlord/Agent Address*		
<input type="text"/>		
Rented Property Address*	Rent*	
<input type="text"/>	£ <input type="text"/> pcm/week	

EMPLOYMENT DETAILS

PLEASE COMPLETE ALL FIELDS MARKED *

Employment Status*	Full Time/Part Time etc*	Occupation/Job Title*
<input type="text" value="Employed/Retired"/>	<input type="text"/>	<input type="text"/>
Employers / Accountants name*	Employers/Accountants Address*	
<input type="text"/>	<input type="text"/>	
Gross Annual Income*	Employers/Accountants Email Address*	
£ <input type="text"/>	<input type="text"/>	
Length of Employment**	Contact name*	Contact Position*
<input type="text" value="Years/Months"/>	<input type="text"/>	<input type="text"/>

**Please ensure that the contact name / department are able to confirm employment status and salary/ income details for the past six months. If this is a new position of less than six months please provide details of your previous employment / self employment on a separate sheet.

FINANCIAL INFORMATION

PLEASE COMPLETE ALL FIELDS MARKED *

Bank Name *	Applicant's Account Number *	Sort Code*
<input type="text"/>	<input type="text"/>	<input type="text"/>

CREDIT HISTORY (continue on separate sheet if necessary)

PLEASE COMPLETE ALL FIELDS MARKED *

Have you ever had a County Court Judgement, whether satisfied or not?*	<input type="text" value="Y/N"/>	Have you ever been in arrears with your rent/mortgage?*	<input type="text" value="Y/N"/>	<input type="text" value="Details"/>	
If YES, please list details of all CCJ'S below*					
<input type="text" value="Date"/>	<input type="text" value="£"/>	<input type="text" value="Reason for CCJ"/>	Have you ever been made bankrupt?*	<input type="text" value="Y/N"/>	<input type="text" value="Details"/>
<input type="text" value="Date"/>	<input type="text" value="£"/>	<input type="text" value="Reason for CCJ"/>	Have you ever applied for an IVA or debt management plan?*	<input type="text" value="Y/N"/>	<input type="text" value="Details"/>
<input type="text" value="Date"/>	<input type="text" value="£"/>	<input type="text" value="Reason for CCJ"/>	Have you ever had any criminal convictions?*	<input type="text" value="Y/N"/>	<input type="text" value="Details"/>

TENANCY DEPOSITS

PLEASE COMPLETE ALL FIELDS MARKED *

The person stated below will receive the returned bond at the end of the tenancy, subject to the compliance of the terms and conditions of the tenancy agreement and taking into account the condition of the property as stated within the Inventory and Record of Condition at the commencement of the tenancy. A contact address for the end of the tenancy is requested in order to comply with the terms of the Tenancy Deposit Scheme. If you do not know your forwarding address, please insert a next of kin address.

Name and Forwarding Address of the person paying the tenancy deposit:

DECLARATION

PLEASE COMPLETE ALL FIELDS MARKED *

I declare that the information provided by me in the application is complete and true to the best of my knowledge and belief and I agree to Wilkins Hammond searching the files of one or more credit reference agency and that the result of these searches may be passed to the Landlord of this property. I understand that should any of the information provided by me in this application is found to be untrue the application will be declined and that I will lose the Application Fee. I give permission to my bank, employer / accountant, letting agent / landlord to disclose information requested by Wilkins Hammond in relation to this application.

Signed *	Print Name*	Date*
<input type="text"/>	<input type="text"/>	<input type="text"/>

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PLEASE PROVIDE THE FOLLOWING DOCUMENTS TO SUPPORT YOUR APPLICATION

1) EVIDENCE OF NAME*

- Current Full Signed Passport
- Resident Permit issued to EU nationals by Home Office
- National Identity Card / Passport (overseas clients)
- Current UK / EU Photo Driving Licence **
- UK Armed Services ID Card
- State Pension or Benefits Book / Notification Letter **
- Police / Other Government department ID Card

2) EVIDENCE OF ADDRESS*

- Current Local Authority Council Tax or Business Rates Bill
- Local Authority rent card or tenancy agreement
- Bank / Building Society / National Savings statement
- Utility Bill - No older than 3 months
- Current UK / EU Photo Driving Licence **
- State Pension or Benefits Book / Notification Letter **

3) YOUR MOST RECENT 3 MONTHS BANK STATEMENTS

4) PROOF OF BENEFIT ENTITLEMENT (if applicable)

Notes:

* Original Documents must be provided – we cannot accept photocopies

** These items may be used to give evidence of address or identity but not both

APPLICATION TERMS - THIS PAGE IS TO BE RETAINED BY THE APPLICANT

- A charge of **£150.00 inclusive of VAT** is payable for the first applicant nominated in respect of administration costs.
- A charge of **£100.00 inclusive of VAT** is payable for each additional applicant, including guarantors
- All applicants must be 18 years old or over
- No pets allowed without prior authorisation from the landlord
- Please allow two weeks for obtaining credit searches, former landlord references (if applicable), employer/accountant references (if self-employed).
- Unsatisfied C.C.J.'s or other unsatisfactory reference responses not previously notified may prevent the application proceeding further
- Administration charges are non-refundable should status enquiries produce unsatisfactory responses.
- Administration charges are non-refundable if you withdraw your application.
- Refunds of administration charges will only be granted should the property be withdrawn by the landlord prior to signing the tenancy agreement
- All completed applications are to be submitted with Tenancy Application Fee(s). **Applications cannot be considered without payment.**
- In order to comply with the Immigration Act 2014, all persons who will be occupying the property will need to demonstrate that they have the right to rent and that checks on their immigration status will need to be carried out. The government criteria for the right to rent can be found by going to gov.uk and searching for Right to Rent
- Where applications are submitted by post, please ensure that they are sent via a form of guaranteed delivery, for your own security.
- Should the application procedure, as detailed, not be adhered to, or should identification not be satisfactorily established, the application cannot proceed further.
- Once identification has been established, as outlined above, references will be sought from your current Landlord where applicable, Employer (or Accountant in the case of Self-employed Applicants) and a check with a Credit Reference Agency will be undertaken.
- All information/documentation supplied will be held in strict confidence in accordance with the Data Protection Act 1998

TENANCY TERMS - MISC

- The rent is to be paid either in weekly or calendar monthly units (frequency to be determined by Wilkins Hammond) in advance by standing order.
- At the start of the tenancy, the following are to be paid upon signing the Tenancy agreement:
 - Four weeks or one calendar months' rent in advance
 - Security bond against tenancy obligations, as specified
- If your rent is paid either in full or part by housing benefit, you remain responsible for payment of the rent in full and your payment of four weeks/one months rent in advance will be held until the tenancy has expired
- Housing Benefit payments must be made directly from the Council to Wilkins Hammond.
- All benefits are paid in arrears and there may be a delay in refunding the advance at the end of the tenancy

PLEASE DO NOT HESITATE TO ASK A MEMBER OF STAFF SHOULD YOU NEED ASSISTANCE COMPLETING THIS FORM