

TENANCY APPLICATION FORM 2019

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 \* £ [ ] 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\* Y/N [ ] National Insurance 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*
[ ]	[ ]	[ ] / [ ] / [ ]
[ ]	[ ]	[ ] / [ ] / [ ]
[ ]	[ ]	[ ] / [ ] / [ ]
[ ]	[ ]	[ ] / [ ] / [ ]
[ ]	[ ]	[ ] / [ ] / [ ]

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 CCI'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

- All completed applications are to be submitted with a holding deposit equivalent to one weeks rent. **Applications cannot be considered without payment.**
- Once we have your holding deposit, the necessary paperwork should be completed within 15 days or such longer period as might be agreed. Any such agreement must be agreed in writing.
- If at any time during that extended period you decide not to proceed with the tenancy, then your holding deposit will be retained by our firm. By the same token, if during that period you unreasonably delay in responding to any reasonable request made by our firm, and if it turns out that you have provided us with false or misleading information as part of your tenancy application or if you fail any of the checks which the Landlord is required to undertake under the Immigration Act 2014, then again your holding deposit will not be returned. It will be retained by this firm and your Landlord.
- If the Landlord decides not to offer you a tenancy for reasons unconnected with the above then your deposit will be refunded within 7 days.
- Should you be offered and you accept a tenancy with our Landlord, then your holding deposit will be credited to the first months' rent due under that tenancy.
- Where, for whatever reason, your holding deposit is neither refunded nor credited against any rental liability, you will be provided with written reasons for your holding deposit not being repaid within 7 days.
- You will not be asked to pay any fees or charges in connection with your application for a tenancy. However, if your application is successful under our standard assured shorthold tenancy agreement, you will be required to pay certain fees for any breach of that tenancy agreement in line with the Tenant Fees Act 2019. In consideration of us processing your tenant application, you agree to pay those fees to us on request.
- The letting of this property is Subject to Contract and is not legally binding until a tenancy agreement has been executed.
- All applicants must be 18 years old or over
- **No pets allowed without prior authorisation from the landlord**
- 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.
- 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
- A full copy of our standard tenancy agreement can be viewed on our website at www.wilkins-hammond.com

Signed\*

Print Name\*

Date\*