

APPLICATION FOR TENANCY

1. PROPERTY AND LANDLORD DETAILS

Address of property to be let:

Total rent for this property £ per month (agent to complete)

Deposit Payable £ (agent to complete)

Application Fee £ (agent to complete)

ID ATTACHED **YES** **NO**

THE FOLLOWING SECTIONS MUST BE COMPLETED BY THE APPLICANT.
PLEASE ENSURE ALL REQUIRED INFORMATION IS COMPLETED FULLY,
FAILURE TO DO SO MAY DELAY THE PROGRESS OF YOUR APPLICATION.
ONE APPLICATION PER TENANT WILL NEED TO BE COMPLETED.

Number of Tenants living in the property (adults)

Preferred Tenancy term: 6 Months 12 Months

Preferred Tenancy Start Date/Move In Date:

If references are not returned to us promptly this may result in your preferred move in date being altered. You will be notified once references have been issued and we suggest you follow these up to ensure that they are returned to us. Please make sure you inform relevant parties that they will be contacted to supply a reference on your behalf.

2. TENANT DETAILS

Title: First Name: Surname:

Other Name(s): Date of Birth:

Mobile Other

Email:

Residential Status: Property Owner Council Tenant
Private Tenant Living with friends/relatives

If living with friends/relatives please provide contact details and relationship to whom we can contact to verify this information.

Have you had any County Court Judgments, Court Decrees, Bankruptcy, or Administration Orders? Yes No

If YES, please detail on a separate sheet. Please also be aware that it may harm your application if you tick NO and are later found to have Court Judgements, Bankruptcy Orders etc.

3. CURRENT ADDRESS OF THE PROSPECTIVE TENANT

Postcode:

Period at address: Years Months

4. CURRENT ESTATE AGENT/LANDLORD/MANAGING AGENT

NAME and ADDRESS of Estate Agent/Landlord/Managing Agent (delete as appropriate):

Postcode: Telephone No:

Fax: E-mail:

IF YOU HAVE BEEN LIVING AT YOUR CURRENT ADDRESS FOR LESS THAN 3 YEARS PLEASE PROVIDE DETAILS OF YOUR PREVIOUS ADDRESS BELOW:

5. PREVIOUS ADDRESS(ES) OF THE PROSPECTIVE TENANT

Where have you been living for the last 3 years? Please provide previous address(es) and dates of residency.

Address 2:

Postcode:

Period at address: Years Months

Address 3:

Postcode:

Period at address: Years Months

6. TENANT'S EMPLOYMENT STATUS

Employed Self-Employed* On Contract Retired

Unemployed Student Independent Means**

7. USEFUL INFORMATION

PERSONAL DETAILS

Are you a smoker? Yes No

Do you have any pets?:

Names and ages of any children who will be occupying the property:

Next of Kin (this should not be your spouse):

Address:

Telephone:

Relationship:

AS THE TENANT YOU WILL BE REQUIRED TO INSURE YOUR OWN CONTENTS AND ACCIDENTAL DAMAGE TO LANDLORDS CONTENTS/BELONGINGS IE CARPETS ETC.

TO OBTAIN A NO OBLIGATION QUOTE FOR A SUITABLE INSURANCE POLICY PLEASE COMPLETE THE ATTACHED TENANTS CONTENTS INSURANCE DOCUMENT AND DIRECT DEBIT MANDATE.

IF YOU PREFER TO USE AN ALTERNATIVE COMPANY WE WILL REQUIRE EVIDENCE OF A SUITABLE POLICY IN FORCE AT THE TIME THE TENANCY COMMENCES IE YOU WILL BE ASKED TO PROVIDE A POLICY NUMBER AND INSURANCE COMPANY DETAILS.

Please supply us with a copy of a recent utility bill and photographic ID.

Tenant Information Sheet

Please be advised that an admin/reservation fee of £200 (including VAT) per adult is payable either by online bank transfer or in cash. This fee is payable upon application for a rental property. This fee is non-refundable except for where a landlord withdraws a property from the market, or where a landlord declines your application on proposal.

Therefore if applicants fail the referencing process for any reason or if they withdraw their application once the referencing process has started this fee will not be refunded. When the application fee is payable we will also require photographic ID (new style drivers licence or passport) & proof of address (recent utility bill or bank statement)

The admin fee allows us to carry out the referencing process which involves a credit check (please be advised that if you have any county court judgments or bankruptcy orders against your name you will fail this check), current/previous landlord reference (where applicable) and employer's reference (where applicable). If you are self-employed please provide your accountant's details.

On the day that you are due to move into the property you will be required to attend at our offices to sign contracts, pay your first month's rent and deposit (PAYABLE IN CASH ONLY) and collect your keys. The deposit amount may vary from landlord to landlord. All payments must be by cleared funds i.e. cash or bankers draft (a personal cheque is NOT acceptable). The deposit will be protected by either The Deposit Protection Service (The DPS) in accordance with the Terms and Conditions of The DPS. The Terms and Conditions and ADR Rules governing the protection of the deposit including the repayment process can be found at www.depositprotection.com, or if the landlord is registered within an appropriate scheme they may deal with the deposit themselves and as such they will supply the tenants with the respective scheme terms and conditions.

Please note an initial tenancy will be signed up on a six/twelve monthly basis. When you sign a six/twelve month contract the notice period required by you to the landlord is one month's notice in month five or eleven (before the rent due date) that you wish to vacate at the end of the six/twelve month period. If the landlord wishes to issue notice they must give two month's notice in month four/ten that they wish you to vacate at the end of the six/twelve month period.

Please ensure that you fill out the tenant application form as fully as possible and if you have any queries please do not hesitate to contact:

Michael Nicholas Estate Agents
77A North Street , Downend, Bristol, BS16 5SE.
Tel 01179 574000, FAX 01179 574004
Email: michaelnicholas@btconnect.com
COMPANY REG: 584 2755 VAT REG: 826 557 406

DECLARATION

Please read the declaration and sign and date below. WE CANNOT PROCEED WITH THIS APPLICATION IF YOU DO NOT SIGN.

I hereby confirm that the information provided by me is to the best of my knowledge true. I consent to this information being verified by contacting the third parties detailed in this form. I understand that the results of the findings will be forwarded to the appointed letting agent and/or landlord and may be accessed again should I default on my rental payment or apply for a new tenancy agreement in the future. I agree that Michael Nicholas or their approved agent may search the files of a Credit Reference Agency and IDS Ltd, the insurance industry's data collection agency, which will keep a record of that search. I understand that I may request the name and address of the Credit Reference Agency to whom I may then apply for a copy of the information provided.

I also understand that in the event of my defaulting on the rental payment, that any such default may be recorded with the Credit Referencing Agency and IDS Ltd, who may supply the information to other credit companies or insurers in the quest for the responsible granting of tenancies, insurance and credit.

The information provided in this form by me is information as described in Ground 17 of the Housing Act 1996 and I understand that if any information within this application is found to be untrue, it is grounds for termination of tenancy. I also understand that any default in payment of rent may affect any future application for tenancies, credit or insurance and that the assessment of this application presumes that at some time during the tenancy agreement, I may be granted or allowed some form of deferred payment.

I confirm I have read the 'tenant information sheet' provided by Michael Nicholas and understand that an agency/admin fee of £200 inc vat per adult is payable by either online bank transfer or in cash. I also understand that this fee is non-refundable except for where a landlord withdraws a property (of no fault of the tenant's) from the market. Therefore if applicants fail the referencing process for any reason, withdraw their application once the referencing process has started or fail to meet the proposed move in date for whatever reason this fee will not be refunded.

Signed.....

Name.....

Date.....