

TENANT APPLICATION

Dear prospective tenant

Enclosed is an Application for Accommodation form which you will need to complete and return along with the required id documentation. If you're a Student, please see the note below. If this is a joint application, each person needs to fill in their own form.

Once the forms are received back I will then use the information provided to perform the following checks :

- Identity check
- Credit check
- UK right to rent check (government requirement if not UK / EU citizen)
- Reference from your employer (if applicable)
- Reference from your previous landlord (if applicable)

The sooner you are able to return the application form the better. If you are also able to scan and email the form and any other documentation that would help to speed up the process. Ensuring you provide email addresses for your employer and previous landlord will help significantly.

It usually takes a few days for these checks to be completed but this largely depends on how quickly your employer and previous landlord respond and can be completed in under 3 days if they respond quickly. If you're not a UK/EU citizen and we have to perform a government right to rent check, then it takes them up to 7 working days for the government to respond.

Once the checks are completed, assuming the results are satisfactory, before moving in you will need to sign an Assured Shorthold Tenancy Agreement and pay the required deposit plus one months' rent in advance. If you paid a holding fee this will be offset against the first month's rent.

You can download a sample copy of our standard tenancy agreement at <http://www.pay4property.com/onlineforms>

Please see over for the application checklist and how to pay the holding fee (if requested).

NOTE TO STUDENTS : If you're a Student and don't have employment providing sufficient personal income (at least 2.5 x rent) then don't worry about completing the Employer section of the form. In this case you'll need to provide a UK based guarantor (usually a parent but can be any willing relative or friend). Your guarantor will need to complete and return a different application form which they can download at <https://www.pay4property.com/onlineforms>. If you are unable to provide a suitable UK based guarantor (eg your parents don't live in the UK) then we do accept the insurance based guarantee service provided by www.housinghand.co.uk.

Yours sincerely

Chris Baron
(Landlord)

Application Checklist

To avoid delays, please ensure you include the following with your application :

- ❖ ALL applicants (including students) :
 - Application Form
 - Holding fee if applicable (see below for how to pay)
 - Copy of Passport photo page
 - Copy of UK residency visa / right to rent documents (if not UK / EU citizen)
 - Copy of other id document showing current address (eg Bank Statement, Utility Bill, Drivers Licence)
 - Email address of current landlord (if applicable)

- ❖ Employed applicants (not required for student providing a guarantor) :
 - 3 months bank statements (current account)
 - 3 months pay slips (if applicable)
 - Email address of employer (if applicable)

Holding Fee

Although we do not usually ask for a holding fee, if there is significant other interest in the room or you're reserving it several months in advance then you may have been asked for a holding fee. If you have been asked for a holding fee you should pay this as soon as possible as the room will remain on the market until the holding fee is received.

Bank details for paying the holding fee are at the end of this document.



Application for Accommodation



Please complete in BLOCK CAPITALS throughout

PROSPECTIVE LANDLORD'S DETAILS

Full Name : Mr Christopher Mark Baron

NLA member number : 85026

Telephone : 01684 878739

eMail : chris@pay4property.com

APPLICANT'S PERSONAL DETAILS

Full Name : Mr/Mrs/Miss/Ms _____

Date of Birth : _____ Place of Birth : _____

Telephone Daytime : _____

Mobile Number : _____

eMail : _____

Have you ever been known by another name? YES ☐ NO ☐

If YES, please provide details and dates :

BANK DETAILS

Name of Bank or Building Society : _____

Address of Branch :

_____ Postcode : _____

Sort Code : _____ Account number : _____

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ADDRESSES

Please provide your address(es) for the last 3 years, starting with you current address. Continue on a separate sheet if necessary.

Current Address :

_____ Postcode : _____

Lived there From : _____ To : _____

Landlord's Name : _____

Landlord's eMail : _____

Landlord's Telephone : _____

Previous Address :

_____ Postcode : _____

Lived there From : _____ To : _____

Landlord's Name : _____

Landlord's eMail : _____

Landlord's Telephone : _____

Previous Address :

_____ Postcode : _____

Lived there From : _____ To : _____

Landlord's Name : _____

Landlord's eMail : _____

Landlord's Telephone : _____

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EMERGENCY CONTACTS

Next of Kin (or person to contact in the event of an emergency) : _____

Relationship : _____

Address : _____

_____ Postcode : _____

eMail : _____

Telephone : _____

IDENTIFICATION DETAILS

Passport Number : _____ Date of Issue : _____

Place of Issue : _____

Are you an EU citizen? YES ☐ NO ☐

If NO, do you have a valid and current UK Visa and Right of Residency? YES ☐ NO ☐

NI Number : _____

Driving Licence Number : _____

Car Make / Model : _____

Car Registration : _____

Note :

In order to complete the identity checks you must include copies of the following with your completed application :

- Copy of Passport photo page / EU identity card
- Copy of UK visa and right to rent documents (if not UK or EU citizen)
- Copy of bank current account statements covering last 3 months

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EMPLOYMENT DETAILS

Name of Employer : _____

Address of Employer : _____

_____ Postcode : _____

Your Job Title / Description : _____

Name of your Work Supervisor : _____

eMail : _____

Dates of Employment From : _____ To : _____

Present Salary : £ _____ per Week / Month / Year

Are your employment circumstances likely to change in the next year or length of the tenancy? (whichever is shorter) If so, how? :

HOUSING BENEFIT / LOCAL HOUSING ALLOWANCEAre you claiming Housing Benefit / Local Housing Allowance? YES ☐ NO ☐Do you intend to claim Housing Benefit / Local Housing Allowance? YES ☐ NO ☐**OTHER DETAILS**Do you have any Pets? YES ☐ NO ☐

If YES please provide details :

Do you or any proposed occupants smoke? YES ☐ NO ☐ Continued on next page

APPLICANT'S CONSENT

I hereby expressly consent to my personal details including any forwarding address at the termination of any tenancy being passed on request to the utility company, local authority, collection agents and/or law enforcement agencies.

I understand that other than outlined above, all information will be treated as confidential.

Signature : _____ Date : _____

DECLARATION

1. I am applying for a tenancy on the basis that the property or accommodation will be my main or only home.
2. I give permission for enquiries to be made based on the information I have provided to establish my status.
3. I understand that the holding fee paid with this application will be forfeit if I choose not to proceed with the tenancy or I am found to have knowingly provided false information herein.
4. I also certify that
 - a. I do not have any County Court Judgements against me
 - b. I do not owe money to any Benefits Department, Housing Association or Local Authority
 - c. I do not owe money or dilapidation money to any previous Landlord
 - d. I do not have substance or alcohol abuse problems
 - e. I have the right to rent in the UK

Signature : _____ Date : _____

IF YOU KNOWINGLY SUPPLY FALSE INFORMATION IT MAY BE USED BY THE LANDLORD TO SEEK POSSESSION OF THE PROPERTY UNDER GROUND 17 OF SECTION 8 OF THE HOUSING ACT 1988 (AS AMENDED BY SECTION 102 OF THE HOUSING ACT 1996).

Pay4Property takes Data Protection seriously and is registered with the Information Commissioner's Office (registration reference ZA104757). The information on this form is for the sole use of the Landlord only for the purposes of letting. No information contained therein will be divulged to any third party, unless the Tenant defaults.

APPLICATION CHECK LIST

Please ensure you include the following :

- ❖ ALL applicants (including students) :
 - Application Form
 - Holding fee if applicable (see below for how to pay)
 - Copy of Passport photo page
 - Copy of UK residency visa / right to rent documents (if not UK / EU citizen)
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 - 3 months bank statements (current account)
 - 3 months pay slips (if applicable)
 - Email address of employer (if applicable)

HOLDING FEE

If you have been asked for a holding fee this should be paid by bank transfer to :

Sort code : 20-46-06

Account : 93599450

Account holder : Pay4Property Ltd

Bank : Barclays

Assuming your application is successful the holding fee will be offset against the first month's rent.

Please note that in the VERY rare instance that you choose not to proceed with the tenancy or you are found to have knowingly provided false information then your holding fee may be forfeit.