

# APPLICATION FOR TENANCY

**Brian A Todd**

RESIDENTIAL & COMMERCIAL ESTATE AGENTS | VALUERS | MANAGEMENT | CONSULTANTS

**\*\*ALL TENANCIES ARE FOR 12 MONTHS UNLESS OTHERWISE STATED\*\***

**Address of Property Applied for:**

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*Please fill in the below details accurately*

<b>Surname:</b>										
<b>First Name:</b>										
<b>Telephone Number:</b>										
<b>Date of Birth:</b>										
<b>Email Address:</b>										
<b>Employer Details:</b>										
<b>Time with Employer:</b>	Years		months							
<b>Previous Address(es): (last 3 years including dates)</b>	1. 2. 3.									
<b>Smoker (Please tick relevant box)</b>	YES		NO							
<b>Number of Children:</b>			<b>Ages:</b>							
<b>Other Dependents:</b>										
<b>Do you own any pets:</b>	YES		NO		<b>Details:</b>					
<b>Name and Address of Bank:</b>										
<b>Account Number:</b>										
<b>Sort Code:</b>										
<b>Time with Bank:</b>	Years		months							
<b>Current Address:</b>										
<b>Reason for Leaving:</b>										
<b>Are you in receipt of Housing Benefit: (It will be a condition of a lease that any Benefit will be required to be paid directly to Brian A Todd &amp; Co)</b>	YES		NO		<b>Details:</b>					

**FORM CONTINUED OVERLEAF**

OFFICE USE ONLY

REF 1

APPROVED YES

DEPOSIT

£

FEE

£

REF 2

NO

**PLEASE PROVIDE DETAILS OF TWO PEOPLE WHOM YOU CAN USE FOR REFERENCES\***

1)

Name:

Address:

Tel No:

2)

Name:

Address:

Tel No:

**\*This must be from a current landlord, employer or a person of professional capacity that knows you well.**

**(Brian A Todd & Co will contact referees to confirm authenticity of same)**

**IMPORTANT NOTES:**

WHEN RENTING ANY OF OUR PROPERTIES, THE INITIAL OUTLAY REQUIRED IS ONE MONTHS RENT IN ADVANCE, A DAMAGE DEPOSIT EQUAL TO ONE MONTHS RENT AND A NON REFUNDABLE ADMINISTRATION AND VETTING FEE OF £100.00

TO SECURE A PROPERTY A HOLDING DEPOSIT OF ONE MONTHS RENT IS REQUIRED ALONG WITH THE ADMIN & VETTING FEE.

**D.H.S.S TENANTS:**

TENANCY AGREEMENTS ARE BETWEEN THE TENANT AND THE LANDLORD, THEREFORE TENANTS ARE RESPONSIBLE FOR ALL RENT IF HOUSING BENEFIT IS NOT PAID ON OR BEFORE THE DUE DATE.

**GDPR:**

ON SIGNING THIS FORM YOU GIVE PERMISSION TO BRIAN A TODD & CO TO STORE AND USE YOUR PERSONAL INFORMATION AND CONTACT REFEREES.

**DOGS:**

IF LANDLORD ACCEPTS DOG/S, A MANDATORY 50% EXTRA DEPOSIT IS PAYABLE

**EXTRA VIEWINGS:**

ONCE A PROPERTY HAS BEEN AGREED, WE ARE HAPPY TO FACILITATE FURTHER VIEWINGS FOR MEASURING ETC. HOWEVER, THIS WILL INCUR A CHARGE OF £25.00, PAYABLE IN ADVANCE.

**REQUIRED BEFORE APPLICATION IS ACCEPTED:**

- COMPLETED APPLICATION FORM
- VALID PHOTOGRAPHIC ID (PASSPORT/DRIVING LICENCE)
- TWO WRITTEN REFERENCES (on headed paper)
- APPLICABLE FEES
- UTILITY BILL (TELEPHONE/CREDIT CARDS/BANK STATEMENTS)
- IF YOU ARE EMPLOYED, A RECENT PAYSリップ

**On completion of this form, an administration & vetting fee of £100.00 is payable.**

**This is strictly non-refundable in all circumstances.**

Signed \_\_\_\_\_

A holding deposit equivalent to one months rent is required to secure the property.

Should you withdraw the application after acceptance, a withdrawal fee of £100 is payable to Brian A Todd & Co. The landlord will be compensated for any rent lost, this will be deducted from the holding deposit.

Signed \_\_\_\_\_ Date \_\_\_\_\_