

APPLICATION FOR TENANCY

****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

Surname:					
First Name:					
Telephone Number:					
Date of Birth:					
Email Address:					
Employer Details:					
Time with Employer:	Years		months		
Previous Address(es): (last 3 years including dates)	1. 2. 3.				
Smoker (Please tick relevant box)	YES		NO		
Number of Children:			Ages:		
Other Dependents:					
Do you own any pets:	YES		NO		Details:
Name and Address of Bank:					
Account Number:					
Sort Code:					
Time with Bank:	Years		months		
Current Address:					
Reason for Leaving:					
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 & Co)	YES		NO		Details:

FORM CONTINUED OVERLEAF

OFFICE USE ONLY

REF 1

APPROVED YES

DEPOSIT

£

RENT £

REF 2

NO

Do you have a criminal record:	YES		NO		Details:
Have you ever had any County Court Judgements against you:	YES		NO		Details:
Have you ever been evicted from or asked to leave a property you were renting for any reason:	YES		NO		Details:

**PLEASE PROVIDE DETAILS OF TWO PEOPLE WHOM YOU CAN USE FOR REFERENCES*
THESE REFERENCES MUST BE IN WRITING ON HEADED PAPER**

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.

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. MONTHLY PRICES ARE FOR RENT ONLY, LANDLORDS ARE RESPONSIBLE FOR PAYING RATES TO LAND & PROPERTY SERVICES.

GUARANTOR: A GUARANTOR IS REQUIRED FOR ALL RENTAL CONTRACTS. **GUARANTOR MUST BE A PROPERTY OWNER & COMPLETE A DEED OF GUARANTEE FORM.**

GUARANTOR NAME: _____ ADDRESS _____

TELEPHONE NO _____ PROFESSION _____

RELATIONSHIP TO TENANT _____

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 INCURR 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 PAYSIP

"I agree to pay a holding deposit of £_____ to reserve the property known as _____ which I intend to rent at £_____ per month with a tenancy starting within the next 4 weeks. I agree that if I do not sign a tenancy agreement for this property at the agreed rent and date that I will forfeit in full this "holding deposit ".

Signed _____ Date _____