|  |  |
| --- | --- |
| OFFICE USE ONLY - LL Package (B/S/G/P) - Call LL - LL Docs (ID/Ownership) | - Tenant (2x ID, 2x POaddress, 3 months’ income) |

*IMPORTANT NOTE: All applicants will be required to present at least one form of photo I.D to our offices as proof of identity and nationality. We may also require further forms of ID at the Tenancy Signing if successful. (Copies of the original will not be accepted).*

|  |  |
| --- | --- |
| PROPERTY APPLYING FOR: |  |
| PLANNED MOVE IN DATE: |  |
| Full Name Inc Title |  |
| Maiden Name: |  |
| Date of birth: |  |
| Dependants (Children) |  |
| NI Number: |  |
| Nationality/Require work permit: |  |
| Mobile Phone: |  |
| House Phone: |  |
| Email: |  |
| Bank account name: |  |
| Bank account No: |  |
| Bank sort code: |  |
| Marital status: |  |
| Driving Licence: | YES/NO  If Yes please provide Driving Licence Number: |
| RESIDENTIAL STATUS: | House Owner / Private Tenant / Council Tenant / Living With Relatives / Lodger If Homeowner please provide name and address of lender and account number: |
| Current living address: |  |
| Period at current address |  |
| Current Landlord  /Managing  Agency/Council contact details: | *Name:*  *Number:*  *Email:*  *Address:* |
| Previous Living Address: |  |

|  |  |
| --- | --- |
| Period at previous address |  |
| Previous Landlord  /Managing  Agency/Council contact details: | *Name:*  *Number:*  *Email:*  *Address:* |
| Employment Status: | Employed / Not Employed / Self Employed |
| Company:  Position:  Time at company: | *(If Self-employed)*  Trade Name  Business Type Date You started |
| Employment Address: |  |
| Employment reference:  *Name:*  *Email:*  *Contact number:* | *(If Self-employed)*  Name of your accountant  Telephone number Email Address |
| What is your monthly Income or salary yearly: |  |
| Payroll Number: |  |
| Next Of Kin Details (or alternative contact if living with next of kin)  *:* | We are required by law to provide a post tenancy contact address for your deposit registration. Your next of kin address will be used for this purpose. If you would prefer to use an alternative address then please provide details.  *Relationship To Applicant:*  *Full Name:*  *Number:*  *Email:*  *Address:* |
| Have you ever been bankrupt or insolvent? | YES/NO  If yes please give details: |
| Have you ever been bankrupt or insolvent? | YES/NO  If yes please give details: |
| Has a county court judgement ever been registered against you? | YES/NO  If yes please give details: |
| Have you ever applied for a individual voluntary agreement? | YES/NO  If yes please give details: |
| Have you ever been subject to a debt management | YES/NO  If yes please give details: |
| plan? |  |
| Have you ever been evicted? | YES/NO  If yes please give details: |
| Please give details of any current or proposed hire purchase agreements or loans: | |
| Do you have any convictions (other than driving)? | YES/NO  If yes please give details: |
| Do you receive any housing benefits? | YES/NO |
| If needed would you be able to get a guarantor: | YES/NO |
| Why are you moving? |  |
| When do you plan on moving? |  |
| What is the reason for you wishing to rent? |  |
| Alternative address and contact number |  |
| Do you have pets: | YES/NO  If yes please provide details: |
| How would you describe your lifestyle? |  |
| Who would be moving into the property?  Please provide details of all people who would be moving in to the property including your relationship with them. |  |
| If this application is to from part of a joint application, please state your relationship to the other applicants: | |
| Are You a Smoker? | YES/NO |
| How did you hear about G&T Properties? | NEWSPAPER / INTERNET/ RECOMMENDATION / FRIEND / YELLOW PAGES / KNEW OF US / OTHER  If Other please specify: |

Regarding my application I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ can confirm I have given written consent for my employer and current landlord/managing agents to give a full reference to G&T Properties for my application to go ahead.

IMPORTANT NOTES

Under NO circumstances will G&T Properties, be able to release keys at the commencement of a Tenancy unless we are in receipt of the first month’s rent and the security deposit. The security deposit will be equivalent of 5 weeks rent. The security deposit is returnable at the termination of the tenancy, subject to all the tenants’ covenants being fulfilled.

As part of the application I authorise the Agent to:

* *carry out credit searches and reference checks and to contact employers, banks, referees, guarantors and credit reference agencies as appropriate.*
* *use the information obtained with third parties to assess credit ratings, make insurance decisions, for fraud prevention and tracing / debt collection.*
* *handle all information obtained in strictest confidence and in accordance with the principles of the Data Protection Act 1998.*

I understand that if I default on my tenancy obligations, this information may be released (per section 35 of the Data Protection Act 1998) to authorise debt recovery agencies and could affect any future applications I make for tenancies, credit and insurance.

It is imperative that all parties are present at the signing of the Tenancy Agreement (including the guarantor) and they must bring the original copies of any identification supplied as part of this application. Each Person must bring in 2 proofs of I.D, 3months of income (pay slips, bank statements), and 3 Proofs of address/previous address, (Bills, council tax letters and other letters with proof of address on). If all parties are not present with original ID we cannot move you into the property.

I understand if I require a guarantor, I have 7 days to provide a signed guarantor check form. Failure to do this will result in the property being remarketed and offered to alternative prospective tenants.

If my application is successful, I understand I will be required to move into the property within 28 days of the date of this tenant check form or the date referencing commenced; whichever is the earliest. I confirm I will also be happy for all necessary documents relating to this application and any future tenancy(s) to be served via the email address provided.

It is the tenant’s responsibility to ensure that they have adequate contents insurance under a tenant’s specialist policy. Please ask one of our Tenancy Managers if you require information on policies available to G&T Properties clients.

I hereby declare that all my answers are true to the best of my knowledge and agree that the above statements shall form the basis of the Tenancy Agreement. Completing this form does not commit the prospective tenant or landlord to a tenancy.

Please sign to confirm you are happy for a credit check to be carried out and if you are successful, you are happy for us to pass on your details, checks & references to the relevant related parties including landlord, utility companies, local council etc to update records of the above property.

SIGN..................................................... PRINT……………………………………………………… DATE……………………

HOLDING DEPOSITS – SUBJECT TO CONTRACT

The in-going tenant will be responsible for a Holding Deposit equivalent to ONE WEEKS RENT. The application will not be processed until this fee has been received. Should the application be withdrawn by the applicant, or if they fail Right To Rent checks or provide false or misleading information leading to the rejection of their application then the holding deposit will be retained in full by G&T Properties. Tenants will also be expected to complete the transaction and sign the Tenancy Agreement within a reasonable period (normally 14-21 days unless otherwise agreed) and failure to do so will also result in the Tenant forfeiting their holding deposit.

I understand these Terms and Conditions in relation to the Holding Deposit.

SIGN..................................................... PRINT……………………………………………………… DATE……………………