

Office use: Property: Rent: £ Rent with pet: £ LL: Tel: Viewed on: With:	Office use only: Landlords instructions to proceed: Rent in advance @ start: £ HOLDING DEPOSIT (1 wk.'s rent): £ DEPOSIT (X month OR 5 wk.'s rent):
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LANDLES ESTATE AGENTS LETTINGS & MANAGEMENT SURVEY & VALUATION EMAIL: info@landles.co.uk	Residential Tenancy Application Form COMPLETE ALL SECTIONS v.OCT 22
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Before submitting an Application, you must read the attached sheet “INFORMATION TO APPLICANTS”. A separate application is required for **each** adult over 18 years old to be resident. To avoid delays give full details – this form **MUST** be completed prior to processing the Application.

[1] Prospective Tenant Details: / OR Guarantor:

Will this property be your PRINCIPAL HOME? Yes [☐] No [☐]	
Title: Mr Mrs Miss Ms Dr Revd: First Name:	Last Name:
Middle Name/s:	Any Previous Name/s in Full:

Spouse / Partner’s Name:
Number of Children and Ages:
Number of People Proposing to Occupy the Property:

[2] Current Address: [For a Guarantor Application - DO YOU OWN THIS PROPERTY ? :]

REASON FOR LEAVING:		
Time spent at this address: Years: Months:	Home owner [☐] Living with Family [☐] Tenant [☐] Housing Assoc / Council [☐] Other (please state)[☐]	
Tel: Home:	Work:	Mobile:

E-mail address:

[3] IDENTIFICATION CHECK : (Right to Rent – Immigration status check)

(Please supply N.I. number with driver’s licence or passport, plus photocopy showing your photo)

Date of Birth:	Place of Birth:	Nationality:	National Insurance Number:
Driver’s Licence Number:		Passport Number:	

Status: Single [☐] Married [☐] Divorced [☐] Widowed [☐] Living with Partner [☐]

[4] Answer clearly – write Yes or No	Smoker/ Vaping?	Pets? Please state what type. (Landlords permission required)	Individual Voluntary Agreement?
County Court Judgements?	Court Decree?	Bankruptcy?	Evictions?
Administration Orders?	If yes to any of these, please give full details ...		

Do you receive or will you be applying for Housing Benefit? Yes [☐] No [☐]

Note: All applications will be put forward and considered on their individual merits. If you are or will be in receipt of Housing Benefit then Landlords will require a suitable GUARANTOR to the agreement. Please ask for a separate GUARANTOR TENANCY APPLICATION FORM. Some Landlords may be prevented from letting to those on Housing Benefit by the conditions of their mortgage and/or the conditions of their insurance.

* When would you like the tenancy to commence? :	Initials:
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[5] Previous Addresses :

– full address for last **three years** including postcodes, dates, and reasons for moving:

[2] ADDRESS: Occupation Dates: REASON FOR LEAVING:	Are you supplying a Landlord's Reference? Yes [] No []
[3] ADDRESS: Occupation Dates: REASON FOR LEAVING:	Are you supplying a Landlord's Reference? Yes [] No []
[4] ADDRESS: Occupation Dates: REASON FOR LEAVING:	Are you supplying a Landlord's Reference? Yes [] No []

[6] Present Landlord [] or, Letting Agent [] Solicitor [] Estate Agent [] (tick a box)

Name:	Telephone:
Email:	
Full Address: Post Code:	Are you supplying a PERSONALLY ADDRESSED reference from your current Landlord with this Tenancy Application? Yes [] No []

[7] Previous Landlord [] or, Letting Agent [] Solicitor [] Estate Agent [] (tick a box)

Name:	Telephone:
Email:	
Full Address: Post Code:	Are you supplying a PERSONALLY ADDRESSED reference from your current Landlord with this Tenancy Application? Yes [] No []

[8] Proposed additional residents – Over 18 years old

Please provide names, full addresses and occupations:

.....

.....

.....

.....

.....

NOTE; Any additional occupants over the age of 18, including direct family, will need to be named in the Tenancy Agreement.

Initials:

EMPLOYMENT DETAILS: <i>OFFICE USE: Salary/wages of plus 2.5 x monthly rent ? Y / N</i>	
[9] Present Occupation: Employed ☐ Self-Employed ☐ Retired ☐ On-Contract ☐ Retired ☐ Un-employed ☐ (if un-employed please state income at the bottom of this page) Student ☐ Independent Means ☐ (tick box)	Current Employer:
Line Manager or other contact:	Address:
Date started this employ:	Post Code:
Employee Ref No:	Employer Telephone:
Position Held:	Employer Email:
Gross Annual Earnings £	Your work Telephone:
Is your employment permanent?	Your work Email:
Do you plan to change employment soon?	
Previous Occupation (if less than 3 years ago): Employed ☐ Self-Employed ☐ Retired ☐ On-Contract ☐ Retired ☐ Un-employed ☐ Student ☐ Independent Means ☐ (tick box)	Employer: Reason for ending with this employer:
Line Manager or other contact:	Address:
Date started this employ: Date ended:	Post Code:
Position held:	
Gross Annual Earnings £	
Self-Employed Details: <i>if applicable</i>	
Business Name:	Accountants Name:
Registered Address:	Address:
Post Code:	Post Code:
Nature of Business:	Accountant's Telephone:
Ltd Co. Registration Number:	Accountant's Email:
Annual Earnings £	
Additional Income: to support your application please provide, and itemise, income of any source i.e.; tax/child credits, housing benefit, pensions, etc.	
Continue on separate sheet if required ☐	

[10] Bank / Building Society Details:		Bank Branch Name:	
Bank or Society Current A/c Name:		Bank Address:	
Account Number:		Post Code:	
		Sort Code:	
[11] Vehicle/s to be kept at the property (include cycles, motor cycles and caravans)			
Make:	Model:	Reg. No:	
.....			
.....			
.....			
[12] Guarantor / Referee (where applicable)			
Full Name:		Occupation:	
Address:			
Post Code:			
Telephone:		Email:	
[13] Next of Kin / Emergency Contact (not spouse or live-in partner)			
Full Name:		Occupation:	
Address:			
Post Code:			
Telephone:		Email:	
[14] Additional Information			
[a] Do any of the proposed occupiers of the property not have the right to rent in the UK for the full duration of the proposed tenancy?		Yes []	No []
[b] Do any of the proposed occupiers not have permission to work in the UK?		Yes []	No []
[c] Do any of the proposed occupiers of the property have diplomatic immunity?		Yes []	No []
[d] Are any of the proposed occupiers of the property on the Violent and Sex Offenders Register?		Yes []	No []
[e] Do any of the proposed occupiers of the property intend on smoking or vaping?		Yes []	No []
[f] Have any of the proposed occupiers of the property been convicted of a criminal offence which is not "spent" under the Rehabilitation of Offenders Act 1974 or the equivalent in another jurisdiction (Motoring excluded unless it resulted in a custodial sentence)?		Yes []	No []
[g] Have any of the proposed occupiers ever been in rent arrears?		Yes []	No []
- If yes, please give details:			
[h] Have any of the proposed occupiers ever had a notice served for not fulfilling any obligation of a tenancy agreement?		Yes []	No []
- If yes, please give details:			
[i] Have any of the proposed occupiers ever been declared bankrupt, have a County Court Judgement, or other arrangements with creditors?		Yes []	No []
- If yes, please give details:			

[15] PET REFERENCING

For completion by APPLICANT (please note: All rental applications are dealt with on their individual merits. The Agents deal with a wide variety of Landlords who each take varying views on pets).

If applying for a rental property and you have a pet/s then as part of the process the Landlord will require some general information to be provided. Please complete the following:

Pet Type (eg dog, cat, etc):			
Please confirm this animal is NOT listed under the Dangerous Dogs Act or Dangerous Wild Animals Act:			Yes [] No []
Breed (full name):			
Age:		Period of Ownership:	
Is the pet well behaved:	Yes [] No []		
Have you rented before with this pet?	Yes [] No []		
Did the pet cause any damage?	Yes [] No []		
Did the pet cause any nuisance to neighbours or visitors?	Yes [] No []		
For dogs: has the named dog ever bitten someone?	Yes [] No []		
Where Relevant:-			
Are the usual VACCINATIONS up to date? (ie annual boosters)	Yes [] No []		
Are FLEA treatments up to date?	Yes [] No []		
Has the pet been microchipped?	Yes [] No []		
How long would the pet be left unattended in the property on an average week day?			
Do you have someone lined up to care for the pet in emergencies?	Yes [] No []		
Is the pet currently in apparent reasonable health and not suffering from chronic (serious illness or debilitation, particularly related to bowel and urinary function)?			
Has it been neutered?	Yes [] No []		
Can you supply a current photo of the pet? (if so please include with form)	Yes [] No []		
Is the pet breed:-	Classed a hypoallergenic?	Yes [] No []	
	Low shedding?	Yes [] No []	
	Large, medium or small?		
Has the dog been "formerly" trained?	Yes [] No []		
Do you confirm that you will not leave the pet alone in the property for more than the recommended hours AND you will ensure it does not cause damage when unsupervised?	Yes [] No []		
Would you be prepared to pay a higher rent for the property? (eg an extra £20 per month)	Yes [] No []		
Would you agree to a clause in the Tenancy Agreement agreeing to having the property professionally cleaned when the tenancy ends?	Yes [] No []		
Is the pet toilet or litter tray trained?	Yes [] No []		

Can you provide a referee who would be prepared to provide a standard PET REFERENCE (eg, previous landlord or your vet?) (note: some landlords may require this)

Name:	
Contact Details (email):	

Please note: NO farm animals, livestock, certain reptiles, insects or some birds may be kept. No animals may be kept that are listed under the Dangerous Wild Animals Act or Dangerous Dogs Act.

If your application is successful, then it will be a term/condition of the Tenancy Agreement that the tenant will be responsible at all times during the tenancy and upon vacating for all; professional cleaning including de-odourising and repairs of any pet associated wear or damage inside or outside the property.

Signed:

Print Name:

Date:

If you have multiple animals and require another form, please request a copy of this page from the Agent.

Initials:

[16] Tenancy Applications - INFORMATION TO APPLICANTS

Detach this **Applications Information Sheet** from the Application Form and return the Application Form to LANDLES and retain this Information Sheet. We suggest you keep a copy of your Application Form.

- ALL applications are dealt with on their individual merits.
 - An Application can only be progressed when the NAMED applicants/s have viewed the property.
 - An application that does meet the basic proof of income level criteria set out below, will, in almost all circumstances, require a UK based Guarantor to the tenancy.
 - Applications are not dealt with on a first come first served basis.
 - Basic criteria for tenancy applications are set out below.
 - Unsuccessful application documentation is shredded.
 - Lists for upcoming rental properties are not held.
1. **PROOF OF IDENTITY** : We will require **4 pieces of proof of identity/address** (see attached sheet) in order to progress your Application.
 2. **Provision of BANK STATEMENTS** Banks no longer supply Status enquiry requests on potential tenant's bank accounts. Therefor your application form **MUST include at least 3 months bank statements** (6 months for self-employed and in due course a letter from your accountant confirming your income may also be required.)
 3. **Income Level and Affordability** Different Landlords take different views on the level and sources of income they prefer to see as evidence of affordability. A general guide can be evidence of gross combined annual household regular income of 30 x the monthly rent. Evidence of employment etc is also taken into account, as is other sources of income
 4. **Guarantor**: Someone who is willing to give a legally bound guarantee to paying the rent and observing the conditions of the tenancy agreement for the duration of the tenancy. A Guarantor will be referenced in the same way as the person/s applying for the tenancy. They will be required to undergo a credit check and employment check/source of funds check. You should let your guarantor know in advance. A Guarantor will almost always need to be a UK property owner with evidence of equity level provided.
 5. **Right to rent – Immigration Status** Letting agents are under statutory requirements to seek to establish a prospective tenant/s immigration status in relation to non UK resident / EU citizens / non EU citizens. LANDLES will follow published government guidance.
 6. **Submission of Application to Landlord** Upon receiving your application, the agents will then put forward the details to the Landlord for their consideration. There may be other applications received on this property which will also be put forward to the Landlord. If there are any particular matters you wish to discuss about the tenancy or property prior to submitting your application form, then speak to the Agents.
 7. **Application process** Once the Landlord has made a decision on who they wish to proceed with, subject to Contract and references, the applicant will be contacted by the Agents. The Agents will then obtain any further details required from you and set out the procedure by letter to you.
 8. **Any unsuccessful applicants** will also be advised by email – no reasons for the decision will be given – it is either “accepted” or “declined”.
 9. **Subject to References and Subject to Contract** Please note that at this stage your application remains subject to satisfactory responses to references and enquiries that will be made on you by the Agents and referred to the Landlord. As well as our own enquiries we may use specialist referencing providers. If you are contacted by one of our preferred referencing providers please supply the details they require in order to progress your application.
 10. **Bankers Order** Most monthly rental payments are required to be paid by tenants in the form of standing order from their bank account. The Agents will provide a Bankers Order set up form that the tenant will be required to sign upon commencement.
 11. **The Tenancy Agreement** A *Tenancy Agreement* is an important document as it contractually binds both parties upon commencement. As tenants you will be contracting to pay the rent agreed for the initial fixed term and for your period of occupation thereafter and to abide by the obligations set out in the Agreement. The Landlord also contracts to certain obligations under the Agreement. After the initial fixed agreed term either the Landlord or tenant can bring the tenancy to an end. If either parties wish to continue then the tenancy can continue on a monthly basis or if specifically agreed, another fixed term.
 12. **Joint Tenants** Where there is more than one named tenant to the Agreement then all named tenants will be jointly and severally liable under the Agreement. This means that if you were sharing and one party left for whatever reason, the remaining party will be responsible for all of the rent and other obligations under the Agreement. All persons of 18 years or over will need to be named on a Tenancy Agreement.

Initials:

13. **The Initial Fixed Term** If a tenant wished to cease the tenancy during the initial agreed fixed term this may only be possible under certain circumstances. Should this event arise then the Agents will seek the Landlord's instructions. If the Landlord agrees then the Agents may be able to seek new tenants. You would remain liable for the remaining fixed term plus one calendar months' notice period until new tenants could commence. You would also be liable for any costs, charges or fees to the Landlord in finding new tenants.
14. **Independent Advice** LANDLES will be pleased to answer any questions you may have prior to taking on a tenancy, however, we strongly recommend that you obtain your own independent advice prior to entering into an agreement.

Some typical Tenant Obligations under a Tenancy Agreement

The full terms of the tenancy agreement are set out in detail in the actual agreement. However answers to some of common questions that arise are set out below (Please ask a member of staff if you require clarification on any of the matters);

- *Where a property is served by a septic tank or cesspit the tenant is responsible for the reasonable cost of emptying or cleaning as required during the tenancy.*
- *If the tenant causes any services or utility to be cut off during or at the end of tenancy they will be liable for the costs of reconnection.*
- *If any Housing Benefit has to be repaid by the Landlord or the Agent due to any recalculation by the local authority the tenant and/or the Guarantor will be liable to reimburse the Landlord or Agent up to a period of 6 years from the determination of the tenancy agreement.*
- *Replace any broken windows, or repair any other damage caused. Landlords insurance may cover larger occurrences however the tenant will be responsible for the reasonable excess payable under the insurance policy*
- *Tenants belongings, furnishings, equipment within the premises are not covered by any insurance of the Landlord, Tenants must have their own insurance on their belongings.*
- *The Landlord is not responsible for the connection of a telephone line at the property.*
- *It is the tenant's responsibility once every 9 months to have any working chimney swept by an appropriately qualified person.*
- *The tenant is to clean windows internally and externally during the tenancy and within one month prior to the end of the tenancy.*
- *The tenant is to replace any light bulbs as required at the end of the tenancy.*
- *The tenant is responsible during the tenancy to test at regular intervals (once a week) smoke alarms and carbon monoxide alarms and replace any batteries when required.*
- *Blockages – it is the tenant's responsibility to clear any blockages in sinks, waste pipes, basins, WCs, caused by use, action or inaction of the tenant. Any consequential damage resulting from improper use or inaction will be the responsibility of the tenant.*
- *The tenant must take reasonable steps to adequately heat and ventilate the premises in order to help prevent condensation and if condensation does occur to promptly wipe down and clean surfaces to stop the build-up of mould growth etc.*

At the End of the Tenancy

- *To clean the property to a professional standard.*
- *To remove all rubbish from the property and ensure it is stored in the appropriate bins.*
- *To remove all belongings and personal effects.*
- *To provide a forwarding address to the Landlord or their Agent for ease of communication including the process evolved in the return of the deposit.*
- *To provide the Landlord or their Agent with full details of accounts for utility suppliers.*

FEES TO TENANTS:

v: June 2019

Some or all of the following fees and charges will apply to tenants depending on what service the Landlord is provided with;

- **Tenancy Applications & Sign Up:** No charge to tenant
- **Deposit:** Maximum 5 weeks rent (annual rent ÷ 52 x 5)
- **Holding Deposit:** Some landlords require a "holding Deposit" to reserve a property of 1 x a week's rent
- **Pets:** If the landlord is willing to grant permission for a specified pet then they may require a higher rent.
- **Additional Persons During Tenancy (Variation of Agreement):** To add any additional persons to the Tenancy Agreement during the course of the tenancy (subject to landlord's approval – payable on application) @ £50 including VAT.
- **Unpaid / Rent e.g. rental payments not paid by the due date:** Interest payable @ 5% above the Bank of England Base Rate from the due date.
- **Payments for Council Tax:** Tenant's responsibility.
- **Payments for all Utilities:** Tenant's responsibility.
- **Default / Breach of Tenant's Covenant:** Reasonable associated costs of remedy apply.

If you have any further questions regarding these fees please ask a member of staff

Payment Methods; We can accept payment by cash or debit card.

LANDLES Email: info@landles.co.uk

Regulated by RICS with Client Money Protection Scheme

Statutory Clients Accounts - for the collection and holding of rent & deposits

ARLA licenced member

Independent redress via "The Property Redress Scheme"

Member of "TDS" (Tenancy Deposit Scheme)

Initials:

[17] I apply for a Tenancy / to be a Guarantor to a tenancy - at

address of rental property

For an initial period of:

The rental amount is £

per calendar month

DECLARATION BY THE APPLICANT/S

1. **Prior to submitting a pre-application / fully completed Application I/we declare that I/we have read, had chance to consider and have understood the note "Information to Applicants" as attached to this form.**
2. I/we will be directly responsible for Council Tax, and for opening accounts with service providers and paying directly to them for **all** services to the property
3. I/we will pay the agreed rent in advance plus the security deposit of at least 5 x weekly rent in cash or Building Society cheque or Bankers Draft made payable to LANDLES. *Personal cheques may be acceptable but have to be cleared in advance*
4. I/we will insure my contents at the property
5. I/we believe the information provided here to be true and authorise the landlord or 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 data protection
6. I/we understand that I can request the details of any credit reference agencies used so that I can verify with them the information provided
7. I/we understand that submission of this form is an Application only and may be accepted or refused at the sole discretion of the Landlord
8. I/we understand that if I default on my tenancy obligations, this information may be released (per S35 DPA 1988) to authorised debt recovery agencies and could affect any future applications I make for tenancies, credit and insurance
9. I/we will conduct my occupation of the property throughout the duration of the Tenancy in a neighbourly manner
10. Completing this form does not commit the prospective tenant or Landlord to a tenancy. A shared or single tenancy will not be created until **all** applicants have been qualified and have signed the Tenancy Agreement
11. I/we do hereby confirm that this Application has been made in good faith and in the event of proceeding and signing up for a Tenancy I do so in the full knowledge of the contractual obligations this will place upon me to pay the full rent and any other outgoings under the Tenancy, in full and without delay on the due dates for the duration of my occupation of the property. I have duly considered the financial planning in order to discharge such obligations
12. I/we can confirm that I/we have read the above and have raised any concerns with the Landlord or Agent. Prospective tenants should be aware that any false statement made could result in early termination of the tenancy under ground 17 of the Housing Act 1996
13. The *LANDLES Privacy Statement* which sets out how we deal with personal information we hold to perform our duties and contractual instructions is available to view at www.landles.co.uk or is available on request. By signing this agreement you confirm that you have read and understood this and agree to the Statement

[18] Signature of Applicant: **Date:**

& Print name in BLOCK capitals:

Please return this completed Form to :**LANDLES**

Blackfriars Chambers | Blackfriars Street | King's Lynn | PE30 1NY

Email: info@landles.co.uk

Initials:

A handwritten or typed pdf via email is acceptable. Important note: An incomplete Form may delay the application.

You will need to bring FOUR of the following documents (TWO from each group) to the agents offices:-

[19] IDENTIFICATION DOCUMENTS & RIGHT TO RENT
Tenancy Application

Full Name of Applicant: Date:

EVIDENCE of NAME DOCUMENTS (Two required, at least one with a photo – we require sight of original documents, plus good photocopies, or we require certified copies – see below)	Tick 2 Boxes
Valid Passport/ID Card – (2 or more passports if dual/multi nationality)	
Resident Permit or Work Permit – issued by the Home Office	
Letter from Employer or Payslips or Contract of Employment	
Current Full UK Driving Licence (photo)	
Birth Certificate or Marriage Certificate	
National Insurance Card or document confirming NI number	
Benefit Book (or original letter confirming benefits)	
Self-employed Tax Exemption Certificate – with photo	
Recent Inland Revenue Tax Notification	

EVIDENCE of ADDRESS DOCUMENTS (Two required, sight of originals or certified copies – all letters to show your current address in full)	Tick 2 Boxes
Bank or Building Society Statements (not older than 6 months)	
Local Authority Council Tax bill (current year)	
Utility bill (not older than 3 months) – not a mobile phone bill	
Mortgage Statement (most recent)	
Solicitor's letter (not older than 6 months)	
Current Tenancy Agreement	
Letter from current Landlord	
Benefit Book or letter from Benefits Agency (if not used above)	

1. We must have proof of personal identification (2 pieces) and evidence of current address (2 pieces) – 4 pieces in total – the same documents will not cover both.
2. *If you are a **UK National** we can accept certified copies by:* a UK Lawyer, Banker, Authorised Financial Intermediary, MCCB Regulated Mortgage Intermediary, Chartered Accountant, Teacher, Doctor, Minister of Religion, Post Master/Sub Post Master.
3. *If you are a Non **UK National** we can accept certified copies of documents from:* an Embassy, Consulate or High Commission of the Country of Issue, a Senior Official of a UK Employer, Lawyer or Attorney.
4. **Certified Copies** should be signed “original seen” and dated with full printed name, title/position, telephone or email contact and address of certifier.

NON-EU CITIZEN; Please provide details supplied by the Home Office **including your 9-digit share code**;

Please note: original documents will need to be seen prior to any letting.

Initials:

RIGHT TO RENT / ID VERIFICATION –

Office Use ; COMPLETE THE FOLLOWING FROM THE ORIGINAL DOCUMENTS

To ensure there are no delays with the referencing process please fill out the appropriate ID sections required as per the following guidelines:

- **British Citizens** – Passport section OR if you do not hold a passport please tick the “I am a British Citizen but do not hold a passport”.
- **EEA Citizens** – Passport section OR ID Card section.
- **Non EEA Citizens** – Passport section AND ID Card / Resident Permit section or Travel Visa section. If you are not currently holding any of these documents as they are with the home office please fill out your home office reference number in the section provided.

Passport

Verify the MRZ code on both UK and international passports

MRZ Number								
UK Example	123456789	1	GBR	700101	F	1201013		0
International Example	123456789	1	GBR	700101	F	1201013		0

ID Card / Resident Permit

Verify the MRZ code on European Union ID Cards, UK National Identity Cards and UK Residence Permits. Please enter the first two lines of the MRZ (Machine Readable Zone) on the reverse of the card:

MRZ Number							
Example	IR	GBR	123456789				
	1234567	M	1234567	FRA			6

Travel Visa

If you require a travel visa / work permit please fill out the following section to verify the MRZ code on UK and European Visas (printed within passports) or UK Entry Clearance documents. Please enter the first 5 characters of the top line of all the lower line of the MRZ (Machine Readable Zone).

MRZ Number						
Example	VC	GBR				
	123456789	1	GBR	1234567	M	0101137

Home Office Reference Number / 9 digit Share Code		I am a British Citizen and do not hold a passport	Yes	No
			☐	☐

OFFICE USE; PRINT OUT DOCS AND ATTATCH TO THIS FORM []