



# Right to Rent Application for Residential Tenancy

Applicants should read the notes overleaf

Surname..... Mr/Mrs/Ms/Miss .....

Forenames..... Marital status .....

Date of birth.....

Present address .....

..... Postcode.....

Home telephone number..... Mobile number.....

E-Mail Address .....

Occupation..... Length of service .....

Approximate Gross Annual Salary £..... (This is needed as a guide to viability of application)

Employer.....

Contact name and position for reference enquiry.....

Work telephone number.....

Is present property owned or rented? .....

Name and address of existing landlord or agent (if applicable).....

If your application is successful you will be required to produce a copy of your current tenancy agreement

Reason for vacating present property? .....

Do you smoke?..... Do you have pets?.....

Do you wish to go on our mailing list for the next two months? YES/NO

If so what are your three key requirements for your required property? (e.g. pets, garage, 3 bedrooms)

1..... 2..... 3.....

What type of property do you require? Flat / House / Bungalow (Delete any not applicable)

Preferred area?.....

Maximum rent you wish to pay? £.....

Will you be seeking housing benefit to meet the rent? YES/NO

Will this be your main / principal residence? YES/NO

Anticipated length of tenancy?.....

PLEASE TURN OVER

**Full Names of all occupants**

**Please note we will require an application form from all tenancy holders and identification will be required for any person over 18 years old.**

1).....	Date of Birth: .....
2).....	Date of Birth: .....
3).....	Date of Birth: .....
4).....	Date of Birth: .....
5).....	Date of Birth: .....
6).....	Date of Birth: .....
7).....	Date of Birth: .....

To comply with the new General Data Protection Regulation (GDPR) from the 25<sup>th</sup> May 2018 please tick the boxes below:

- |   |                          |
|---|--------------------------|
| 1) Would you like Phipps & Pritchard to send you details of properties that may be of interest, based on your specified criteria: | <input type="checkbox"/> |
| 2) I am happy to receive emails:  | <input type="checkbox"/> |
| 3) I am happy to receive text messages:   | <input type="checkbox"/> |
| 4) I am happy to receive post:  | <input type="checkbox"/> |

**Upon signing this application form you AGREE to Phipps & Pritchard beginning the process of finding you a property to let. If there is anything you do not agree to in the following points, please make explicit notes of that in your response. Although, please note that point 1 is required for us to do our job.**

- 1) Us retaining your personal information for the purposes of finding you a property to let, We must be able to contact you. We will retain this information for two months; and
- 2) Us passing along your information to related third party industry suppliers, who services will help you move house

**Signed.....Date.....**

**notes**

- Upon reserving a property each prospective single tenant will have to pay a documentation fee of £150.00 and joint tenants £200.00 with an additional £50.00 for each guarantor, all inclusive of VAT. **Cheques payable to "McCartneys LLP"**
- Documentation fee is not refundable unless Phipps & Pritchard, on the behalf of the owners, later withdraw the offer for any reason except unsatisfactory references.
- International Applications will be charged £150.00 for single tenants and £250.00 for joint tenants, both inclusive of VAT.
- **Identification will be required and subject to 'Right to Rent Document Checks'. Further details will be provided on application.**
- References will be required and credit reference checks will be carried out, the cost which will be met out of the documentation fee. Tenants will need to pay a deposit which is returnable after the termination of the agreement subject to its terms and which is normally held in a trust account with interest being added to this deposit.
- Phipps & Pritchard is registered under the Data Protection Act and tenant details are kept on computer.



**Lettings & Management Centre**  
**32 Worcester Street**  
**Kidderminster**  
**DY10 1EW**  
**Tel : 01562 861886**