

APPLICATION FOR RESIDENTIAL TENANCY

Applicants should read the notes overleaf
Couples should complete separate applications

- 1) SURNAME
- 2) MR/MRS/MS/MISS
(Delete as appropriate)
- 3) FORENAMES
- 4) MARITAL STATUS.....
- 5) DATE OF BIRTH.....
- 6) PRESENT ADDRESS
-
- 7) HOME/MOBILE TELEPHONE NUMBER
- 8) EMPLOYER
-
- CONTACT NAME & POSITION FOR REFERENCE ENQUIRY
-
- 9) WORK TELEPHONE NUMBER.....
- 10) OCCUPATION.....
- 11) LENGTH OF SERVICE.....
- 12) APPROXIMATE TAKE HOME WAGE/SALARY.....WEEK/MONTH
- 13) DO YOU SMOKE?.....
- 14) PETS
- 15) IS PRESENT PROPERTY OWNED OR RENTED?
- 16) REASON FOR VACATING PRESENT PROPERTY
- 17) FURNISHED/CARPETS & CURTAINS/UNFURNISHED (Delete any not applicable)

- 18) FLAT/HOUSE?
- 19) PREFERRED AREA.....
- 20) NUMBER OF PROPOSED OCCUPANTS INCLUDING CHILDREN.....

P T O

- 21) AGES OF CHILDREN
- 22) WILL THIS BE YOUR MAIN/ PRINCIPAL RESIDENCE?
- 23) ANTICIPATED LENGTH OF TENANCY
.....

24) MAXIMUM RENT YOU WISH TO PAY

25) WILL YOU BE SEEKING HOUSING BENEFIT TO MEET THE RENT?

26) NAME & ADDRESS OF PERSONAL REFERENCE.....

.....

.....

.....

27) NAME AND ADDRESS OF EXISTING LANDLORD OR AGENT (if applicable)

.....

.....

.....

SIGNED

DATE.....

NOTES

Upon reserving a property each prospective tenant will have to pay a documentation fee of £90.00, joint tenants £140.00, each guarantor £25.00 inclusive of Vat.

International Applications will be charged: Single tenant £150.00, Joint tenants £250.00 inclusive Vat, (Please supply a copy of Passport, proof of UK Bank Account, Employment Contract or Job Offer Letter).

Documentation fee is not refundable unless Phipps & Pritchard, on the behalf of the owners, later withdraw the offer for any reason except unsatisfactory references.

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.

For their own benefit and to protect their liabilities all tenants are advised to take out contents insurance which can be arranged by Phipps & Pritchard if required.

Phipps & Pritchard is registered under the Data Protection Act and tenant details are kept on computer.