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| `  F&C 2013 Logo  22 Broad Street 37 High Street  Hereford Bromyard Ross on Wye  **HR4 9AP HR7 4AE**  **Tel: 01432 355455 Tel: 01885 488166 Tel: 01432 355455**    **E-mail:** [**je@flintandcook.co.uk**](mailto:je@flintandcook.co.uk) **E-mail:** [**lb@flintandcook.co.uk**](mailto:lb@flintandcook.co.uk) **Email:** [**sg@flintandcook.co.uk**](mailto:sg@flintandcook.co.uk) |  |  |
| **TENANT APPLICATION FORM / REFERENCE FORM** | | | |

***It is mandatory to complete the whole form. Please use black ink and capital letters.***

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| **TO BE COMPLETED BY THE AGENT NEGOTIATOR: BRANCH** |

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| **Property address in full:**  **Landlord Name:**  **Landlord Tel Number:**  **Landlord E-mail:** |

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| **Property type □ Flat □ Bungalow □ Terraced house**  **□ Detached house □ Semi-detached house** |  | **Content □ Un-furnished □ Partly furnished**  **□ Fully furnished** |

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| **Number of tenants moving into the property** |  | **Proposed tenancy period** |  | **Proposed tenancy start date**  **(dd/mm/yyyy)** |

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| **Monthly rent:**  **Deposit Amount:** |  | **Applicant’s share of rent:** |  | **Will this be the only or principal home of at least one tenant?**  **□ Yes □ No** |

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| **Tenant identification (to be completed by the landlord / letting agent)** |

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| **Has proof of residency been copied and put on file?**  **(Proof of residency means 2 original and different documents 6 months bank statements & utility bill (council tax, water, electric etc.) dated within the last 6 months with the applicant’s name and current address on. The documents must not be older than three months, or the most recent version if issued less frequently, when this application is made.)**  **□ Yes □ No, specify**  **Holding fee amount: £**  **(Flint & Cook Limited Acc no:62461648 Sort Code:53-50-41)**  **Holding fee paid □ Yes** | **Has a certified and signed copy of a driving licence (with current address) and/or passport and/or other valid personal identification been put on file?**  **□ Yes**  **□ No, specify** |
| Tenant declaration | | |
| I hereby confirm that the information I have given in this application form is true, accurate, to the best of my knowledge and not misleading.  I give my consent for my data to be shared with credit reference companies, existing/previous landlords/letting agents/employers/accountants/utilities/referees/contractors etc. The information can also be used during any tenancy for the management of the property, including but not limited to, being given to contractors and being used to chase money owed.  I understand that the letting agent will use the information provided to make decisions about my application. This can also mean that if any information is found to be untrue, the application can be declined.  I agree to that information given by credit reference companies will be shared with the letting agent and landlord and that this information may also be accessed again if I apply for or guarantee a tenancy in the future.  I agree that the referees and bank listed above may be contacted by the landlord, agent or referencing company.  I agree to pay a holding fee equivalent to 1 weeks rent.  As part of the legal process of letting a property we are required to provide you with certain information prescribed by law. Please tick this box if we may email you this information and other documents and notices to reduce our environmental impact through unnecessary printing □  Date: …………………………….………  Signed by the applicant: ………………………………………..………… Print name: ……………………………..……………………………… | | |

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| Tenant applicant details (EVERYTHING BELOW TO BE COMPLETED BY THE PROSPECTIVE TENANT) |

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| Title |  | All forenames |  | Surname(s) |

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| Also known as |  | Marital status |  | Any previous surnames |

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| Date of birth (dd/mm/yyyy) |  | Email address |  | Who will be funding the deposit? |

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| Telephone home |  | Telephone mobile |  | UK National Insurance No. |  | Do any of the applicants enjoy diplomatic immunity?  □ Yes □ No |

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| Nationality |  | Passport number |  | Share Code |  | VISA or other resident permit (if applicable) |

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| Current address:  Reason for leaving:  Time at address: |  | Previous addresses the last 3 years including status at each address and reason for leaving |
| Status at current address  □ Tenant (private) □ Tenant (council) □ Owner  □ Living with friends □ Living with family  □ Other, please specify |  |  |

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| Next of kin (a relative, employer, close friend etc.) |

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| Forenames and full surname(s) (not a joint tenant) | Telephone | Address (not the property address) |
| *May we use this address and your other details above, as post tenancy contact details?*  *□Yes □ No If not, please complete post tenancy contact details below.* | | |
| Post tenancy contact details  Relationship to tenant: | | |

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| Please list everyone who will live in the property *( including date of birth for those under 18)* |

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| Forenames and full surname(s) | Nationality  (to comply with Immigration Act 2014) | Date of birth | Relationship to the applicant (joint tenant, dependant, spouse etc.) | Smoker yes/no) |

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| |  | | --- | | Please list any pets that will be kept in the property |   Type of pet (include breed for dogs) | Number (if relevant) | Other relevant information (fully grown, puppy etc.) |

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| Employment information |

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| Employment type □ Full time employed □ Part time employed □ Temporary / contract □ Unemployed  □ Self-employed □ Retired □ Full time student □ Part time student  □ Home-maker □ Other, please specify  Gross annual salary £ |

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| Current landlord / letting agent |

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| Full name and address:  Tel numbers:  E-mail address: |

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| Amount of rent (per calendar month)  £ |  | Reference number (roll number/ account no. etc.) |  | Other relevant information |

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| Bank details | | | | | | | | | | | | | | | | | | |
| Full name and address of your bank |
|  | Branch sort code |  |  |  |  | **-** |  |  |  | **-** |  |  |  |
|  |
|  | Account number |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| Account holder’s name |

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| Financial history |

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| Do you or anybody else moving into the property, who is not a joint tenant, have any adverse credit history?  □ No □ Yes, please specify |

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| Criminal record |

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| Have you or anybody else moving into the property, who is not a joint tenant, any unspent criminal convictions?  □ No □ Yes, please specify |

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| Additional information that may be relevant to this applicant/application |



**A GUIDE TO TENANTS**

1. **INTRODUCTION**

Properties under management owned by a private landlord are, in most cases, either the landlord's own private residence or have been purchased specifically as an investment for the rental market. Private landlords are generally seeking tenants for anything from a period of 6 months to several years, at the end of which they either return to occupy their home or place their property on the market. Investment landlords are hoping to achieve continuous tenanting of their properties, either with a succession of shorter tenancies or one long period of occupation.

In each case, the owner/landlord has instructed us to act on their behalf in their absence and to seek suitable tenants who will enjoy a mutually satisfactory occupancy of their property.

We would take this opportunity, therefore, of providing you with guidance notes relating to a proposed tenancy.

1. **GETTING STARTED**

Having viewed the property and arrived at a decision to make application to rent we require all applicants to complete a referencing form, which will then be processed to verify the information provided.

The submission of the referencing application is no guarantee of tenancy. A final decision as to whether a tenancy can proceed will depend on responses received and will be made in consultation with the landlord.

You will be required to provide personal details ranging from name and address to occupation and salary. You will be asked to provide financial, employer and character references as we can only agree to a tenancy subject to satisfactory replies from those referees. Our investigations will also include a search of the credit registers to establish your financial credibility and contacting your previous landlord/agent if you were previously a tenant and a Right to Rent check. These are routine procedures taken to protect all parties.

Should you have County Court Judgements registered against you it may prove impossible to grant you a tenancy unless satisfactory evidence of the clearance of debt is produced prior to the commencement of the tenancy.

Should you be unable to provide satisfactory references or credit checks you may still be offered a tenancy subject to a satisfactory guarantor being provided. The guarantor will need to provide satisfactory references and credit checks and will be expected to sign a form to guarantee your legal commitments in the tenancy, including payment of rent.

Given satisfactory replies to enquiries you will be offered the tenancy of the property, subject only to the terms of the tenancy agreement, the payment of the deposit, the agreed advanced rent and the landlord’s agreement that the tenancy can proceed.

1. **HOLDING FEE (PER TENANCY)**

One week’s rent. This is to reserve a property. Please Note: This will be withheld if any relevant person (including any guarantor(s)) withdraw from the tenancy, fail a Right-to-Rent check, provide materially significant false or misleading information, or fail to sign their tenancy agreement (and/or Deed of Guarantee) within 15 calendar days (or other Deadline for Agreement as mutually agreed in writing).

IDENTIFICATION. To support your application you will need to provide at least two forms of identification (1 MUST BE PHOTO ID). This could be full/provisional driving licence and Birth Certificate OR a Passport. A recent utility bill and 6 months Bank Statement from your current address.

1. **DEPOSITS AND RENT**

A security deposit is required for all tenancies and is equal to 5 weeks rent. This deposit is in addition to the advanced rent payment required.

Payment must be made by bank Transfer.

The deposit acts as security for the performance of your obligations as a tenant under the tenancy agreement. This deposit will be returned to you at the end of the tenancy term without interest and subject to a deduction for damage or any other deductions that may be necessary to compensate the landlord for any breach of the tenancy agreement.

The Deposit will be protected by Tenancy Deposit Solutions Limited (TDSL), trading as MyDeposits, in accordance with the Terms and Conditions of TDSL. The Terms and Conditions and alternative dispute resolution rules governing the protection of the Deposit, including the repayment process, can be found at [www.mydeposits.co.uk](http://www.mydeposits.co.uk).

1. **DEDUCTIONS FROM THE DEPOSIT**

Should we need to replace items on the inventory or clean the house at the end of the tenancy, or if there has been a breach of the tenancy agreement, the return of your deposit will be delayed until all items are valued and replaced / cleaned. In any case we will aim to return your deposit within 28 working days.

Damage and breakage of the landlord's fixtures, fittings and effects, lost inventory items etc, which occur during the period of the tenancy will incur deductions from your deposit. It is important, therefore, that you look after the property during the tenancy and take the utmost care to inspect the property and its fixtures and fittings at the outset. An inventory / statement of condition will be prepared prior to occupation and must be agreed by you at the outset.

This inventory / statement of condition will then form the basis of assessment of the property's condition at the end of the tenancy term. Fair wear and tear will obviously be taken into consideration. Damages that occur will be charged to your account, as will invoices from contractors employed to undertake necessary repairs or replace any items.

1. **PAYMENT OF UTILITIES/COUNCIL TAX**

You are responsible for the payment of all utilities (gas, electricity etc) during the tenancy and for the payment of final bills.

You are required by law to inform the Council Tax Registrar of your change of address and pay the appropriate council tax.

1. **LEGAL NOTICES & TENANCY AGREEMENT**

Before you sign for a tenancy you will be given a copy of the tenancy agreement and any appropriate notices. Read these carefully and ask us questions if you are unsure of any point.

During the tenancy term you have the right to enjoy the property without interruption if you abide by the terms and conditions of the tenancy agreement. However, we, as agents for the landlord, have an obligation under our contract with the landlord, to inspect the property at regular intervals if the property is managed by us. We undertake to do this at approximately 3 monthly intervals, but at more frequent intervals if deemed necessary. We will contact you to make a mutually convenient arrangement prior to such an appointment.

1. **INSPECTIONS (managed properties only)**

Inspection of the premises is primarily undertaken to ensure that you, as the tenant, are in all respects observing the conditions of the tenancy agreement, though this is not the only consideration of management. It further allows the opportunity for you to discuss with us any problem that might be experienced relating to the property and for us to consider repairs/decorations etc before they become a major concern. If, however, you experience any problems of maintenance or repair please notify us immediately in order that appropriate action can be taken. We have several trades people available to ensure that delays are minimised. These inspections are carried out every three months.

1. **RENT**

Rent should be paid to us or if the property is managed by the Landlord to them by the due date each month. The method of payment is by standing order only, which should be set up 3 days in advance of the due date to allow for clearance through the banking system.

Where there are a number of occupiers sharing accommodation, each person is jointly and severally liable to pay the rent as tenant and will pay the rent as a whole. Each tenant is jointly and severally responsible for the whole rent so that they are equally liable for the non-payment of rent by one of their co-tenants, should they fail to pay.

1. **END OF TERM**

Preparations should be made to hand the property back to us on the due date. Arrange readings of meters and ensure that the authorities have your forwarding address for the payment of all invoices raised. In no circumstances should you allow the authorities to disconnect supplies. The authorities should be informed that the managing agent will contact them when the property is handed over and provide details of the new account holder. This may be the owner or a new tenant.

Inventory items should be placed in their respective rooms to facilitate easy checking on handing over. Carefully read the inventory/statement of condition, clean curtains, carpets etc if required and generally prepare the property for that final inspection. Liaise with us and arrange a convenient time for handing over the premises. We can advise of local trades people who will carry out all cleaning/preparation at a most competitive rate.

Once checking has been completed and deductions from your deposit agreed (if any), the deposit or balance of deposit will be returned to you.

1. **SUMMARY**

These notes are intended to provide only a summary to assist you to understand the obligations undertaken when you wish to rent a property from a private landlord. It is not the intention to give an authoritative interpretation of the law. We hope that you have found them useful.

Please do not hesitate to call, visit, or e-mail us at any stage prior to or during your tenancy if you wish to clarify any details.

1. **DATA PROTECTION**

**Flint & Cook Privacy Statement:** Our Data protection Policy can be read in full on the Flint & Cook website, [www.flintandcook.co.uk](http://www.flintandcook.co.uk)

1. **COMPLAINTS PROCEDURE**

Flint & Cook are members of PRS (Property Redress Scheme)