

## **TENANCY APPLICATION**

### ***Guidance information for applicants***

#### ***Application***

If you are taking the tenancy in your own name, each occupier of the property who is over the age of 18 must complete and return the confidential Tenant Data individual application for tenancy form. If you are on a low income, currently unemployed or a Student, a Guarantor may be required. If this is the case the guarantor will also be asked to complete the Tenant Data confidential application. The guarantor must be either in full time employment and/or have sufficient income to meet the monthly rental in addition to their own financial commitments. The Guarantor will also be asked to sign the tenancy agreement.

Once the application form has been returned and the holding deposit equal to 1 weeks rent paid, it should take between 1 - 2 weeks to process, after which we shall advise you if your application has been successful.

#### ***Documents required from Applicants and Guarantors***

Original photo ID  
Proof of Address  
Proof of Income

#### ***Agency Fee Costs***

David Andrews do not charge tenant application fees. Please see below for permitted payments & tenancy protection information

Prior to occupation of the property we will carry out a detailed inventory, taking all meter readings and informing all the required utility companies. We will also notify the local council for council tax purposes.

#### ***Tenants contents insurance***

It is the tenants responsibility to provide contents insurance. Your landlord is responsible to insure the structure of the building.

#### ***Signing of tenancy agreement***

The agreement will be signed on the day the tenancy starts. All tenants, and where necessary all guarantors, must be present at this time. In order to move tenants into the property we must not only have a signed tenancy agreement but also a deposit (this is equivalent to one months rent) along with the first months rent in cleared funds, this can be paid in the office by using your debit card or bank transfer. If you wish to pay by personal cheque this must be paid at least five working days prior to the commencement of the tenancy. If a deposit is requested in advance, to secure the property for you, this is taken on the understanding that it is non-refundable.

#### ***Deposit Protection Service***

Once you have moved in to your property, we will forward your deposit to the government backed 'Deposit protection service'. They will send you written confirmation along with a repayment ID number. **Keep this safe** as you will need to quote it, to get your deposit back at the end of your agreement.

## PERMITTED PAYMENTS AND TENANCY PROTECTION INFORMATION

### PERMITTED PAYMENTS

For properties in England, the Tenant Fees Act 2019 means that in addition to rent, lettings agents can only charge tenants (or anyone acting on the tenant's behalf) the following permitted payments:

- Holding deposits (a maximum of 1 week's rent); *1 Weeks rent payable*
- Deposits (a maximum deposit of 5 weeks' rent for annual rent below £50,000, or 6 weeks' rent for annual rental of £50,000 and above); *Deposit equal to 1 month rent*
- Payments to change a tenancy agreement eg. change of sharer (capped at £50 or, if higher, any reasonable costs); *£50.00*
- Payments associated with early termination of a tenancy (capped at the landlord's loss or the agent's reasonably incurred costs); *Amount equal to loss of rent + re advertising costs of £100+vat*
- Utilities, communication services (eg. telephone, broadband), TV licence and council tax;
- Interest payments for the late payment of rent (up to 3% above Bank of England's annual percentage rate); *3% above base rate*
- Reasonable costs for replacement of lost keys or other security devices;
- Contractual damages in the event of the tenant's default of a tenancy agreement; and
- Any other permitted payments under the Tenant Fees Act 2019.

### TENANT PROTECTION

In addition to publishing relevant fees, lettings agents are also required to publish details of:

- the redress scheme they are a member of; *The Property Ombudsman*

and

- the name of the approved or designated Client Money Protection scheme they are a member of (if any). *Client Money Protection*

Agent's Name:  Proposed Move Date:

Postcode:  Tenancy Period: 6 Months ☐ 12 Months ☐

Rental Address:  (Applying for) Share of the Rent:  %

Postcode:  Full Tenant Profile: ☐ OR Credit Search Only ☐

Total Monthly Rent:  Applicant or Guarantor (A or G)

Please complete this application in **BLOCK CAPITALS** and ensure all information and contact details are correct. •  
You must complete all required fields including email, fax and contact numbers.

Please ensure the referees you have provided on this application check their emails and spam folders for our verification link.

## Step 1

### Personal Details

Title Mr/Mrs/Etc:  Maiden Name:

Forename:  Gender: Male ☐ Female ☐

Middle Name(s):  In FULL Date of Birth:

Surname:  Marital Status:

### Contact Details

Home Phone:  Mobile:

Work Phone:

Email:

### ID Verification Detail

Photo ID Provided to Letting Agent:

Please provide your bank details for verification

SORT CODE						ACCOUNT NUMBER									
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Do you have any adverse credit history ie CCJs/Bankruptcies  
If yes Please explain

Yes ☐ No ☐

### Other Information (not applicable to guarantors)

How many children do you have?  Are you a smoker? Yes ☐ No ☐

How many over the age of 18?  Do you have pets? Yes ☐ No ☐

Current Accommodation (where you live now)

Address:  County:   
 Town or City:  Postcode:   
 Moved in Date:

Current Accommodation Status - (Of where you live now)

- Currently Renting: ☐ (Fill in Section A)  
 Currently Living with friends & family: ☐ (Fill in Section B)  
 Currently a Homeowner: ☐ (Fill in Section C)

**Section A**

Currently Renting / Rented in the last 6 months

Landlord: ☐ or Agent: ☐ Letting Agent Name:   
 Agent/Landlord Address:  Fax:   
 Postcode:

Agent / Landlord Contact Details:

Title-Mr/Mrs/Etc:  Phone:   
 Forename:  Mobile:   
 Surname:   
 Email:

In the unlikely event this contact does not have a valid email address you must provide a valid fax number, failure to do so will result in delays.

Total Monthly Rent: £  Please name other tenant(s):   
 Joint Tenancy?: Yes ☐ No ☐

**Section B**

Currently Living with Family or Friends

Title:	<input type="text"/>	Phone:	<input type="text"/>
Forename:	<input type="text"/>	Mobile:	<input type="text"/>
Surname:	<input type="text"/>		
Email:	<input type="text"/>		
Relationship to you: ie Mother	<input type="text"/>		

**Section C**

Currently a Homeowner

Please provide proof of your home ownership.

Mortgage statement:

Solicitor's completion certificate

Buildings Insurance Policy

Land registry title extract:

Already provided to Letting Agent:

☐
☐
☐

Either- email to: [enquire@uktenantdata.com](mailto:enquire@uktenantdata.com) or fax to 0845 1800 873 or call in to your agent and ask them to take a copy and send the document to UKtenantdata on your behalf.

**Section D**

Previous Address if less than 3 years

Address:	<input type="text"/>	Postcode:	<input type="text"/>
		Moved in Date:	<input type="text"/> <input type="text"/> <input type="text"/>

**NOW GO DIRECTLY TO STEP 3**

**Next of Kin Information**

**Step 3**

Note to Applicant: This must be a person you will not be living with at the address applied for.

Title:	<input type="text"/>	Phone:	<input type="text"/>
Forename:	<input type="text"/>	Mobile:	<input type="text"/>
Surname:	<input type="text"/>	Relationship: (eg friend)	<input type="text"/>
Address:	<input type="text"/>	Years known:	<input type="text"/>
		Postcode:	<input type="text"/>
Email:	<input type="text"/>		

☐ I consent to the agent contacting my next of kin in the event of an emergency or in the event that a situation requires immediate attention.



## Income Status Information

Step 4

- Employed: ☐ (Fill in Section Aa)  
Self Employed/ Director of own company: ☐ (Fill in Section Bb)  
Unemployed & Other Means of Income: ☐ (Fill in Section Cc)

National Insurance Number:

### Section Aa

#### Employed

Your Employer/Accountant may need your signed authority to release your employment information. (If this is the case please call UKtenantdata on 0845 180 0872)

Employed by:  Department:   
(ie Company Name) (if applicable)  
Address:  Phone:   
Postcode:  Fax:

#### Employer Contact Details: (the person who can officially confirm your employment and salary)

Title-Mr/Mrs/Etc:  Phone:   
Forename:  Mobile:   
Surname:  Fax:   
Email:

In the unlikely event this contact does not have a valid email address you must provide a valid fax number, failure to do so will result in delays.

#### Job Details:

Job Title:  Annual Salary: £   
(your pay per year before tax & NI is deducted)  
Start Date:    Annual Bonus: £   
Full Time: ☐ Part Time: ☐ Permanent: ☐ Temporary: ☐ Length of contract (in Months)

### Section Bb

#### Self Employed / Director of own company Your Business Details:

Business Name:  Annual Bonus: £   
Years Trading:  Start Date:    Business Type:   
(e.g. builder)  
Annual Income: £  Job Title:   
(Salary/Drawings/Dividends)  
Accountant's Name:  Accountant's Address:   
Phone:   
Fax:  Postcode:   
Email:

If you have additional means of income other than above, fill in Section Cc also.

Other Means of Income

State Pension MONTHLY:

£

Investment Income MONTHLY:

£

Private Pension MONTHLY:

£

Interest on Savings MONTHLY:

£

Unemployed & Additional Means of Income

Family Tax Credit MONTHLY:

£

Income Support MONTHLY:

£

Housing Benefit MONTHLY:

£

Disability Living Allowance

£

Other Income MONTHLY:

£

MONTHLY:

Other Income Description:

The Agent of Landlord will take copies of the relevant documents they need for their files to verify the income and additional income specified in this section.

**Terms and Conditions**

This information is provided to us for the purpose of tenant profiling and selection, this information will be used to establish your performance as a prospective tenant or as guarantor of a prospective tenant. These enquiries will include carrying out a credit report to confirm any identifiable adverse data, ID verification, confirmation of registration on the Electoral Roll Register, undeclared addresses and previous aliases. Any findings will be shared with third party credit reference agencies. We will contact current / previous landlords and managing agents to verify and process information to establish future performance. We will make contact with your employer or accountant for the purpose of verifying your financial integrity and to confirm the information supplied by you is factual and correct. These enquiries will be made by fax, email, letter, telephone, SMS or in person. All information supplied to UKtenantdata (Ifags Ltd) will be processed and stored on a secure server, and used for the purpose and ease of future use of the site. The information can be updated by UKtenantdata, the managing agent, private landlord, user, account holder or applicant. The updating of the tenant / guarantor file will be for the purpose of scoring or registering tenancy performance, including delinquency, (Arrears/Property Dilapidation) and for the purpose of applying "Notices of Correction" (NOC) to a tenant file. The NOCs are only applied on the supply of credible evidence supporting an application for an NOC. (Notice of Correction) All storage, use and transmission of personal information relating to an individual or a company are subject to the Data Protection Act. You can obtain a copy of all the details held by applying, with the £10.00 fee, to the data controller at UKtenantdata (Ifags Ltd) 8 South Preston Office Village, Cuerden Way, Bamber Bridge, Preston, Lancashire, PR5 6BL

As part of our service we, or our third party partners, may from time to time contact you with updates and product information relevant to you. If you do not wish to be contacted please tick ☐

I understand that should I, or the tenant(s) I am guarantoring be served with a Section 8 or Section 21 Notice during the tenancy period, the information will be recorded and stored within UKtenantdata's database for a period of 6 years.

By signing this application, I agree to all the terms and conditions. I consent to UKtenantdata making enquiries to verify my information and give my consent for my employer/accountant/ current/previous letting agent/landlord/each referee I have provided, to release information requested by UKtenantdata in order for them to assess my suitability as a tenant/guarantor. This information can be viewed by registered users of UKtenantdata's service to establish my future performance as a prospective tenant/guarantor.

**Next of Kin**

If a situation arises whereby the letting agent cannot make contact with me, I consent to the letting agent making contact with my next of kin, the details of which I have supplied within this application. In the absence of direct communication with me, I authorise the letting agent to serve any notices or legal papers at the address of my next of kin. I have made my next of kin aware of this arrangement and can confirm I have their full authority.

**Please note!**

Should your application be declined or you fail to proceed with the letting of the property, your application fee will be forfeit.

NAME IN BLOCK CAPITALS:

Applicant Signature:

Today's Date:

