

**1. Property & Rental Details**

Address:	
Total rent per month:	Start date:

**2. Application Details**

Title (please circle):		Mr	Miss	Mrs	Ms	Dr	Other
First Name:				Middle Name:			
Surname:				Date of Birth:			
National Insurance No.:				Passport No.:			
Sex (please circle):		M	F	No. of Dependants:			
Marital Status (please circle):		Single	Married	Divorced	Separated	Widow(er)	
Any Previous Surnames:							
Home tel no.:				Work tel no.:			
Mobile tel no.:				Email address:			

**3. Affordability Details**

Gross annual income: £	Any additional income? If yes please provide below	Y	N
Amount of additional income per annum? £			
Please provide details of any additional income:			

**4. Employer Details**

Is your employment likely to change shortly?		Y	N	If yes please provide details of your future employer	
Job Title:			Start date of employment:		
Employers company name:			Payroll Number:		
Contact name:			Contact job title:		
Address:					
Work tel no.:			Work fax no.:		
Email address:					

**5. Accountants Details (if self-employed)**

Do you have an accountant?		Y	N	If No please provide 6 months bank statements showing proof of income	
Accountants Name:					
Address:					
Tel no.:			Fax no.:		
Email address:					

**6. Pension Providers Details (if retired or semi retired)**

Do you have proof of pension?	Y	N	If yes please provide your annual statement of pension
Pension providers name:	Contact name:		
Pension reference no.:	Tel. no.:		
Address			
Fax no.:		Email address:	

**7. Current & Previous Addresses. Please supply addresses to cover your last three years of residency**

Current Address:				
Time at address from:		To:		
Living status (please circle):	Tenant	Owner	Relatives	Other
Previous Address:				
Time at address from:		To:		
Living status (please circle):	Tenant	Owner	Relatives	Other
2nd Previous Address:				
Time at address from:		To:		
Living status (please circle):	Tenant	Owner	Relatives	Other

**8. Landlord details or Previous landlord details**

Landlord / Agent name:	
Address:	
Tel. no.:	Mobile no.:
Fax no.:	Email address:

**9. Additional Information (please circle)**

Will any of the tenants have pets?	Y	N
Will any of the tenants smoke?	Y	N
Will there be any children living at the property?	Y	N
Do you have a individual voluntary agreement?	Y	N
Do you have or had any county court judgements?	Y	N
Have you ever been declared bankrupt?	Y	N
Have you ever been evicted from a property?	Y	N
If yes to any of these, please give full details below...		

## 10. Next of kin / Emergency contact (not spouse or partner)

Full name:	Relation:
Address:	
Home tel. no.:	Mobile tel. no.:

## 11. Bank Details

Name of bank:	Account no.:
Sort code:	Account name:
Address:	
Time with bank:	Cheque guarantee card held                      Y                      N

## 12. Extra Information

Where did you hear about the property that you are applying for:
--

## 13. Post Tenancy Details (alternative contact details for deposits)

Address:
Email:
Telephone no.:

### Administration Fees

1. The administration fee for a couple or single applicant is £108.70 plus VAT. This total is £125.00. The administration fee for any additional applicant or a guarantor is £39.13 plus VAT. This total is £45. Part or all may be non-refundable.
2. Please note that the referencing procedure will not begin until the administration fee is paid in full.
3. Our VAT Registration number is 864 9413 91. VAT will be calculated at 15%

### Deposit

1. The deposit will be registered within one of three Government Deposit Schemes.
2. Your deposit will be equal to one month rent.
3. Once you have passed your reference we will then require a holding payment of £200.00, which will be deducted from your deposit when you move in, if you decide not to move into the property, then you will lose your holding payment.

### Inventory

1. The signed Statement of Condition/Inventory must be returned to the office within 7 days of you signing the tenancy agreement. If it is not returned, it will be taken you agree with the condition as stated.

### Withdrawal

1. Should you withdraw your application for any reason at any time once the referencing procedure has begun, some or all of your holding payment and including VAT will be retained to cover Belvoir administration costs. Any other costs incurred by the Landlord on your behalf will be deducted from the remainder of any extra payments taken.

### Rental Payments

1. One the first day of your Tenancy, all appropriate paperwork will be explained to you and signed on Belvoir premises. Prior to the keys being handed over by Belvoir, the first months rent and the remainder of the deposit must be paid. This will only be accepted as cleared funds.
2. Future rental payments must be made via standing order and the appropriate standing order mandate must be completed on the 1st day of your Tenancy.
3. Standing orders will be set so that rents leave your account 2 days prior to your rent date. This is due to an average 2 day clearance period from the monies leaving your account and reaching ours and will ensure that rent is cleared on the due date.
4. Please note that only one standing order per property will be accepted. If you are sharing the property, you should nominate one person to pay the rent or set up a joint account. This should be organised ready for your moving in date.

### Insurance

1. Tenants must show adequate insurance to protect Landlords contents against Tenant negligence and malicious damage.

### Arrears and Penalty Charges

1. Should rent be late, an arrears letter will be sent to you. Arrears letters carry a penalty charge of £13.04 plus VAT per letter (this totals £15.00) and the charge must be cleared immediately upon receipt of a letter. If the charge is unpaid by the end of the tenancy, it will be deducted from your deposit.
2. £5.00 per day will be charged for the 1st seven days that the rent is overdue. After the 1st seven days, a charge of 4% higher than Barclays minimum lending rate will be charged for each subsequent day the rent remains unpaid.

### Renewals and Fees

1. Should you extend your tenancy on a fixed terms or periodic basis, then a renewal fee of £12.77 plus VAT will be charged. This totals £15.00.
2. All tenancies may be subject to an annual rental increase.

### Refund of Deposit

1. Arrears, interest on arrears, arrears penalty charges and other fees not paid will be deducted from the deposit should they not be settled prior to vacation of the property.
2. In the case of Tenants sharing a property, the deposit will be returned to the account or person nominated to pay the rent. Any internal disputes should be settled privately.
3. Should there be a dispute between Tenant and Landlord which can not be settled amicably, the Belvoir will act as arbitrator.

### Other Fees

1. A fee of £30.44 plus VAT will be charged for any re-scheduled inspection appointments, due to us being unable to gain access as arranged or due to a second appointment to inspect recommended improvements to bring the property to a satisfactory standard have been acted upon. This totals £35.00 and becomes due when Belvoir attend the property.
2. A fee of £30.44 plus VAT will be charged for any call out to the property made by Belvoir upon your specific request. This totals £35.00 and becomes due when Belvoir attend the property. This fee will not apply if the call out is specifically related to a genuine maintenance/repair issue.
3. A fee of £34.78 plus VAT will be charged for any re-scheduled contractors appointments, due to them being unable to gain access as arranged. This totals £40.00 becomes due when you receive an invoice.
4. A fee of £300 plus VAT will become payable should wish to terminate your tenancy agreement and vacate the property early (subject to permission from your Landlord/Belvoir). This will cover the extra administration and costs incurred by Belvoir. This totals £345. You must be aware you will be liable to pay monthly rent until your agreement is superseded with a new tenancy.

### Other Information

1. Cheques should be made payable to Belvoir. However, ALL initial funds (fees, deposit and rent) must be cleared on or before the move in day.
2. All properties are offered subject to their not being sold, let or withdrawn by the owner.
3. Some applicants will need a Guarantor (i.e. students, low income). Belvoir will advise you if you need to have a Guarantor.
4. Belvoir would always advise that you seek legal advice before you sign a tenancy agreement. Belvoir would be happy to supply you with a draft copy of the agreement when you receive all completed references forms, fees and deposit.
5. The cost of any work authorised by you or someone acting on your behalf without written consent from Belvoir or the Landlord will not be reimbursed.
6. All or part Belvoir fees/charges are NON REFUNDABLE.

### Consent

We will use the information provided to us by third parties to make decisions about your application. Agencies may supply to us, public information and/or fraud prevention information.

Information provided to Belvoir may be supplied to other organisations and used by them and us to

- A. Verify your identity for this application and if you apply for other facilities including all types of insurance applications and claims.
- B. Check all or any of the application details which have been submitted.
- C. Assist organisations to make decisions on tenancy applications by you.

By confirming your agreement to proceed you are accepting that we may use your information in this way.

Signed:

Date: