

1. Property & Rental Details

Address:	
Total rent per month:	Start date:

2. Application Details

Tenant 1: Name:
Tenant 2: Name:
Tenant 3: Name:

3. Guarantors 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:					

4. 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:			

5. 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:				

5b. 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. Additional Information (please circle)

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
If yes to any of these, please give full details below...		

9. Bank Details

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

Initial Application

1. All prospective guarantors are required to complete the application in full.

Administration Fees

- 1. Please note that the referencing procedure will not begin until the administration fee is paid in full.
- 2. Our VAT Registration number is 864 9413 91. VAT will be calculated at 15%

Withdrawal

1. Should you withdraw your application for any reason at any time once the referencing procedure has begun, your tenants deposit and administration fees 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 deposit taken.

Arrears and Penalty Charges

- 1. Should rent be late, an arrears letter will be sent to the tenant and you. Arrears letters carry a penalty charge of £13.04 plus VAT per letter (this totals £15.00) These will be charged to the tenant.
- 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. These will be charged to the tenant.

Renewals and extensions

- 1. Should your tenant extend the tenancy on a fixed terms or periodic basis, then you will still act as guarantor until the tenant has vacated the property.
- 2. All tenancies may be subject to an annual rental increase.

Other Information

- 1. 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
- 2. All or part of Belvoir fees/charges may be NON REFUNDABLE.
- 3. Guarantors must attend the office to sign the tenancy agreement for which they are to be guarantor.
- 4. Guarantors must provide photographic ID.

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 identify 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: _____