

Applicant's Name:

Property:

## Belvoir! The Lettings Specialist - Tenancy Application Form (v2.5)

(to be completed by EVERY person over the age of 18, tenant or guarantor).

**THIS FORM CONTAINS IMPORTANT INFORMATION REGARDING THE WAY WE OPERATE.**

**YOU SHOULD READ IT CAREFULLY BEFORE DECIDING IF YOU WISH TO PROCEED WITH A TENANCY.**

### 1 What information do I need to provide?

- This form, completed in full.
- 1 piece of ID with your photo on (driving licence or passport).
- 2 pieces of ID from your current address. (no mobile phone bills and nothing over 3 months old).
- Your application fee via debit card.
- You should return this form to our office. You can scan and email it to [northampton@belvoirlettings.com](mailto:northampton@belvoirlettings.com), or fax it on 0844 824 8776. If you bring it to the office, please note we are not open to customers until 10am weekdays.

### 2 What happens next?

- We conduct a credit check on you. You will be fine unless you have county court judgements, individual voluntary arrangements, or bankruptcy. Having no credit history is not a problem. Having bad credit history could be.
- We seek a reference from your employer and from any previous landlords using the information you provide on this form.

### 3 Will I need a guarantor?

- You will need a guarantor if you are under 21, or if you earn less than 30 times the rent on an annual basis, or if you have an indifferent credit history.
- The guarantor must be aged over 24 and earn 36 times the rent on an annual basis.
- The guarantor will be referenced and credit checked in the same way described above.
- The guarantor will sign the tenancy agreement with you and will be expected to honour the tenancy agreement if, for any reason, you don't.

### 4 Items to note

- If you have County Court Judgements registered against you it may prove impossible to grant you a tenancy. In this event your only option may be to pay large proportions of rent in advance.
- If you fail to disclose details about your credit history that are subsequently picked up by our searches, your application will be refused and your application fee will not be refunded.
- If there is a long period between reserving the property and moving in, you may be asked to pay some advanced rent at the point of reservation. This will be deducted from the rent you owe when you move in, but is not refundable if you withdraw from the tenancy during the period in between.
- The ultimate decision on whether to accept you as a tenant lies with the owner of the property, and not with ourselves as agent.

### 5 Important property related matters

- Properties are let 'as seen', unless otherwise agreed at the point of reservation. Once a 'deal' has been struck with the landlord of the property it cannot be changed after. For example you cannot agree to take a property, then later decide you only want the property if some works are undertaken.
- The move in date you agree at reservation is important. You can not agree to move in on a given day then later ask to put it back two weeks. If you do this, you will lose the property and you will not get back any money you've already paid.
- Unless otherwise stated, you are responsible for Council Tax, and all household bills. If you're renting a leasehold property, the Landlord will pay the ground rent and any service charge.
- You must check for yourself which Council Tax band a property is in, as Belvoir does not guarantee any advice given in this area.
- The landlord does not guarantee that any TV aerials or other reception equipment are provided with the property – you must make your own enquiries with service providers.
- Even though a property may seem to contain a burglar alarm, the landlord does not guarantee this is operational.
- If a BT connection is not present, you will need to contact BT to activate the line, and any charges incurred will be payable by you. This applies particularly to brand new properties.

- Wheelie Bins and Recycling Boxes may also not be present at the property – particularly a brand new one. Northampton Borough will only deal with the occupier of a property, and will only speak to you once you have moved in. You will need to contact them in this regard.
- **You must arrange your own contents insurance** – your landlord does not insure YOUR contents. If you want a quotation, please ask us.
- Smoking is not permitted in any of our properties. We understand that some people smoke – please do so outside. In the event of smoking having taken place the landlord will seek a deduction from the deposit.

## 6 How will I move into the property?

- At move in, you will sign the contract, pay your rent and deposit, and collect the keys.
- Move in takes place at our office, not at the property, and at an agreed time. Once a time has been agreed, it cannot easily be changed.
- We generally undertake move ins between 2pm and 5pm weekdays. We do not conduct move ins at weekends. If you want to physically start moving into the property on a Friday morning, you need to schedule a move in with ourselves for the Thursday afternoon, etc.
- All tenants and guarantors must be present at move in.
- At move in, you will pay your first months rent and deposit unless previously agreed. We do not charge for receiving this payment by debit card or bankers draft. You can pay by electronic banking (sort code 56-00-60, account number 35217200) but the money must be cleared by the day you move in. **We do not accept cash, cheque, or credit card at move in – your move in will be refused.**
- The owner of the property will not allow us to release the keys unless the above is complied with.
- For your own peace of mind, you should read utility meters at the point you move in and keep the readings for future reference. You should also advise Northampton BC regarding the payment of Council Tax.

## 7 How will I pay rent?

- You will pay the first months rent by debit card at move in.
- Second and subsequent months rent will be paid by standing order into an account we nominate.
- At move in, you will provide us with debit card details. If rent does not come in by standing order, we will take it from your debit card.

## 8 What fees will I pay?

- Our fees are clearly displayed below. All fees include VAT.

First Applicant	£180.00 (payable on submission of this application)
Each Subsequent Applicant over 18 Years Old	£60.00
Guarantor Application Fee	£60.00

## 9 Will my fees be refunded?

- The only circumstances under which administration fees will be refunded is if the landlord rejects the tenancy, despite you having passed the reference / credit checks, or if the landlord cancels your tenancy prior to move in.
- **If you fail the reference / credit checks, or you withdraw your application for any reason, or you fail to meet the agreed move in date, you will not get your application fee, or any advanced rent, back.**

## 10 What will happen to my tenancy deposit?

- Your deposit will be held within a Government approved Tenancy Deposit Scheme, as is compulsory from 2007. You will be advised which of the three schemes your landlord has chosen to use when your tenancy commences. Further information regarding tenancy deposits and your rights can be found at [www.direct.gov.uk/en/tenancydeposit](http://www.direct.gov.uk/en/tenancydeposit)

## 11 Can I have a pet?

- You are not allowed to keep pets in the property unless you have the landlord's prior written consent.
- If the landlord does agree to a pet in writing, this will be on the condition that at the end of the tenancy, all carpets in the property are cleaned by us (not you), and the costs of the cleaning will be paid by you.
- This applies in all cases irrespective of whether the carpets were cleaned prior to your tenancy, whether the carpets look clean at the end, whether you have cleaned them already, or whether the pet has only been in certain parts of the house.
- You will additionally be responsible for any other damage caused by the pet to the property or the garden.

## 12. PROPERTY DETAILS

Address of Property	
Rent PCM	
Deposit	
Initial Rental Period	

## 13. YOUR DETAILS

Full Name	
Previous Surname	
Date of Birth	
Telephone Number	
Email Address	

Will this be your primary residence?	
Will any other adults be living with you? (please supply names and dates of birth)	
Will anyone under the age of 18 be living with you? (please supply names and dates of birth)	
Will any animals be kept at the property? (please supply details)	

## 14. YOUR CURRENT ADDRESS

Address			
Postcode			
Time at this address?	Years		Months
Tenure (tick)	Owned		Council Tenant
	Private Tenant		Live with Family
	Other (specify)		

## 15. YOUR PREVIOUS ADDRESS (we need all in the last 3 years)

Address				
Postcode				
Time at this address?	Years		Months	
Tenure (tick)	Owned		Council Tenant	
	Private Tenant		Live with Family	
	Other (specify)			

Address				
Postcode				
Time at this address?	Years		Months	
Tenure (tick)	Owned		Council Tenant	
	Private Tenant		Live with Family	
	Other (specify)			

## 16. CURRENT AGENT / LANDLORD DETAILS (if you are currently in rented accommodation).

Name of Company	
Address of Company	
Name to Contact	
Tel	
Fax	
Email	

## 17. EMPLOYMENT DETAILS

Are you:	Employed		Receiving Pension	
	Self Employed		Unemployed	
	On Contract		Independent Means	

If employed, tell us about your **employer**. If self employed, tell us about your **accountant**. If funding by a pension, tell us about the **pension provider**. If funding using independent means, we will need to see proof of financial well-being.

Name of Employer / Accountant	
Address	
Your Job Role	
Name of Contact for Reference	

Their Job Role			
Their Tel		Their Fax	
Their Email			

Your annual salary		Hourly rate	
Is the position permanent?		Hours per week	
Your start date in this role?	Month _____ Year _____	Payroll number	
Is your employment likely to change during the tenancy?			

## 18. BANK DETAILS

Name of bank			
Address of bank			
Sort code		Account number	
Name on account		Length of time with bank	
Do you have cheque guarantee card?		Number of Credit Cards Held	

## 19. ADDITIONAL INFORMATION

Your national insurance number	
Do you have any CCJ's? (provide details)	

## 20. NEXT OF KIN

Name		Phone Number	
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## 21. STATEMENT OF CONDITION – PROTECT YOUR DEPOSIT.

To protect your deposit, you can ask us to produce a statement of condition. We will do this with a Video Camera, which will clearly record the condition of the property. In this way you can not be blamed for anything that was already there. The cost of this is £60.00 which you will pay when you move in.

I want a statement of condition		I do not want a statement of condition	
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## 22. WHERE DID YOU GET OUR DETAILS?

Tell us where you found out about Belvoir, or the property you've applied for.

If it was a website, please tell us which one. (eg. Rightmove, Google, Facebook, Primelocation, our own website etc).

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### 23. DECLARATION

I confirm that the information supplied, to the best of my knowledge and belief, to be true. I consent to this information being verified by contacting the third parties identified by me in this form. I understand that the results of the findings will be forwarded to the appointed letting agent and/or landlord and may be accessed again should I default on my rental payment or apply for a new tenancy agreement in the future. I agree that Belvoir may search the files of a Credit Reference Agency and IDS Ltd, the insurance industry's data collection agency, which will keep a record of that search. I understand that I may request the name and address of the Credit Reference Agency to whom I may then apply for a copy of the information provided. I understand the information supplied by me on this form may be shared with third parties including, but not limited to, the landlord, utility providers, the local authority.

I understand that in the event of my defaulting on the rental payment, that any such default may be recorded with the Credit Reference Agency and IDS Ltd, who may supply the information to other credit companies or insurers in the quest for the responsible granting of tenancies, insurance and credit.

I understand that this application is NOT an offer of tenancy. The application is necessary to validate the details we have provided in support of our requirement for tenancy and, once a successful referencing pass has been received, the Landlord will be requested to formally accept my/our application. No tenancy can be offered until such formal acceptance has been received by Belvoir.

I understand that in the event of any default by me in the covenants in my tenancy agreement with my landlord, the information contained herein may be disclosed to tracing companies and/or debt collection agencies in order to recover any monies due or to trace my whereabouts. I understand that the information provided by me may be transferred to a country outside the EU for the purposes only of processing this reference application, notwithstanding such transfer, Belvoir will remain the Data Controller for the purpose of this application.

The information provided in this form by me is information as described in Ground 17 of the Housing Act 1966 and I understand that in any information within this application is found to be untrue, it is grounds for termination of the tenancy. I also understand that any default in the payment of rent will affect any future application for tenancies, credit or insurance.

- **I understand and accept that any administration fee or advanced rent paid is non refundable in the event of my withdrawing from the rental process, failing referencing, or failing to meet the proposed move in date.**
- **I understand and accept the information contained on the first 2 pages of this application form.**
- **I hereby authorise my employer and / or my current landlord to reply to any reference request made by Belvoir Lettings.**

Signed	Name	Date
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The Law says we are unable to give an explanation if the application is not accepted due to failed credit checks. The referencing provider used will be Experian and you are able to acquire a copy of your credit file via the following methods: online – [www.experian.co.uk](http://www.experian.co.uk); telephone – 0870 241 6212, post – Consumer Help Service, Experian Ltd, PO Box 8000, Nottingham NG80 7TH.

### WHAT HAPPENS NEXT?

Belvoir will ask Experian to conduct credit checks based on the information you have provided. References will be taken either by Experian or by Belvoir's own staff. The people you have named on this form may be contacted so they can verify what you have said.

**If you want to speed up your application, you should contact the people you have named on this form, tell them they may be contacted, and encourage them to provide any information requested of them quickly. Belvoir will contact you immediately in the event of there being any problems, but will NOT contact you regarding the progress of your application. As such, unless you hear from us, you should assume everything is fine.**