

Tenant Application Form

In order to establish your suitability for the tenancy of a rental property, we need to share your information with a Referencing Agency. This applies to Tenants and Guarantors whose personal information will be shared with each other. Your personal information could also be shared with Landlords upon request. We do not sell information to 3rd parties for marketing purposes. Your information will be kept for approx. 6 years

Property

Application to rent (address).....

At (rental terms) £.....per month

Preferred Moving In Date

About yourself

Title: Please tick as appropriate Mr Mrs Ms Miss Other

Full name.....

Maiden name if applicable

Date of Birth

Nationality

Current address.....

.....

Postcode

Time at Address

Telephone number..... Mobile.....

Email address:

If you have lived anywhere else in the last 3 years please list them below:

Previous address 1.....

Post code.....

Time at Address:

Previous address 2.....

Post code.....

Time At Address.....

(Please note: If you are not registered on the Electoral Roll at the above address, we will be unable to credit check you. If you know that you are not registered please declare this, or alternatively, let the office have a name and address that we can use as a guarantor, they must be a home owner and registered on the electoral roll)

Are you currently:

Employed Self-employed Seeking employment Unemployed Retired

If Employed:

Job title.....

Company name.....

Employer's address.....

.....

Post code.....

Telephone.....

Email Address (Your Manager or HR Dept.).....

Dates of employment

Current Salary: £.....

National Insurance number.....

Previous Employer:

(If you have changed job in the past 2 years)

Job title.....

Company name.....

Employer's address.....

.....

Post code.....

Telephone.....

Email Address (Previous Manager or HR Dept.).....

Dates of employment

Salary: £.....

If Self Employed:

Job title.....

Company name.....

Company address.....

Accountant's Information:

(Your accountant is contacted and asked for copies of the accountants for the last two years of your companies trading and also a short reference)

Name:

Address:

.....

Postcode.....

Telephone:

Email:

Business Reference 1 :

(A business reference is required. This should be someone that you have traded with before, e.g. a customer or supplier. If this is a new venture, then provide details of a previous employer.)

Name:

Address:

.....

Postcode.....

Telephone:

Email:

Business Reference 2 :

(A business reference is required. This should be someone that you have traded with before, e.g. a customer or supplier. If this is a new venture, then provide details of a previous employer.)

Name:

Address:

.....

Postcode.....

Telephone:

Email:

Are you currently:

A home owner In rented accommodation Living at home or with friends?

If you are in rented accommodation, what is the name, address and telephone number of your current landlord?

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Are you:

- Single Married or living with a partner
- Including your wife or partner, how many people, including children (please provide children's ages) will be living with you?

.....

- Do you have any pets that will be living with you:

Yes No

If so, what are they?

(If a pet is kept at the property, you will be required to professionally clean any soft furnishings and carpets at the end of the tenancy. You will also be required to pay an extra £100 per pet as bond)

- Are you, or anybody who will be living with you, a smoker:

Yes No

(Please note: All our rental properties are strictly no smoking)

- Do you have any county court judgements, pending or current against you:
Yes No
- Have you been made bankrupt or been subject to any insolvency arrangements or agreements:
Yes No
- Have you ever been evicted from rented accommodation for any reason?
Yes No
- Will you be claiming housing benefit or local housing allowance?
Yes No

Guarantor

Should your references or credit score not meet the requirements, we would ask you to supply a home owning Guarantor. Will we also need a Guarantor if you are claiming any form of Government benefits. Guarantors stand surety or in other words guarantee rent payments and other tenancy obligations in both residential and commercial property lettings. The Guarantor must be present at the time of signing the contracts as they need to sign a separate guarantor form. There will be a charge of £50+VAT should you require a Guarantor.

Are you able to provide a guarantor: Yes No?

In order to establish your suitability as a Guarantor for a tenancy of a rental property we need to share your personal information with a Credit Referencing Agency, Landlords and Tenants.

If 'yes':

Full name of guarantor.....

Guarantor's address.....

.....

Post code.....

Telephone.....

Email.....

Date of Birth.....

Time at address:

If the Guarantor has changed address in the past two years, please supply their previous address below:

Address.....

.....

Postcode.....

Time at address:

Could the Guarantor please sign below to confirm that they give us their permission to complete a credit check in their name and, if necessary, they agree to act as a guarantor for this applicant.

Guarantors Signature:..... Date:.....

Personal References

(Please note: The people you provide as your personal references must not be family members, employers or current landlords)

First Referee

Full Name.....

Relationship (NOT a family member, employer or current landlord)

Address.....

.....

Post code Telephone.....

Email

Second Referee

Full Name.....

Relationship (NOT a family member, employer or current landlord)

Address.....

.....

Post code..... Telephone.....

Email.....

Post Tenancy Address

(Please provide an address where we can send any correspondence following the end of the tenancy. This can be a family member that we will address post to with the care of your attention.)

Full Name.....

Address.....

.....

Post code..... Telephone.....

Proof of Identity

Upon completion of the application process and the contracts are ready to be signed, we require you to provide proof of identity either with a passport or driving licence before we allow you to sign for the property. This is to establish your rights to rent a property in the UK.

Declaration

I confirm that to the best of my knowledge and belief the above details are true and correct at time of completion and that I will be able to meet the rental payments of the property that I am applying for. I hereby authorise the agent to seek references from those named above and to make whatever further enquiries and credit checks he/she deems necessary to confirm my identity and good standing, and to contact those listed above as my employer, proposed guarantor and referees in respect to my application. I understand that I can request the names of any credit reference agencies used by the landlord so that I may verify the information held about myself, but also that should I default on any tenancy agreement I enter into with the landlord, the information contained in this application may be released to authorised credit recovery agencies.

Full Name.....

Signature.....

Date.....

Note: Knowingly or recklessly making false statements to a landlord in order to obtain a tenancy are legal grounds for ending that tenancy. Once the application fees have been paid should you withdraw from the application, your fee will not be refunded. Any false details supplied that results in further charges for referencing will be charged to the tenant. Please ensure that the details you provide are correct and accurate to the best of your knowledge.

The process of moving into a property with Easy Location Ltd

In order to put a property under offer we need a cheque, cash or a card payment (which can be taken over the phone) for £180 + VAT. (£216)

This covers your referencing and admin fees i.e. for the drawing up of the contracts etc

Once we have the references back (normally within 48-72 hours) we will contact you and arrange when you want to sign the contracts and the move in date

In order for us to release the keys we would need a payment of one months rent, the equivalent in bond and £47.50 to register your bond in the government approved Tenancy Deposit Insurance scheme. This needs to be in cleared funds.

A full inspection will be conducted on your moving in either by ourselves or the landlord and an up to date gas certificate will be left in the property for you.