

Tenant Application Form



Property Address:

For agent to complete:

Agreed rent:

Agreed term:

YOUR DETAILS

Full Name	
Current Address	
Previous Address	Move In Date: Move out Date:
Contact No:	
Email Address:	
Date of Birth:	
Nationality:	
National Insurance Number (UK Residents):	

TENANT APPLICATION FORM

<p>Identification / Photo ID: We can not complete any application without Photo ID.</p> <p>Please indicate what photo ID you are attaching to the email when returning this form.</p> <p>(Passport is preferred or multiple forms of ID are necessary to carry out checks)</p>	<p>We are legally required to carry out right to 'right to rent checks' relating to the Immigration Act 2014. As such we require proof of eligibility for residence (residence permit / Student Visa)</p> <p>Identification type: _____ Number: _____</p>
<p>Proof of Address: Please indicate what proof of address you are attaching to this email ie: utility bill, bank statement (no older than 3 months old)</p>	

EMPLOYMENT DETAILS

<p>Please provide Employers Name and Address: (if not employed please indicate if self employed / retired / in further education / not working)</p>	
<p>Contact Name:</p>	
<p>Employment Contact telephone number:</p>	
<p>Employment Contact email address:</p>	
<p>Job Title:</p>	
<p>Salary:</p>	Per Annum / Month / Week

TENANT APPLICATION FORM

CURRENT LANDLORD DETAILS

Current Landlord / Agent name:	
Current Landlord / Agent Contact number:	
Current Landlord / Agent Email Address:	

MORE ABOUT YOU

Marital Status:	
Do you smoke?	
Do you have any pets?	

FINANCIAL DETAILS

Bank Details	Name of Bank: Sort Code: Account No:
Have you had any rent arrears / CCJ / adverse credit in the last 10 years?	YES / NO <i>If yes please provide details:</i>
Would you be able to provide a UK guarantor if required?	YES / NO <i>If you are unable to provide a UK guarantor, you may be asked to pay the total amount rent due for the term of the tenancy in advance of the start of the tenancy.</i>
<u>Guarantor Details</u> (if applicable)	Name: Address: Contact Telephone Number: Email: Date of Birth:

TENANT APPLICATION FORM

ADDITIONAL INFORMATION

Please use this space to provide us with any further information that you feel will support your application:

TENANT APPLICATION FORM

DECLARATION

I understand that I am applying to rent the above property on a joint and several liability Assured Shorthold Tenancy on accordance with the tenancy terms details at the top of the application.

I understand that I have paid 1 weeks rent as a holding deposit. This payment is non-refundable if for any reason I decide not to proceed with the application, or I have supplied you with false information.

The applicant understands and agrees that current or former employers, landlords and letting agents may be asked to provide additional information about them or to verify information that the applicant has provided, calls for which are recorded for training and monitoring purposes.

The applicant further acknowledges that the information that they have provided will be submitted to credit reference agencies in order that a credit check can be conducted. The applicant understands that Francis Louis (Exeter) Ltd is not entitled to disclose a copy of their credit report to them but that the applicant may obtain a copy of the report by applying to the relevant credit reference agency directly.

The applicant understands that they may be refused a tenancy, or may be found unsuitable to act as a Guarantor, because of the searches and references obtained by Rent4sure Ltd. The applicant acknowledges that the referencing services provided are provided to the letting agent or landlord (as the case may be), and agree that they shall not seek to hold Francis Louis (Exeter) Ltd liable for such refusal nor shall they seek to bring any claim against Francis Louis (Exeter) Ltd for any loss or damage suffered by the applicant as a result of such refusal.

Signed..... Date.....

What Happens Next?

We will start the right to rent checks. We will also contact your guarantor. Please ensure they are aware we will be contacting them. We will be asking your guarantor to sign a guarantor agreement.

Once the right to rent checks are completed, we will contact you to arrange to sign the tenancy agreement. The agreement will be sent in advance to you to ensure you are able to read and review before signing.

If we haven't already met, you in person we will need to see you with your photo ID before the start of tenancy. An ideal way to do this is to come to our office with your ID and sign the tenancy agreement. However, don't worry if this is not possible as the agreement can be signed remotely and we can arrange another time to meet you with your ID before we hand you the keys to the property.

Please note that the tenancy agreement will be sent to you via email. If we do not receive the signed agreement back from you or you have not contacted us to make arrangements to sign the agreement within 7 days of the agreement being sent to you we will assume you have decided not to continue with the tenancy and start to remarket the property.

Please ensure you check your emails regularly and contact us if you do not receive the tenancy agreement. Your first rent payment and the security deposit are due to be paid two weeks prior to the start of tenancy and we will need to see evidence of the standing up set up with your bank for all future rent payments (screen shot acceptable)

Please RETURN this form to our office at Francis Louis House, Belmont Road, Exeter, Devon, EX1 2HF or send to info@francislouis.co.uk