



LETTING & PROPERTY MANAGEMENT

## **TENANT APPLICATION FORM**

**Notes:** It is vitally important that all Prospective tenants have read and fully understand the following procedure prior to submitting an application:-

Once a suitable property has been selected, the property **cannot be held** until such time as an Application Form and application fee has been received:-

**The application fee is non- refundable and is not deducted from your initial monies which are your first months rent and deposit. Our deposits are usually equal to one months rent + £200 unless otherwise stated.**

Where a guarantor is required a further £100.00 plus VAT will be charged per guarantor.

### **PROOF OF ID & PROOF OF ADDRESS**

- In addition to the completed application form and fee, we require 1 form of personal identification for each prospective tenant (with a photograph) i.e. passport, current full driving licence, ID card.
- We also require 2 forms of original evidence of your current address (covering a 6 month period) for each prospective tenant i.e. current council tax bill, utility bill within the last 6 months (not a bank statement), mortgage statement, current signed Tenancy Agreement etc....

### **COMPLETING THE APPLICATION FORM**

- Forms must be completed in full giving as many contact details as possible for each referee. Telephone, mobile, fax numbers and email addresses all assist in the effective and speedy processing of the application. Delays will occur where information is omitted.
- It is vital that a history of the last 3 years is given for both employment details and home addresses. Please use an extra sheet if necessary. Employment history should include any time-spent studying/travelling etc. Full details of any studies undertaken e.g. what was studied, when, where etc, must be given, together with a tutor name and telephone number.
- References are undertaken on our behalf by a professional credit-referencing agency.
- A Guarantor may be required in some instances for a Tenancy to proceed. A rent guarantee is generally used whenever the tenant's ability to pay the rent is in question or where there has been a frequent change in employment or indeed a gap in the tenant's employment history.

Address: 98 London Road, Stockton Heath, Warrington WA4 5LE / Email: [lettings@cowdelclarke.com](mailto:lettings@cowdelclarke.com)  
Tel: 01925 600290 / Fax: 01925 600205

- Once satisfactory references have been received, tenants will immediately need to confirm a moving date (start date for the tenancy). Tenancy documentation will either be sent out or an appointment made in the office for all tenants to sign within 3 working days.
- **The Tenancy Agreement must be signed by ALL tenants and guarantors before keys can be released.**
- The first month's rent and security deposit are required as cleared funds prior to the start of the Tenancy. Personal cheques must have at least five working days clearing time before the start date. **Acceptable forms of payment include bank draft, building society cheque or debit card, debit cards are subject to a usage charge of £0.50p and the charge to use a credit card is 3%.**
- Cowdel Clarke offer specialist insurance for tenants and will contact you to discuss your insurance requirements.
- **It will be assumed the property is let as seen unless you complete the box below.**

Please sign below as confirmation that you have read and understand the application procedure.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**GENERAL DETAILS**

Address of property applied for \_\_\_\_\_

**WE ASSUME OUR PROPERTIES ARE LET AS SEEN UNLESS STATED HERE. THIS INCLUDES ANYTHING NEGOTIATED BEFORE THE APPLICATION IS STARTED e.g. CLEANING / FURNITURE REQUESTS / DECORATION etc...**

Proof of I.D (drivers license/passport with photo) \_\_\_\_\_

Current address proof \_\_\_\_\_

No. of Smokers \_\_\_\_\_ Children/age \_\_\_\_\_ Pets \_\_\_\_\_

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**TENANT DETAILS: - All sections must be completed**

Address of property applied for \_\_\_\_\_

Rent £ \_\_\_\_\_ Deposit £ \_\_\_\_\_ Tenancy Term \_\_\_\_\_

Start date required \_\_\_\_\_

Names of all persons (over 18 years) who will occupy the property: \_\_\_\_\_

\_\_\_\_\_

**PERSONAL DETAILS**

Tenant **Full** Name: \_\_\_\_\_

D.O.B: \_\_\_\_\_ Marital Status: \_\_\_\_\_ National Ins. No. \_\_\_\_\_

**Current Full Address** \_\_\_\_\_

\_\_\_\_\_

Period at address \_\_\_\_\_ Owner / Private Tenant / Council Tenant / With Parent or relative

Reason for Departure \_\_\_\_\_

Tel: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

(Mobile) \_\_\_\_\_ (Email) \_\_\_\_\_

**If less than three years at the current address, please provide previous addresses (in full) and dates of occupancy (including postcodes)**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Are you aware of any adverse credit history (i.e. Defaults, CCJ's, IVA's or Bankruptcy, etc...)?  
YES / NO**

If yes please detail \_\_\_\_\_

\_\_\_\_\_

## EMPLOYMENT DETAILS

### **Current Employer**

Company name: \_\_\_\_\_ Your Position: \_\_\_\_\_

Company address: \_\_\_\_\_

\_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ email: \_\_\_\_\_

HR Contact Name: \_\_\_\_\_

Start date: \_\_\_\_\_ Salary £ \_\_\_\_\_ Commission \_\_\_\_\_

Is this position permanent/contract/Agency? (If yes, state contract length) \_\_\_\_\_

**Head Office Address (HR Dept where possible):** \_\_\_\_\_

\_\_\_\_\_

Contact Name: (if possible) \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ email: \_\_\_\_\_

**Past Employment Details: (if your current employment is for less than 1 year. Please provide details for last three years if applicable – including University/travelling/gaps in employment, etc) with Contact Name, Telephone No's and email addresses where possible.**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**If self-employed:-**

Name of business \_\_\_\_\_ Nature \_\_\_\_\_

Address of business \_\_\_\_\_

\_\_\_\_\_ Years in business \_\_\_\_\_

Annual Turnover \_\_\_\_\_ Salary \_\_\_\_\_

Accountants Name \_\_\_\_\_

Address \_\_\_\_\_

Tel \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

**Present/previous Landlord/Letting Agent (within the last 18 months)**

Agent or Landlord Name: \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Tel: (day) \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Length of tenancy: \_\_\_\_\_ Rent paid £ \_\_\_\_\_ Joint tenancy \_\_\_\_\_

**Bank/Building Society Details**

Bank Name: \_\_\_\_\_

Full Address: \_\_\_\_\_

Name of Account: \_\_\_\_\_

Sort Code: \_\_\_\_\_ Account No. \_\_\_\_\_

**Personal Reference (must not be a relative or employer)**

Name \_\_\_\_\_

Address \_\_\_\_\_

Tel (day) \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Relationship \_\_\_\_\_

**Next of Kin**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Tel: \_\_\_\_\_ Relationship: \_\_\_\_\_

**Declaration** (please read this carefully before signing below)

I understand that the information on this form will be used in assessing an application for a tenancy. I confirm that the information above is correct and understand that providing false information will jeopardise any tenancy I may gain as a result of this application. I agree to Cowdel Clarke (along with any agents appointed by them) taking any references and checking any details they see fit. I agree that all information supplied can be stored on computer.

**An application by more than one party to the agreement will result in a financial connection between those individuals being established at the credit reference agency.**

**Applicant Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Guarantors – If a guarantor is required, your guarantor will have to also be referenced. They will complete a set of application forms and there is a cost of £50 + VAT. On completion of referencing the guarantor, we will require a signature on both the agreement of guarantee and the tenancy agreement. These signatures are required before the let can commence.**

Information supplied by you will be held on our computer records. We may use this information, or share it with a third party, for account administration (including debt tracing and collection) credit assessment and fraud prevention. You are entitled to ask for a copy of any information held about you subject to the payment of an administration charge of £10 plus VAT. You also have the right to request that it be amended if it is found to be incorrect.