

# APPLICATION FORM

## PLEASE COMPLETE THIS FORM IN CAPITAL LETTERS

### Terms and conditions

1. To reserve the property please pay your administration fee of £200.00 (inc VAT). This payment covers all paperwork and referencing required by us and is non-returnable.
2. Should you have a pet, an additional non-returnable fee of £100.00 (inc VAT) is required.
3. All prospective tenants should complete their own individual forms.
4. Should you have any outstanding County Court Judgements please make a member of staff aware prior to completing the application form.
5. To comply with the Right to Rent Regulations (February 2016) please provide two copies of identification. This must be in the form of either a passport or a photograph driving licence. If you do not have a passport then please let us know as you need to find another form of ID as agreed by the Home Office. In addition to your passport, we will need to have evidence of your current address (ie bank statement, utility bill etc). **We cannot commence the credit checking application without any of this information.**
6. Once references have cleared we will contact you to arrange a convenient move in date. Should you wish to see a copy of the Tenancy Agreement prior to moving into the property please ask a member of staff.
7. Our schedule of charges form part of the tenancy agreement which should be seen prior to signing the tenancy agreement.
8. You will be required to arrange your own Tenants Contents Insurance, proof of this must be shown on collection of keys.
9. On collection of keys, the tenancy agreement will commence and you will be required to pay your first months rent and your deposit (a month and a half's rent). All monies should be paid in cleared funds, ie debit card (50p charge), credit card (2.5 % charge), cash, bankers draft. Unfortunately we are unable to accept American Express. Should you wish to pay by personal cheque this payment must be cleared 24 hours prior to collection of keys. We can also accept payments made directly into our bank account, and you will need to ask a member of staff for these details.
10. Tenant Shop Limited acts on our behalf to notify the local council, water supplier(s) and energy provider(s) in line with your tenancy start date and secondly to supply notifications to the local council, water supplier(s) and energy provider(s) from the date that you vacate the property. Tenant Shop Limited will only use your information for the purpose of council and utility registration, closing of council and utility accounts and Energy/Media comparisons upon your arrival. Call centre comparisons are completely optional for you (the tenant) and you can opt out at any time. Tenant Shop Limited is fully compliant with the Data Protection Act 1998 and a registered member of the Information Commissioners Office with registration number Z305733X.

Please sign and date this application form, which is confirming that you have read and clearly understand the above mentioned.

Signature: ..... Date:

### PART A

Property Details for the house you are applying for:



01480 462906

The Annexe, The Old Courthouse, Priory Rd, St Ives, Cambs PE27 5BB  
[info@parkerprops.co](mailto:info@parkerprops.co) [www.parkerprops.co.uk](http://www.parkerprops.co.uk)

House Address

Total Rent per month

When would you like to  
move into the property?

Time period of tenancy


## PART B

How do you propose to pay the rent? Own means: Yes/No    Housing benefit:  
Yes/No

Do you currently have rent arrears? Yes/No

If you have any adverse credit history within the last 10 years please provide  
details below:-

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Please give names of all adult tenants moving into the property (ie anyone over  
the age of 18):

	First Name	Middle Name	Surname	Share of Rent
Tenant 1				
Tenant 2				
Tenant 3				
Tenant 4				
Tenant 5				
Tenant 6				

## PART C

**Personal Details:**

\* Mandatory fields

Mr/Mrs/Miss/Ms/Dr *			
Surname *			
First Name *		Middle Name	
Date of Birth *		Nationality	
Sex			
Marital Status		Maiden Name	
Daytime contact number *		Evening contact number	
Mobile number			
Email address			
Are you a smoker*	Yes/No		
Do you have pets?*	Yes/No		
If so, please provide details below:-			
Type (ie cat/dog/rabbit etc)	Male/Female	Age	

**Names of children living at the property and their dates of birth:**

1		/	/
2		/	/
3		/	/
4		/	/
5		/	/
6		/	/

**Current Address:**

House Number/Name *	
Flat Number/Name *	
Street *	

Town *				
District				
County *	Postcode:			
Status (please tick) *	Owner tenant	Rented	Living with parents	Council
Other (please specify)				

**Previous Address (if less than twelve months in current address):**

House Number/Name *				
Flat Number/Name *				
Street *				
Town *				
District				
County *	Postcode:			
Status (please tick) *	Owner tenant	Rented	Living with parents	Council
Other (please specify)				

**PART D**

**Employment Details:**

Employment  
status:

(please tick)

Self Employed	Employed	Unemployed	Student	Retired	Investment /savings

If you have indicated unemployment or student and you are currently or have previously lived in rented accommodation, proceed to Landlords details in this part, otherwise proceed to Part E. If you are unable to provide any employment details a guarantor may be required.

Profession *		
Annual Income (gross) *		Time with employer *
Payroll/pension number		Type of contract: Permanent/Contract/temporary (please tick)
National Insurance Number*		

**Employer Details:**

Employer, Accountant or Pension Provider *	
Office/House Name *	
Street Number/Name *	
Town *	
County *	
Postcode *	
Contact Name & Job Title *	
Daytime contact number (inc STD code) *	
Mobile telephone	
Email Address *	

**Part D Continued**

**Additional Income:**

Source of additional income:	
Additional income per annum:	

## Part E

### Landlord Details:

Complete this section if you indicated that you are or have lived in rented accommodation.

Landlord or Agent Name *	
Office/House Name *	
Street Number/Name *	
Town *	
County	Postcode:
Daytime Telephone *	Evening telephone:
Mobile Telephone *	
Email Account *	

## PART F - WE CANNOT PROCEED WITHOUT THESE DETAILS

### Bank/Building society details:

Name of Bank *	
Address *	
Account in the name of *	
Account Number *	Sort Code: *
How long with this branch?	

### Next of kin: (This cannot be a person who will be living at the property)

Name		
House Number/Name	Street	
District	Town	
County	Postcode	
Telephone (daytime)	Mobile number	
Email Address	Relationship	

### Application Consent:

I confirm that the information provided in this application form is true, accurate and complete. I understand that the information that I have submitted will be used in order to assess my suitability



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to be granted a tenancy agreement, or to be named on the tenancy agreement as a Guarantor, and I give my consent to the information that I have provided being shared with third parties for this purpose. I understand and agree that current or former employers, landlords and letting agents may be asked to provide additional information about me or to verify information that I have provided, calls for which are recorded for training and monitoring purposes. I further agree that the information that I have provided will be submitted to credit reference agencies in order that a credit check can be conducted. I expressly acknowledge that Rent4Sure Limited is not entitled to disclose a copy of my credit report to me but that I may obtain a copy of the report by applying to the relevant credit reference agency directly. I understand that I may be refused a tenancy, or may be found unsuitable to act as a Guarantor, as a result of the searches and references obtained by Rent4Sure Limited and I agree that I shall not seek to hold Rent4Sure Limited liable for such refusal nor shall I seek to bring any claim against Rent4Sure Limited for any loss or damage suffered by me as a result of such refusal. I understand that information which I provide or which is collected about me may be retained on file or stored electronically in accordance with the provisions of the Data Protection Act 1988. I do/do not want Rent4sure Limited passing my contact details to third parties including Intasure Limited, RGA Underwriting Limited and ARC Legal Assistance Limited in order that Rent4Sure Limited, or a third party, may contact me by e-mail or telephone about products and services which may be of interest to me, such as Tenants Liability Insurance.

Rent4Sure Limited is a data controller under the Data Protection Act 1988. Rent4Sure Limited's full privacy policy and a data protection fact sheet are available at [www.rent4sure.co.uk](http://www.rent4sure.co.uk)

Please sign and date below

Signature ..... Date .....

**Check List**

Please tick against items being presented

Passport		Driving Licence	
NI Number		Proof of address	