



Before we are able to consider you as a Tenant, please FULLY COMPLETE this Application form and provide ALL the items requested

DATE -----

PROPERTY ADDRESS -----

Applicant 1

Applicant 2

TITLE -----

FULL NAME -----

DATE OF BIRTH -----

AGE -----

IS THE APPLICANTS OVER 21? YES/NO YES/NO

IF NO PLEASE NOTE THE APPLICANT WILL NEED A GUARANTOR AND NEEDS TO FILL OUT A SEPARATE APPLICATION FORM.

N I NUMBER -----

DO YOU SMOKE YES/NO YES/NO

TELEPHONE No (HOME) -----

TELEPHONE No (WORK) -----

TELEPHONE No (MOBILE)-----

YOUR BANK DETAILS

Applicant 1

Applicant 2

NAME OF BANK -----

ADDRESS -----

TIME WITH BANK -----YRS -----YRS

DO YOU HAVE A CRIMINAL RECORD YES/NO

EMPLOYERS NAME -----

EMPLOYERS ADDRESS -----

EMPLOYERS TEL NO -----

OCCUPATION -----

TIME WORKED THERE -----

WAGE £----- £-----

WAGE SLIPS MUST BE PROVIDED.

PREVIOUS EMPLOYER: If you have worked at your current employer for less than 3 years, please give details of your previous employment to cover 3 years.

APPLICANT 1

Start Date	Leaving Date	Employers Name + Address	Occupation
-----	-----	-----	-----
-----	-----	-----	-----
-----	-----	-----	-----

APPLICANT 2

Start Date	Leaving Date	Employers Name + Address	Occupation
-----	-----	-----	-----
-----	-----	-----	-----
-----	-----	-----	-----

YOUR CHILDREN AGES -----

NOTE HERE DETAILS OF PETS -----

YOUR RESIDENCY OVER THE LAST 5 YEARS (use a separate sheet ID necessary)

	<u>Applicant 1</u>	<u>Applicant 2</u>
<u>ADDRESS NOW</u>	----- ----- -----	----- ----- -----
POSTAL CODE	-----	-----
	From -----	From-----
ACCOMMODATION TYPE OWNED	Owned/Rented/With Relatives	Owned/Rented/With Relatives
LANDLORD OR LENDERS	-----	-----
Name and Address	----- ----- -----	----- ----- -----
POSTAL CODE	-----	-----
TEL: No OF LANDLORD	-----	-----
<u>LAST ADDRESS (1)</u>	----- ----- -----	----- ----- -----
POSTAL CODE	-----	-----
	From----- To-----	From----- To-----
ACCOMMODATION TYPE OWNED	Owned/Rented/With Relatives	Owned/Rented/With Relatives
LANDLORD OR LENDERS	-----	-----
Name and Address	----- ----- -----	----- ----- -----
POSTAL CODE	-----	-----
TEL: No OF LANDLORD	-----	-----

	<u>Applicant 1</u>	<u>Applicant 2</u>
<u>LAST ADDRESS (2)</u>	----- ----- -----	----- ----- -----
POST CODE	-----	-----
	From----- To-----	From----- To-----
ACCOMMODATION TYPE OWNED	Owned/Rented/With Relatives	Owned/Rented/With Relatives
LANDLORD OR LENDERS Name and Address	----- ----- -----	----- ----- -----
POSTAL CODE	-----	-----
TEL: No OF LANDLORD	-----	-----

DO YOU HAVE TO GIVE NOTICE FROM PREVIOUS ACCOMODATION	YES/NO
IF YES HOW LONG	-----
DO YOU HAVE A DATE YOU WOULD LIKE TO MOVE IN	YES/NO
DATE	-----

REFERENCES 1 – Employer, Doctor or Landlord (or anybody in a high profession)
Please note all references will be checked.

	<u>Applicant 1</u>	<u>Applicant 2</u>
NAME OF REF:	-----	-----
ADDRESS:	----- ----- -----	----- ----- -----
POSTAL CODE	-----	-----
TELEPHONE NO.	-----	-----

REFERENCES 2 – Character reference
Please note all references will be checked.

	<u>Applicant 1</u>	<u>Applicant 2</u>
NAME OF REF:	-----	-----
ADDRESS:	----- ----- -----	----- ----- -----
POSTAL CODE	-----	-----
TELEPHONE NO.	-----	-----

TO SUPPORT YOUR APPLICATION WE ALSO REQUIRE THE FOLLOWING

£125.00 ADMINISTRATION FEE FOR ONE APPLICANT OR £150.00 ADMINISTRATION FEE FOR JOINT APPLICANTS WHICH IS NON- REFUNDABLE

ALSO PLEASE NOTE IF YOU REQUIRE TO HOLD THE PROPERTY £200 OF THE DEPOSIT WILL BE REQUIRED, WHICH IS ONLY REFUNDABLE IF THE CREDIT CHECKS COME BACK INCONCLUSIVE. THIS WILL SECURE THE PROPERTY FOR 4 WEEKS ON YOUR BEHALF.

LAST 3 WAGE SLIPS (for all applicants)- IF YOU ARE NOT WORKING, PLEASE PROVIDE A COPY OF YOUR RECEIPT CONFIRMING YOU ARE APPLYING FOR BENEFITS, OR IF YOU ARE ALREADY IN RECEIPT OF BENEFITS ON YOUR CURRENT PROPERTY, PROOF THAT YOU ARE RECEIVING HOUSING BENEFITS.

IF YOU ARE CURRENTLY RENTING A PROPERTY ENSURE THAT YOU HAVE SUPPLIED US WITH THE NAME, ADDRESS AND TELEPHONE NUMBER OF YOUR CURRENT LANDLORD (S) OR LETTING AGENT. PLEASE NOTE THAT WE WILL ASK THEM TO CONFIRM THAT YOU ARE MEETING YOUR CURRENT RENT PAYMENTS AND IF THEY WOULD CONSIDER YOU TO BE A GOOD TENANT.

TWO CHARACTER REFERENCES, CONTAINING THE NAME, ADDRESS AND PHONE NUMBER OF EACH REFEREE. IF YOU ARE EMPLOYED ONE OF THESE SHOULD BE FROM YOUR EMPLOYER (for all applicants)

PLEASE NOTE: COMPLETION OF THIS FORM DOES NOT CONFIRM OR GUARANTEE YOU ACCEPTANCE AS A TENANT.

IF YOU WITHDRAW FROM YOUR APPLICATION YOUR HOLDING DEPOSIT IS NON REFUNDABLE.

ONCE YOU HAVE AGREED TO LET A PROPERTY

You will be required to sign a 6 months tenancy agreement.

- We will need
- 1) A security deposit (bond), equal to one months rent
 - 2) 1 Months Rent in advance, or if the landlord agrees, proof that rent will be payable via Local Authority
 - 3) All utilities, Services and Council Tax liability transferred into your name

PLEASE SIGN BELOW TO CONFIRM YOU HAVE READ AND AGREE TO THESE TERMS.

I AGREE FOR ALISON DYSON PROPERTY SERVICES TO CARRY OUT A CREDIT CHECK AND UNDERSTAND THAT ALL INFORMATION IS CONFIDENTIAL AND WILL BE HELD ON FILE.

I UNDERSTAND THAT ALL THE INFORMATION THAT I HAVE SUBMITTED IN THIS APPLICATION FORM IS TRUE TO MY KNOWLEDGE.

APPLICANT 1

Name ----- Signature ----- Date -----

APPLICANT 2

Name ----- Signature ----- Date -----

FOR OFFICE USE ONLY

APPLICATION FORM SIGNED:	YES / NO
SIGNATURE WITNESSED	YES/ NO
REFERENCES COMPLETED	YES/ NO
PROOF OF IDENTIFICATION COPIED	YES / NO
CHECK SHEET ATTACHED	YES / NO

SIGNED: -----

DATE: -----

