

FOR AGENTS USE ONLY

2 Yrs Utility Bills attached/viewed 3 Yrs Utility Bills attached/viewed
Agency No.
Agent
Contact
Tel.....Fax.....
Email.....

LEASEGUARD

SPECIALIST INSURANCE AND SERVICES
FOR LET PROPERTY



TENANT APPLICATION

Full Tenant Reference
Credit Search Only

Please complete BOTH SIDES of form fully in INK and in BLOCK CAPITALS or this may cause delays in processing your application

State full name (including **all** first names) of this applicant and all other occupiers of the property.
(If married couple ensure both parties sign form)

1. First Names.....
(Mr/Mrs/Miss/Ms)
Surname
D.O.B.

2. First Names.....
(Mr/Mrs/Miss/Ms)
Surname
D.O.B.

3. First Names.....
(Mr/Mrs/Miss/Ms)
Surname
D.O.B.

4. First Names.....
(Mr/Mrs/Miss/Ms)
Surname
D.O.B.

Maiden Name

Marital Status

Child 1 Name Age

Child 2 Name Age

Property Address applied for

..... Post Code

Total Rent per month for the Property £.....

Total Rent per month for the Applicant £.....

Rental Period.....months No. of Bedrooms.....

Are you to pay the rent through your own means or housing benefit? Own Means Benefit

Is this a Joint Tenancy Application? Yes No

Proposed Tenancy Commencement Date

Applicants will be jointly and severally liable for the Total Rent per month for the property.

Are you currently: Owner Council Tenant Private Tenant

With Parents Other (please specify).....

Current Address.....
..... Post Code

Period at Addressyearsmonths
TelEvenings.....
Email.....Mobile.....

Please provide previous addresses and dates of residency for the last 3 years *(please attach a separate sheet if required)*.
Previous Address.....
..... Post Code

Period at Addressyearsmonths

YOUR EMPLOYMENT DURING THIS TENANCY
(Please notify your employer/accountant contact that enquiries will be made to verify this information.)

Employer/Accountant Name

Address.....

Employer/Accountant Contact Tel.....

Employer/Accountant Contact Fax

Employer/Accountant Contact Email

Position Held.....

Gross Monthly Salary £.....Start Date.....

Employer/Accountant Contact Name & Position

National Insurance Number

Payroll Number

SECONDARY EMPLOYMENT DETAILS

Employer/Accountant Name

Address.....

Employer/Accountant Contact Tel.....

Employer/Accountant Contact Fax

Employer/Accountant Contact Email

Position Held.....

Gross Monthly Salary £.....Start Date.....

Employer/Accountant Contact Name & Position

Are you aware of any matters that may cause your employment/income to change in the near future? Yes No
(If YES, please give details on a separate sheet)

If self-employed, provide 3 years accounts

PAST EMPLOYMENT DETAILS - If you have been in your current employment for less than 3 years, please provide details of previous employment including commencement and leaving dates. *(Please attach a separate sheet if required).*

Position Held and Salary £ : p.m. Start Date Leaving Date

Company

Address
 Post Code

Contact Name and their Position

Daytime Tel. No. Fax No.

Email

DO YOU HAVE ANY ADDITIONAL SOURCE OF INCOME? - Proof must be provided

Pension £ : p/a Investment Income £ : p/a Other £ : p/week

Please Specify

EXISTING/PREVIOUS LETTING AGENT/LANDLORD if applicable. *(Please give authority to your Agent to pass an opinion on you).*

Name

Address
 Post Code

Daytime Tel. No. Fax No.

Email Previous Rent Paid £ :

Do any of the named applicants or proposed Tenants for this property have any pets? Yes No Type Smokers? Yes No

Are you a Vehicle Drivers Licence No.
Vehicle owner? No Reg. No.

BANK/BUILDING SOCIETY DETAILS (CURRENT ACCOUNT ONLY)

Bank Name

Address
 Post Code

Name of Account Holder

A/c No. Sort Code Tel. No.

How long have you held this bank account?

Do you have a Credit Card? Yes No If so, for how long?

Are you aware of any previous CCJ or Bankruptcy? Yes No If YES, please give details below:

I/We hereby authorise Leaseguard Ltd to make any enquiries considered necessary to substantiate information supplied on this application, I/We authorise you or your assessment company to disclose any information about me/us and/or my company to any credit reference agency and/or any other tenancy database who may retain a record of such a search. The information is used to help me make credit, insurance, rental and property decisions and occasionally for fraud prevention or debtor tracing. Credit searches and other information which is provided to us and/or credit reference agencies, about you and those with whom you are linked financially and have associated records with, may be used by Leaseguard and other companies if credit decisions are made about you or other members of your household. I give my permission to take up all necessary references and these may be shown to a Landlord and/or their agent. The details you provide will be held by LEASEGUARD and may be used to keep you up to date on our products and services and those of other organisations we believe will be of interest to you. If you prefer not to receive this information, please tick this box.

We regret that no explanation will be given should we be unable to accept you as a tenant

I confirm that the information supplied is to the best of my knowledge and belief, true.

Signature of Applicant 1..... Date

Signature of Applicant 2..... Date

(Only applicable if married couple)

Applicants - Required Documentation

In order for you application to be processed efficiently we require the following:

If Employed	<input type="checkbox"/>	A Letter from your employers human resources department confirming your employment details
		And / Or
	<input type="checkbox"/>	Your two most recent payslips

If Self Employed	<input type="checkbox"/>	Your last 3 years accounts
		Or
	<input type="checkbox"/>	Your accountants / auditors details

<i>In all Cases</i>	
<input type="checkbox"/>	3 Utility bills / Bank statements (1 for each of the past 3 years)
<input type="checkbox"/>	Photographic ID (i.e. Passport / Driving Licence)
<input type="checkbox"/>	Proof of Benefits (where appropriate)
<input type="checkbox"/>	Proof of other Income (where appropriate)

FAILURE TO PROVIDE THE ABOVE INFORMATION AT THE OUTSET WILL RESULT IN A DELAY IN THE PROCESSING OF YOUR APPLICATION

NOTES TO TENANTS

On finding a property you will be required to complete, sign and return the attached application form together with your **administration fee of £175.00 (including VAT) plus £35.00 for each additional occupier over 18 years of age or guarantor, £ 250 (including VAT) for company application and return to MICHAEL POOLE RESIDENTIAL LETTINGS, 64-66 BOROUGH ROAD, MIDDLESBROUGH, TEL: 01642 649649, FAX: 01642 251444**

PLEASE NOTE YOUR ADMINISTRATION FEE IS NON-REFUNDABLE AND IS PAYABLE IN CASH OR BANKERS DRAFT ONLY.

Subject to obtaining of satisfactory references a formal Assured Shorthold Tenancy Agreement will be drawn up.

On the day of occupation **ALL PROPOSED TENANTS** will be required to pay **ONE MONTHS RENT IN ADVANCE, PLUS A SECURITY BOND** prior to signing the Tenancy Agreement and Inventory, this must be either **CASH** or **BANKERS DRAFT**. **WE WILL NOT ACCEPT PERSONAL CHEQUES.**

The security bond is held against possible losses, rent arrears, expenses arising out of any breach of covenant by the tenant including breakage's or damage.

Prior to commencement of the tenancy you must inform Gas, Electricity Services, Telephone services, Community/Council Tax office and Water Authority of your intended occupation date, as these services are payable by the tenant.

All future rental payments are to be by Standing Order and must be paid monthly on the due date.

All properties are inspected on a quarterly basis, with at least one weeks prior notice. Should any breaches of covenant be observed you would be notified in writing whereupon such breaches must be remedied.

All repairs or problems with the property should be notified immediately to the Agent.

At least two months prior to the expiry date of the agreement, should the landlord require possession of the property we will serve you a notice advising you of the date you will be due to leave.

On termination of the tenancy the property will be inspected and subject to all covenants having been observed and there being no breakage's or damage the deposit will be refunded. Such sum will be forwarded to the tenant's new address. In the event of any breaches of covenant, breakage's or damages noted against the inventory (fair wear and tear excepted) then the reasonable costs of remedies will be deducted.

SHOULD YOU REQUIRE ANY RENEWAL AND SUBJECT TO BOTH PARTIES BEING AGREEABLE TO THE TERMS YOU WILL BE REQUIRED TO PAY A FEE OF £60 INCLUSIVE OF VAT ON SIGNING YOUR NEW AGREEMENTS.

You are advised to take out your own personal contents insurance.

You must advise all services of the date of your vacation. Please arrange for the forwarding or redirection of mail.

The agreement will make specific covenants regarding occupancy, pets, internal decorations and the upkeep of the gardens, which must be strictly adhered to.