



Tenant Application Form

£125 per applicant + VAT £150

(Couple application £225 + VAT £270) VAT. NO: 238847760

Property reference: _____ Tenancy period: _____ (Months)

Rent (£) : _____ Monthly Weekly Deposit (£) : _____

Property Address: _____

Applicants full name: _____ Maiden/previous Name: _____

Nationality: _____ D.O.B: _____ NI No: _____

Current Address: _____

_____ Postcode: _____ Period at Address: _____

Tel No: _____ Mob: _____

Email: _____

Children Ages: Details of any Pets: _____ Smoker:

Yes	No
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Owner	<input type="checkbox"/>	Council Tenant	<input type="checkbox"/>	Private Tenant	<input type="checkbox"/>	Friends/relatives	<input type="checkbox"/>	Other	<input type="checkbox"/>
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Previous Address (if less than 3 years at current address): _____

_____ Postcode: _____

Current Landlord/Agent: _____

Address: _____

_____ Postcode: _____

Tel No: _____ Email: _____

Have you previously or currently experienced any bankruptcy, CCJ's or other adverse credit?

Yes No If yes please provide any details below:

Previous Landlord/Agent: _____

Address: _____

Postcode: _____

Tel No: _____ Email: _____

Are you: Employed 'or' Self-employed 'or' on Housing Benefit

Current Employer & Contact: _____ Start date: _____

Address: _____

Postcode: _____

Tel No: _____ Mob: _____

Your position: _____ Annual Salary: _____

Previous Employer (If current employer is less than 3 years): _____

Address: _____

Postcode: _____

Accountant (If Self Employed): _____

Address: _____

Postcode: _____

Tel No: _____ Email: _____

Bank/Building Society: _____ Branch: _____

Account No: _____ Sort: _____

Forwarding Address (To be used for deposit returns and mail): _____

Postcode: _____

Deposit Payee (Individual paying deposit including address): _____

Postcode: _____

Next of Kin: _____

Address: _____

Postcode: _____

Tel No: _____ Email: _____

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 to be granted a tenancy agreement 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. I further agree that the information that I have provided may be submitted to credit reference agencies in order that a credit check may be conducted. I expressly acknowledge that authorising searches to be conducted and references obtained does not entitle me to see such searches or references and agree that I will direct any request for copies of searches or references to the relevant originating party and not to Rent4sure Limited. I understand that I may be refused a tenancy as a result of the searches and references obtained and 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 1998.

Name: _____

Signature: _____ Date: _____

Tenant Charges:

1. Referencing fee per applicant £125 (Non-refundable)
2. Guarantor fee £50 (Non-refundable)
3. Pet License £100 (Non-refundable)

- Referencing fees must be paid by each applicant over the age of 18.
- You may need a Guarantor if you are on Housing Benefit or if your financial reference is weak.

Important Information:

- Please note that we cannot accept application forms unless they are accompanied by 2 forms of ID (e.g. Passport or Driving License).
- A copy of either a Utility Bill or Bank Statement is required that states your current address.
- A failure to complete your application form in full could delay your referencing process and could therefore jeopardise you securing the property that you are applying for.

Tenant charges – During the tenancy:

1	Missed Inspections	£15.00	If you miss a pre-arranged appointment
2	Rent Arrears Letters	£10.00	For late rent payments
3	Bounced Cheques	£20.00	Self-explanatory
4	Section 21 Notice	£50.00	Breach of Contract
5	Section 8 Notice -	£75.00	Serious breach of contract
6	Court and Legal fees	At cost	If we have to attend for breaches of contracts
7	Court appearances	£40 per/hr	If we are required to attend

Tenant Charges when vacating the property:

1.	Check out fee	£50.00 plus £25.00 per visit thereafter
VAT @ 20% when applicable		

Applicant's signature: _____ Date: _____

Prospective Tenant Information:

This sheet is to guide you through our referencing procedures.

1. When you have found a property you wish to apply for, you must fill an application form, all prospective tenant's over 18 years old must complete this form.
2. All application forms must be returned to our office fully completed. Please note if you do not complete the form in full it could hamper your referencing. You will also need to supply 2 sets of personal ID, one photograph (Driving Licence/Passport) and one with your current address on, (Utility Bill, Official Letter, Bank Letter).
3. Once we have received the forms we will check these to make sure they are completed correctly, and that they meet the Landlords and Referencing Companies criteria. **Please note it is the Referencing Companies final decision if you pass or fail.**
4. If we receive more than one application, then it will be the Landlord who makes the final decision who we put forward for referencing.
5. If accepted you will need to pay your tenant fee, please note we cannot start referencing, until this is paid in full on all applications. Our current charges are on the application form also on our website site www.doverlettingagency.co.uk, You can also collect a copy from our office 2 Cherry Tree Avenue Dover CT16 2NL.
6. Once we start referencing the fees are non-refundable unless the Landlord decides not to let, then we would return all monies in full.
7. During process of referencing we may need to contact you for additional information.
8. Once the Referencing company process has been completed, we will contact you with their decision.
9. If the decision is positive then we will arrange a moving in date and guide your through our moving in procedures.
10. Please contact our office, if you need assistance with the application forms or more information.

Office use only

Check and verified

Print

Print

Signed

Signed

Date

Date