



90-92 WALLASEY ROAD, WALLASEY, WIRRAL, CH44 2AE
Email – propcentre@aol.com Contact Number – 0151 639 7500

TENANCY APPLICATION FORM

PROPERTY ADDRESS

POSTCODE

HOLDING DEPOSIT	£100
MONTHLY RENT	
TOTAL	

INFORMATION FOR THE PROSPECTIVE TENANTS

WE HAVE THE RIGHT TO RE-MARKET THE PROPERTY AFTER 3 DAYS IF ALL DOCUMENTATION HAS NOT BEEN RECEIVED

THE CONTRACT THAT YOU WILL BE ASKED TO SIGN IS CALLED AN ASSURED SHORT HOLD AGREEMENT, IT IS A STANDARD AGREEMENT WHICH COMES UNDER THE HOUSING ACT OF 1988.

THIS AGREEMENT GUARANTEES YOU POSSESSION OF A NAMED PROPERTY FOR THE FULL LENGTH OF THE AGREEMENT, PROVIDING YOU ADHERE TO THE TERMS AND CONDITIONS. BY LAW YOU MUST GIVE UP THE TENANCY AT THE END UNLESS YOUR LANDLORD HAS AGREED AN EXTENSION, THEN IT CAN CONTINUE ON A MONTH TO MONTH BASIS OR YOU CAN HAVE YOUR AGREEMENT RE-NEWED.

YOU WILL BE LIABLE BY LAW TO PAY ALL RENTAL PAYMENTS THROUGHOUT THE FULL LENGTH OF THE TERM, EVEN IF YOU GIVE UP YOUR TENANCY BEFORE THE EXPIRY DATE.

YOU WILL HAVE TO PAY ONE MONTHS FULL RENT IN ADVANCE.

YOUR LANDLORD CAN APPLY TO THE COURTS FOR POSSESSION IF YOUR RENTAL PAYMENTS ARE MORE THAN 14 DAYS IN ARREARS AND COURTS USUALLY GRANT POSSESSION IN THESE CASES.

IF YOUR LANDLORD WANTS YOU TO VACATE AFTER YOUR TENANCY EXPIRES, HE/SHE WILL ISSUE A NOTICE TO QUIT AT LEAST 2 MONTHS BEFORE THE DATE HE /SHE WANTS YOU TO VACATE. IF YOU WISH TO VACATE YOU WILL HAVE TO GIVE YOUR LANDLORD AT LEAST ONE MONTHS NOTICE IN WRITING.

YOUR LANDLORD WILL NOT BE ABLE TO INCREASE YOUR RENT WHILST YOU ARE ALREADY ON AN AGREEMENT. AT THE END OF THE AGREEMENT HE/SHE CAN RE-NEGOTIATE A NEW LEVEL OF RENT.

ONE CONDITION OF THE RENTAL AGREEMENT IS USUALLY NO PETS ALLOWED, THIS MUST BE ADHERED TO FOR THE DURATION OF THE AGREEMENT.

SHOULD YOU REQUIRE MORE INFORMATION AS REGARDS TO THE SHORT HOLD AGREEMENT, YOU ARE ADVISED TO CONTACT THE CITIZENS ADVICE BUREAU OR A SOLICITOR.

**IF YOU DO NOT WISH TO BE BOUND BY THE CONDITIONS OF ANY LEASE AGREEMENT YOU MAY BE OFFERED, DO NOT SIGN IT
ONCE YOU SIGN, YOU WILL BE FULLY COMMITTED FOR THE LENGTH OF THE TERM.**

YOUR PERSONAL DETAILS (MAIN TENANT)

Title Surname

Forename (s)

Date of Birth Status (married, single, etc.)

Current Address

Home Tel No. Post code

Work Tel No. Email Address

Mobile Tel No.

Time at current address years months NI

Reason for leaving current address:

Are you currently in receipt of Housing Benefit? If so how much?

Are you currently: A homeowner Private Tenant Council Tenant

Living with friends Living with parents Other (please specify)

Age and number of children living with you:

Child 1 (age) Child 2 (age) Child 3 (age) Child 4 (age)

If you have not lived at your current address for more than three years, please include your previous address(es) below:

Previous Address

Landlord Details

YOUR EMPLOYMENT DETAILS (MAIN TENANT)

Are you (please tick one) employed If employed: Part Time
Home-Maker Full time
Self-employed
Student If Part time- number of hours:
Retired
Unemployed Permanent/Temporary (please circle)

Name and address of Employer
(If applicable)

Contact name for a reference Telephone number

Email address

Occupation and payroll No.

Gross Salary Date commenced

Are you in receipt of any other income/benefits:

Child Tax Credits Incapacity Benefit

Working Family Tax Credits Other (please state)

YOUR PERSONAL DETAILS (2ND TENANT)

Title	<input type="text"/>	Surname	<input type="text"/>		
Forename (s)	<input type="text"/>				
Date of Birth	<input type="text"/>	<input type="text"/>	<input type="text"/>	Status (married, single, etc.)	<input type="text"/>
Current Address	<input type="text"/>				
Home Tel No.	<input type="text"/>	Post code	<input type="text"/>		
Work Tel No.	<input type="text"/>	Email Address	<input type="text"/>		
Mobile Tel No.	<input type="text"/>				
Time at current address	<input type="text"/>	years	<input type="text"/>	months	NI <input type="text"/>
Reason for leaving current address:	<input type="text"/>				
Are you currently in receipt of Housing Benefit? If so how much?	<input type="text"/>				
Are you currently:	A homeowner <input type="checkbox"/>	Private Tenant <input type="checkbox"/>	Council Tenant <input type="checkbox"/>		
	Living with friends <input type="checkbox"/>	Living with parents <input type="checkbox"/>	Other (please specify)	<input type="text"/>	
Age and number of children living with you:					
Child 1 (age)	<input type="text"/>	Child 2 (age)	<input type="text"/>	Child 3 (age)	<input type="text"/>
				Child 4 (age)	<input type="text"/>
If you have not lived at your current address for more than three years, please include your previous address(s) below:					
Previous Address	<input type="text"/>				
	<input type="text"/>				
Landlord Details	<input type="text"/>				

YOUR EMPLOYMENT DETAILS (2ND TENANT)

Are you (please tick one)	employed	<input type="checkbox"/>	If employed:	Part Time	<input type="checkbox"/>
	Home-Maker	<input type="checkbox"/>		Full time	<input type="checkbox"/>
	Self-employed	<input type="checkbox"/>			
	Student	<input type="checkbox"/>	If Part time- number of hours:		<input type="text"/>
	Retired	<input type="checkbox"/>			
	Unemployed	<input type="checkbox"/>	Permanent/Temporary (please circle)		
Name and address of Employer (If applicable)	<input type="text"/>				
	<input type="text"/>				
Contact name for a reference	<input type="text"/>	Telephone number	<input type="text"/>		
Email address	<input type="text"/>				
Occupation and payroll No.	<input type="text"/>				
Gross Salary	<input type="text"/>	Date commenced	<input type="text"/>		
Are you in receipt of any other income/benefits:					
Child Tax Credits	<input type="checkbox"/>	Incapacity Benefit	<input type="checkbox"/>		
Working Family Tax Credits	<input type="checkbox"/>	Other (please state)	<input type="text"/>		

YOUR SELF EMPLOYMENT DETAILS (IF APPLICABLE)

MAIN TENANT *Please supply copies of your last 3 years audited/certified accounts*

Accountant	<input type="text"/>		
	<input type="text"/>		
Telephone No.	<input type="text"/>	Fax No.	<input type="text"/>

YOUR BANK DETAILS

MAIN TENANT

Name of bank/building society	<input type="text"/>		
Address	<input type="text"/>		
	<input type="text"/>	Post Code	<input type="text"/>
Account Name	<input type="text"/>	Sort Code	<input type="text"/>
Account Number	<input type="text"/>		
Time with current bank/building society	<input type="text"/> years	<input type="text"/> months	

HOUSING INFORMATION

Existing Landlord's	<input type="text"/>		
Name & Address	<input type="text"/>		
Telephone Number	<input type="text"/>	Email Address	<input type="text"/>

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Main Tenant

Name	<input type="text"/>		
Address	<input type="text"/>		
	<input type="text"/>		
Telephone Number	<input type="text"/>	Relationship	<input type="text"/>

Second Tenant

Name	<input type="text"/>		
Address	<input type="text"/>		
	<input type="text"/>		
Telephone Number	<input type="text"/>	Relationship	<input type="text"/>

GUARANTOR DETAILS

ALL APPLICANTS REQUIRE A GUARANTOR
PLEASE ENSURE THAT YOUR GUARANTOR IS WORKING FULL TIME OR IS A HOME OWNER

PERSONAL DETAILS

Name	<input type="text"/>		
Address	<input type="text"/>		
	Email	<input type="text"/>	
Telephone no.	<input type="text"/>	Mobile No.	<input type="text"/>

EMPLOYER DETAILS or ACCOUNTANT DETAILS IF SELF EMPLOYED

Name	<input type="text"/>		
Address	<input type="text"/>		
	Email	<input type="text"/>	
Telephone no.	<input type="text"/>	Salary	<input type="text"/>
Job Title	<input type="text"/>		<input type="text"/>
			per week per month per year
			Please circle

Permanent or Temporary Please circle

Date Commenced

BANK DETAILS

Name of bank/building society	<input type="text"/>		
Address	<input type="text"/>		
	Post Code	<input type="text"/>	
Account Name	Sort Code	<input type="text"/>	<input type="text"/>
Account Number	<input type="text"/>	<input type="text"/>	<input type="text"/>

I HEREBY DECLARE THAT I AM PREPARED TO STAND AS GUARANTOR AND THAT YOU CAN APPLY FOR ANY INFORMATION REQUIRED, i.e. EMPLOYMENT DETAILS AND SALARY ETC.

Print Name	<input type="text"/>
Signed	<input type="text"/>
Date	<input type="text"/>

CONDITIONS

1. You confirm that the information given on this application form is correct.
2. Giving you a Tenancy of the property is still subject to contract and our assessment of your suitability as a tenant. No tenancy will be created until all occupiers aged 18 or over sign the Tenancy Agreement
3. The £100.00 Holding Deposit is refundable on signing the lease. The tenant will be charged if they withdraw from the application process prior to the tenancy being signed & must occupy the property within 1 month of the application being accepted.
If we offer you a Tenancy, you will need to pay a Security Deposit and one month's rent in advance before moving into the property.
4. You will be responsible for contacting the utility companies to ensure the gas and electricity are connected before you move in.
Remember, it may be difficult to arrange connection at short notice. You will also need to let the water and council tax authorities know that you will be responsible for all changes from the date you have agreed to move in.
5. You agree that the information you provide may be used to get credit reference agencies to help us assess your application for a Tenancy. Credit reference agencies may record enquires made about you.
6. If claiming Housing Benefits, we will be able to contact them with full permission to discuss any query regarding your claim with the housing benefit department.
7. You have provided information about the Guarantor and, as their agent, you confirm that he/she is aware it will be used to get credit references to assess whether he/she is acceptable to us as a Guarantor of your Tenancy and that the credit reference agencies may record enquiries made about him/her.

I/We agree that the contents of this application are true and accurate and I/We agree to all the terms as laid out in this form.

Signatures:

MAIN TENANT

2ND TENANT

Date

CHECKLIST FOR TENANT & GUARANTOR

TENANT

- *PHOTO I.D
- *PROOF OF CURRENT ADDRESS ADDRESS
- *PROOF OF INCOME (2 MONTHS PAYSLEIPS & CORRESPONDING BANK STATEMENTS)

GUARANTOR

- *PHOTO I.D
- *PROOF OF CURRENT
- *PROOF OF INCOME (2 MONTHS PAYSLEIPS & CORRESPONDING BANK STATEMENTS)
- *PROOF OF HOME OWNERSHIP (LATEST MORTGAGE STATEMENT OR LAND REGISTRY DOCUMENT)