

Letting Application Form.

Please fill this form in, in full and use block capitals.

It must be returned within 48 hours, otherwise we will re-market the property.

New property address:

Total rent; _____ per month

Rent you will be paying (your share); _____

Tenancy term; _____ months

Tenancy start date; _____

Following the viewing I am agreeing to rent the property as seen unless otherwise agreed in writing:

Please state where you saw this property advertised (ie rightmove.com, shop window)

Full Name:

MR/MRS/MS/MISS _____

Date of birth _____

**Mobile number;
Email Address;**

Please state your Nationality _____

Current address including flat number & post code (mailing address):

Period at this address; ____ years ____ months

Please delete as appropriate; are you - a private tenant / owner / council tenant / living with parents.

Reason for departure;

Are you a smoker; yes / no Are you a pet owner; yes / no If yes please specify _____

Name and ages of children occupying the property;

Please list your previous addresses
Address (2) INCLUDING FLAT
NAME/NUMBER _____

Period at this address; _____ years _____ months
Address (3)

Period at this address; _____ years _____ months

Current Managing Agent or Landlord:
IF YOU DO NOT HAVE A LANDLORD PLEASE PROVIDE A **CHARACTER REFERENCE** –
this cannot be a relative, friend or employer.
An ideal character reference would be a - previous employer or a lecturer/doctor.
Delete as appropriate; LANDLORD / CHARACTER.
Name / Company; _____
Relationship; _____
Address including postcode;

Telephone; _____ Fax; _____
Email; _____

Employment Status:

Are you currently; Employed / Self Employed / Retired / A Student / Unemployed.
IF YOU ARE SELF EMPLOYED PLEASE PROVIDE YOUR **ACCOUNTANTS DETAILS**.
Company name and address;

Company Telephone; _____

Company Fax; _____

Who do we contact for a reference? (e.g your Manager/HR Dept);

Their email address;

Your Position; _____ Starting Date; _____

Is this position permanent? _____

Your gross salary/Pension; £ _____ per annum.

Will your employment change before the proposed tenancy start date?

Next Of Kin (excluding spouse):

Name; Mr/Mrs/Miss/Ms _____

Relation; _____

Address including postcode;

Telephone; _____

Email; _____

Bank/Building Society Details – Current Account Only:

Bank/Building Society Name; _____

Address;

Telephone; _____

How does your name appear on your card/statements; _____

Account number; _____

Sort Code; _____

I/we agree that Abode Property Management are authorised to write to our bank or other agency and landlord/employer requesting a status/reference report to demonstrate that I/we are capable of paying the requested rent. I/we agree that Abode Property Management may share the information received in terms of references with the Landlord/Owner of the property we are letting. I/we agree to pay Abode Property Management 35% plus VAT of one month's rent prior to taking occupancy of the above mentioned property. **Following the viewing I am agreeing to rent the property as seen** and agree that Abode can only guarantee property upgrades highlighted by the tenant in the 2nd section of this form.

I am aware I will lose my holding fee if I do not proceed with the letting of the property (including if paperwork is not returned within the specified time frame.) There is also a reservation amount equal to the deposit to be paid. This acts as an additional holding fee in the first instance and is refundable up until the tenancy agreement is signed. Following the signing of the contract this amount becomes your non-refundable deposit bond subject to all the terms and conditions contained within the tenancy. I/we declare that the above information is understood and acceptable. There is no binding agreement until the landlord has agreed suitability, references are collected and the tenancy agreement signed.

Signed _____ Date _____

I understand that checks will be made with County Court registers and if any unsatisfied County Court Judgments or any adverse credit is registered against me the reservation may be cancelled and I may lose my holding fee. All information is used only to make an assessment for property rental decisions. To the best of my knowledge and belief the information I have given on this form is correct and complete. I understand that if any unsatisfactory references are obtained or that if I give any false or misleading information that this may effect my assessment. Which could effect the reservation and I may then lose my holding fee.

DECLARATION

Do you have any County Court Judgements, Court Decree, Bankruptcy or Administration Orders?

Yes/No

If Yes, Please give details on a separate sheet.

Signed: Dated:

Endsleigh offer specialist contents insurance for tenants in rented accommodation and as a service will contact you to discuss your requirements. If you do not wish to be contacted please tick here O

Dear Tenant,

Thank you for choosing to rent a property through Abode. Now that you have paid our Agency Fee we have taken your property off the market.

Please be aware that the Agency Fee is non refundable unless the Landlord withdraws the property from the rental market.

Please make sure that you complete the enclosed/attached application forms and return your completed forms to our office within 48 hours, the next stage of the move in process can then begin.

Once we have received your application forms, we will send out the necessary references and prepare the paperwork. Sarah will send you a letter enclosing a draft tenancy agreement for you to read and understand before signing the original copies on the day of your move, an invoice will also be enclosed. The invoice will state that your deposit must be paid 10 days before your move in and the rent to be paid on your move in day, this must be by cleared funds, i.e - cash / debit card or bankers draft.

Sarah will keep you up to date and let you know when all the references have been received so that you can make an appointment to come in and sign all the paperwork in the office on your move in day.

If you have any queries, please do not hesitate to contact the office on 0117 9738866 or email Sarah at sarah@yourabode.co.uk

Please note there is no binding agreement until the landlord has agreed suitability, references are collected and the tenancy agreement is signed.

Yours faithfully,

Abode Property Management