

## **Letting Application Form**

Thank you for applying to rent a property through Abode.

To secure the property, each prospective tenant will need to complete a copy of this application form. If your application is accepted, you will be required to pay a holding deposit (equivalent to one week's rent). This can be paid in the office or over the phone with a Debit card.

Please note that the property will remain on the market and viewings will continue until the application form has been returned by all prospective tenants and the holding deposit has been paid. If any further applicants come forward before the holding deposit is paid, all applicants will be considered by the Landlord.

Once the holding deposit has been paid, the property will be taken off the market and we will begin the referencing process. You will be provided with an invoice for your first rental payment and the security deposit, as well as a Draft copy of the tenancy agreement to read through before signing the final copy via our online signing system.

You can also find a Draft copy of our tenancy agreement on our website:

[www.yourabode.co.uk](http://www.yourabode.co.uk)

We will keep you updated with the referencing process and let you know when all references have been received, at which point the final tenancy agreement will be released for signing. The keys will be released from 12 noon on the tenancy start date.

Due to the Right to Rent law, we will require you to bring your Passport to the office and a valid Visa or Biometric Residence Permit if non EU citizen. This will need to be done either on, or before, the move in date or no keys can be released.

If you have any queries, please do not hesitate to contact the office on 0117 973 8866.

Please note that 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

Please fill this form in using block capitals.

**Part 1 - PROPERTY DETAILS**

Property applying for \_\_\_\_\_

Total rent per month: £ \_\_\_\_\_

Requested tenancy term (please tick):

- ...6 month fixed term (then rolling)
- ...12 month fixed term (then rolling)
- ...12 month fixed term (then rolling) with option to break on the 6 month point only

Requested tenancy start date \_\_\_\_\_

NB: the tenancy term and start date are pending mutual agreement with the Landlord.

Is this a joint application?: **YES / NO**

If YES:

What is the relationship to the person you will be living with?: **Married / Couple / Sharers**

**Part 2 - YOUR DETAILS**

Full Name: \_\_\_\_\_

Date of birth \_\_\_\_\_ Mobile number: \_\_\_\_\_

Email Address: \_\_\_\_\_ Nationality \_\_\_\_\_

\_\_\_\_\_ Current address (including flat/house name and number):

\_\_\_\_\_

\_\_\_\_\_ Postcode:

Period at this address: \_\_\_\_\_ years \_\_\_\_\_ months

Are you currently - a Private Tenant / Living with Parents / Other

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 two previous addresses:

Address 2 (including flat/house name and number):

\_\_\_\_\_

Postcode:

Period at this address: \_\_\_\_\_years\_\_\_\_months

\_\_\_\_\_

\_\_\_\_\_Postcode: \_\_\_\_\_

Period at this address: \_\_\_\_\_years\_\_\_\_months

### Part 3 - LANDLORD / LETTING AGENCY REFERENCE – CURRENT / MOST RECENT

If you have **never** rented please provide a character reference – this **cannot** be a relative, friend or the same contact as your financial reference (Part 4). An ideal character reference would be a *previous* employer or a lecturer.

Delete as appropriate: LANDLORD / CHARACTER

Name / Company: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

Relationship: \_\_\_\_\_

Address of referee:

\_\_\_\_\_

\_\_\_\_\_Postcode: \_\_\_\_\_

Address of the rental property (if different from your current address):

\_\_\_\_\_

\_\_\_\_\_Postcode: \_\_\_\_\_

**Part 4 - FINANCIAL REFERENCE**

**Are you currently: Employed / Self Employed / Retired / Student / Unemployed**

If you are **Employed** please provide details for the employment that you will be in during the tenancy (current employment or new employment if applicable).

If you are **Self Employed** please provide details for your accountant.

Company name: \_\_\_\_\_

Company address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Who do we contact for a reference? (e.g. Name of Manager / Department)

\_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

Your Position: \_\_\_\_\_

Start Date: \_\_\_\_\_

Is the position: Permanent / Temporary (*please delete as applicable*)

Is the position: Full-time / Part-time / Zero hour / Pro-rata (*please delete as applicable*)

Your gross salary/pension per annum: £ \_\_\_\_\_ (or pay per hour & contracted hours if applicable)

**Part 5 - NEXT OF KIN (excluding spouse)**

Name: Mr/Mrs/Miss/Ms \_\_\_\_\_

Relation: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**Part 6 - GUARANTOR – UK BASED HOMEOWNER (if required):**

Name: Mr/Mrs/Miss/Ms \_\_\_\_\_

Relation: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

**Part 7 – CREDIT CHECK**

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 then the reservation may be cancelled. All information is used only to make an assessment for property rental decisions.

I understand that if I give any false or misleading information that this may affect my assessment, which could affect the reservation and I may then lose my holding deposit.

**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:** \_\_\_\_\_ **Date:** \_\_\_\_\_

I agree that Abode Property Management are authorised to obtain a credit check, to contact my employer requesting a status/reference report to demonstrate that I am capable of paying the requested rent, and to contact my previous Landlord requesting a reference to demonstrate that the rent was paid promptly and that the property was kept in good condition. I agree that Abode Property Management may share the information received in terms of references with the Landlord/Owner of the property we are letting. **Following the viewing I am agreeing to rent the property as seen** and agree that Abode can only guarantee property upgrades that have been mutually agreed in writing. I 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.

**General Data Protection Regulations (GDPR):** Abode Privacy and security policies can be found at [www.yourabode.co.uk/Privacy-Policy](http://www.yourabode.co.uk/Privacy-Policy). We authorise Abode to use our personal data (as defined in the Data Protection Legislation), to the extent necessary for Abode to introduce a Third Party Supplier to provide relevant additional services (such as bills or utility packages) and to the extent to which Abode are permitted to by the Data Protection Legislation.

## YOUR HOLDING DEPOSIT EXPLAINED

Before your application can be fully considered, you will need to pay to us a holding deposit equivalent to one weeks' rent for the property you are interested in. Once we have your holding deposit, the deadline for completing the necessary paperwork will be 15 days or the mutually agreed tenancy start date (whichever is earlier).

If at any time during the agreed period you decide not to proceed with the tenancy, then your holding deposit will be retained by our firm. By the same token, if during that period you unreasonably delay in responding to any reasonable request made by our firm, or if you have provided us with false or misleading information as part of your tenancy application or if you fail any of the checks which the Landlord is required to undertake under the Immigration Act 2014, then again your holding deposit will not be returned. It will be retained by this firm and your Landlord.

However, if the Landlord decides not to offer you a tenancy for reasons unconnected with the above then your deposit will be refunded within 7 days. Should you be offered and you accept a tenancy with our Landlord, then your holding deposit will be credited to the security deposit due under that tenancy.

Where, for whatever reason, your holding deposit is neither refunded nor credited against the security deposit, you will be provided with written reasons for your holding deposit not being repaid within 7 days.

You will not be asked to pay any fees or charges in connection with your application for a tenancy. However, if your application is successful under our standard assured shorthold tenancy agreement, you will be required to pay certain fees for any breach of that tenancy agreement in line with the Tenant Fees Act 2019. In consideration of us processing your tenant application, you agree to pay those fees to us on request.

### Completing your application

It is agreed that the deadline for completing your application to rent the property specified in Part 1 and thereafter entering into a tenancy agreement will be 15 days from the date hereof or the mutually agreed tenancy start date (whichever is earlier):

Signed: \_\_\_\_\_ Date: \_\_\_\_\_