COMPLETE RESIDENTIAL LETTINGS LTD

49B ALLESLEY OLD ROAD, CHAPELFIELDS, COVENTRY CV5 8BU

TELEPHONE 02476 679333

**APPLICATION FOR STUDENT TENANCY**

Property Address………………………………

Application Fee – First Applicant £200.00 + VAT

# Additional Applications & (Guarantors) £ 100.00 + VAT

Agreed Monthly Rent £…………….. Pay on move in date

+ Deposit £…………..… Pay one week after

(Equivalent to one month rent plus £200) Acceptance of Application

+ Tenancy Agreement Fee £100.00 + VAT Pay on move date

= Total due on move date £……………….

Requested move in date………………………. Cannot be guaranteed

**A £200.00 + VAT fee must accompany the completed Application form**

THIS APPLICATION MUST INCLUDE PHOTO ID, UTILITY BILL, 3 MONTHS WAGE SLIPS AND 2 MONTHS BANK STATEMENTS.

If full and satisfactory references cannot be obtained, we reserve the right to request a higher deposit, 6 months’ rent in advance, a guarantor or to decline the application. If the references fail or the applicant withdraws, **THE APPLICATION FEE PAID IS NON REFUNDABLE**.

Please sign and date:

Signature:

Print Name:

Date:

Please complete this Application form in **BLOCK CAPITAL LETTERS**.

Once fully completed please return to Complete Residential Lettings within 48 hours.

To be completed by the applicant. If more than one applicant, a separate form must be completed for each person.

Personal Details:

Mr/Mrs/Miss/Ms: Other:

Surname:

First Name:

Middle Name:

Date of Birth:

Nationality:

Sex: Male / Female (please circle)

National Insurance Number:

Marital Status:

Maiden Name:

Daytime Telephone Number:

Evening Telephone Number:

Mobile Telephone Number:

Email Address:

Do you have any pets? Yes / No If yes Name of pet/type

Are you a smoker? Yes / No

Are you aware of any CCJ/CD Bankruptcy orders or IVA’a, current or pending Yes / No

If yes please give details:

**Names of children living in the property and their dates of birth:**

1. Date of birth:

2. Date of birth:

3. Date of birth:

4. Date of birth:

**Current Address:**

House Number / Name:

Flat Number / Name:

Street:

District:

Town:

County: Postcode:

Status (circle one) Owner Rented Living with parents Council tenant

Other (please specify)

Time at address From To

If rented, amount of monthly rent £

Are you in arrears or ever made late payments?

**Previous Address:**

Enter this information only if you have lived at your current address for less than 3 years:

House Number / Name:

Flat Number / Name:

Street:

District:

Town:

County: Postcode:

Status (circle one) Owner Rented Living with parents Council tenant

Other (please specify)

Time at address From To

If rented, amount of monthly rent £

**Most recent landlord details:**

Complete this section if you are or have lived in rented accommodation in the last 3 years:

Landlord or Agent name:

Office / House Name:

Street Number / Name:

Town:

County: Postcode:

Daytime Telephone Number:

Evening Telephone Number:

Mobile Telephone Number:

Email Address:

Fax Number:

**Course Details:**

Name of course

University/College attended

Length of course

How rent is to be funded

Proof of funding

Course Start Date:

Annual income

Full or Part time:

**Additional income (if applicable):**

If you have additional income please advise how much per annum: £

Source of additional income:

**Employer Details:** If you are employed, self employed or retired, give details of your employer, accountant or pension provider (alternatively you may provide proof of pension) below, and authorise them to reply to the enquiries which will be made to verify this information.

Employer / Accountant / Pension Provider:

Office / House Name:

Street Number/Name:

Town:

County & POSTCODE:

Contact Name:

Contact Job Title:

Daytime Telephone Number:

Mobile Telephone Number:

Email Address:

Fax Number:

**Bank / Building Society details of the account from which rent will be paid:**

Name of Bank:

Address of Bank:

Account in the name of:

How long with this branch?

Sort Code:

Account Number:

**Next of Kin:**

Name:

House Number / Name:

Street:

District:

Town:

County: Postcode:

Telephone Number daytime:

Mobile Telephone Number:

Email Address:

Relationship:

**Forwarding Address:** Due to a change in legislation concerning the return of deposits, we are now required by law to obtain a forwarding address. If you are unable to provide this, a work address or address of a close family member will suffice.

Office / House Name:

Street Number / Name:

Town:

County:

Postcode:

Advise if this address is Work address or Family Member:

**Applicants Consent:**

The information which I have given in my application form is true to the best of my knowledge. I consent to this information verified by fair and lawful means, which I understand will involve contacting referees and licensed credit reference agencies. I understand the resulting verified information would be forwarded to the letting agency / or to the landlord. The results may also be accessed again if I apply for a tenancy in the future.

I consent to Complete Residential Lettings Ltd. searching information held by a credit reference agency and agree that Complete Residential Lettings Ltd and the credit-referencing bureau will keep a record of that search and the results of that search. The results of that search show how I conduct my payments including rental payments and this may also be disclosed to the agency and may affect future credit applications from me and/or from members of my household and from time to time such information may be used for debt tracing and fraud prevention. I also consent to Complete Residential Lettings Ltd contacting my employers to verify the information supplied.

I hereby expressly consent to my personal details including any forward address at the determination of any tenancy being passed to the landlord and/or to the utility companies and/or to the local authority. Otherwise all information will be treated as confidential.

I agree that information supplied by me will be held in accordance with the company’s notification under the data protection act 1998. That you may record sensitive data as defined in the data protection act 1998 and I understand that I have the right to ask for a copy of the information held about me subject to the payment of an administration fee that will be notified to me upon application, though it will not exceed the amount set by statute. I have the right to request that the information on me be amended if it is found to be incorrect. I also consent to passing the results of any such search or assessment to my prospective landlord(s) for the purpose of assessing this application.

SIGNED: …………………………………………………………

PRINT: ………………………………………………………….

DATE ………………………………………………………….

***FEES AND CHARGES***

|  |  |
| --- | --- |
| Administration Fee is payable for single application | **£200.00 + VAT** |
| Additional applications | **£100.00 + VAT** |
| Company Applications | **£360.00 + VAT** |
| Tenancy Agreement Fee | **£100.00 + VAT** |
| CHARGES FOR RENEWALS (after the initial fixed term period) | **£60.00 + VAT** |

***In the event of any application not proceeding, once processed, for whatever reason, the administration fee is non-refundable***

***Important Notice to all Prospective Tenants***

**Please note: - In order to qualify as a potential tenant of any property you will need to earn a gross income of at least 2.5 times the annual rental figure and if a guarantor is required their earnings need to be 3 times the annual rental.**

Before setting up a tenancy, we will take up references on you.

In order to assist you in finding the right property speedily, it is important that you supply us with mandatory information to reference you properly.

It is essential that all information requested is supplied and the form fully completed and legible - missing information will delay your application and may endanger your desired or choice of property.

When completing the reference application form, you will need to have the following information / supporting documents with you:

* The full address of your current property, *including the post* *code;*
* Your cheque book and bank details, *including account number and sort code;*
* If less than three years at your current address, a list of all addresses for the last three years with post codes and dates of occupation;
* The full company name, address and post code of your employer (if applicable);
* A contact name and telephone and fax number for your employer's personnel department;
* A contact name / company name, address, telephone and fax number of current letting agent or landlord (if applicable);
* All telephone and fax numbers given must include the *full STD code;*
* You must provide proof of identity and proof of residency at your **current** address by providing at least one of the following:

A Driving License with your current address **or**

A recent utility company bill no more than three months old **or**

A recent mobile telephone bill **or**

A council tax bill in your name at your current address **or**

A signed and dated letter from your employer's human resources department or finance director showing the name of the individual and their position within the company

**NOTE:** Bank statements, pensions pass books / Benefit vouchers are **not** acceptable as proof of residency.

We do not accept DHSS applications unless the landlord agrees and you can supply a guarantor.

**Please ensure that ALL referees** you have provided have been advised that they **will be contacted by a referencing agency.**

There is an additional deposit of £200 where there are pets kept at the property

(subject to landlords approval) All carpets will be professionally cleaned at the end of the tenancy

***FEES AND CHARGES***

**Signed -………………………… Print - ……………………… Date………………………………….**