

Cruso & Wilkin

TENANCY APPLICATION FORM

Full Name of Prospective

Telephone Number.....

Credit History - you must give details of any adverse credit or CCJ's (continue on separate sheet if necessary)

Property required for: Adults (no) Children (no & ages)

Pets.....

Holding Fee Terms and Conditions. In compliance with the Tenant Fee Act 2019. Please be aware that your application may be one of others considered and ultimately it is the Landlord's decision as to which application is accepted. Once the landlord has given approval we will apply for References which will include Credit Reference, Right to Rent Check along with Employment and Landlord references where applicable. At this point you will be asked to pay a £100.00 holding fee (per application), this holding fee will be returned upon satisfactory referencing being received and/or where a tenancy agreement is subsequently entered into. The Holding Fee will be held no longer than 15 days from the date paid (unless agreed by both applicant and landlord in writing) The Holding Fee will be retained in the event of false or mis-leading information being provided by applicants which the landlord would reasonably consider when granting a tenancy agreement for the property (for example credit worthiness), failure of Right to Rent Check, failure to take all reasonable steps to enter into tenancy agreement. The holding fee will be returned within 7 days in the event of applicant entering into tenancy agreement, the landlord choosing to withdraw from the proposed agreement or if we or landlord impose a requirement that breaches the Tenant Fees Act 2019 or behave in an unreasonable manner such that it would be unreasonable to expect the applicant to enter in to the tenancy.

References: An application form will need to be completed for each individual over 18 years of age. Any person over the age of 18 who will be living at the property on a permanent basis will be subject to a full credit reference and Right to Rent Check.

Declaration

I/Weapply for the tenancy of:.....

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at a rental of £.....pcm and a deposit against damages of £.....

I/We agree to pay a Holding Fee of £100. I/We have read and understood the terms and conditions above regarding the Holding Fee. The I/We understand that the completion of this form and payment of the fee does not guarantee me/us being offered a tenancy of a property and in no way constitutes any form of the Tenancy Agreement.

Signed.....Date.....

Ensure your application form is completed in BLACK ink and in CAPITALS
Please complete the Credit Search form provided

Name and address of Next of Kin (for use in case of emergency)	
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Do you have any pets? Please give details.	Yes/No	Are you a smoker	Yes/No
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Number of motor vehicles which will be at the property. Please state if any of these are motorhomes, caravans or commercial vehicles etc.	
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I confirm that the landlord's agent may carry out a search with a credit reference agency who will retain a copy of my/our name and search. I/we am/are aware that under the Data Protection Act 1984 I/we am/are entitled on payment of a fee to the credit agency to a copy of the information held about me on computer file. I/we accept the terms and conditions as explained.

You will need to complete the credit reference form, and provide identification evidence:

IDENTITY DOCUMENTS

You must produce two original forms of ID one of which must be photographic which we will copy and retain for our files.

1. Current signed passport
2. Current signed UK photo driving licence
3. Current full UK Driving licence, old version (not provisional)

Please note that if you are a foreign national you must provide your letting agent with original copies of any migrant/permits, worker registration certificates, indefinite leave to remain etc. We will then retain a certified copy of the original for our files.

Proof of Residency

Two copies of an original, dated utility bill, bank statement or any other dated official document that has been sent to your address within the dates given below

- One dated within the last four weeks
- One dated between the last three to six months