

TENANCY APPLICATION FORM

DATE:

PROPERTY:

Move date (to be confirmed upon satisfactory completion of referencing)

APPLICANTS NAME (S)

Tenant 1:

Mobile:

Tenant 2:

Mobile:

Please see below a breakdown of total funds due before moving in. **(these funds must have cleared into our bank account in order for you to sign agreements and collect keys)**

RENT IN ADVANCE:

SECURITY DEPOSIT:

ADMIN FEE:

SUB TOTAL:

AMOUNT PAID:

AMOUNT DUE:

Terms and Conditions

The administration fee will only hold the property for 7 days from the date payment is made. Within this time you will need to have your application form back to our offices so that references can be started. Failure to return the application will result in the property being re-marketed immediately.

Once the security deposit has been made the property will be held for a maximum of 4 weeks before moving in and signing tenancy agreements.

The initial deposit and admin fee **WILL NOT** be returned if you withdraw for any reason or satisfactory references are not obtained. It **WILL** be returned if the landlord withdraws from the transaction. (Any returns will be made by cheque issued by Pride n Property)

Before the tenancy begins, an amount will be payable by the tenant(s) prior to commencement of the tenancy, amounts equal to one months rent in advance, a security deposit of one months rent plus a hundred pounds (extra for pets) and an administration fee of £150 for the first applicant and £50 for any additional applicants.

Such amounts must be cleared funds before a tenant may sign any agreements or any keys released.

Pride n Property accepts banker's drafts, bank transfers and cash. (If paying by cash £5 is added to every £100 paid to cover bank charges) Bank Transfer: Lloyds Bank Bexhill, sort code 30-97-66, account number 35751868.

This does not constitute a contract or tenancy

I confirm that I have read the above and understood the terms and conditions. I also agree to the due funds payable in advance and upon moving in.

NAME:

SIGNED:

DATE:

Tenancy application notes

This application cannot be processed until all pages of the application are completed and returned with an initial holding deposit and admin fee. Each tenant is required to complete an application form to enable enquiries to be taken.

You will need to provide the following with your application form:

UK CITIZEN:-

Must supply one proof of address for where you have resided in the UK over the last 3 years. Proof of residency must be dated within the last 3 months.

Utility bill

Council Tax bill

Bank Statement

Television License

Mobile bill

Credit Card Statement.

EU CITIZENS:-

Any applicant who is from **EIRE, FINLAND, SWEDEN, DENMARK, NETHERLANDS, BELGIUM, LUXENBOURG, GERMANY, AUSTRIA, FRANCE, PORTUGAL, SPAIN, GREECE, MALTA, or CYPRUS** must supply a copy of their passport or identity card and proof of address from one of the above named countries of origin.

EU CITIZEN-

Any applicant who is from **CZECH REPUBLIC, ESTONIA, HUNGARY, LATVIA, LITHUANIA, POLAND, SLOVAKIA, or SLOVENIA** must supply a copy of their passport or identity card and proof of address from one of the above named countries of origin. If working in the UK since 1st May 2004 you must also provide proof of registration with the Home Office under the Accession State Worker Registration Scheme.

In addition, if you have resided in the UK for more than 6 months you must provide proof of name and address for that property.

NON EU CITIZENS-

Any applicant who is from a country outside the **EU** must supply a copy of their passport and visa/work permit.

In addition, if you have resided in the UK for more than 6 months you must provide proof of name and address for that property.

Before you move into a property, we must have three of the following proofs of identification for all tenants and Guarantors.

Passport

DVLA / Photo card

National insurance number

Utility bill

Bank Statement.

INCOME TO RENT RATIO:-

The income to rent ratio for an individual applicant is 30x the monthly rental figure. Where a guarantor is required the income to rent ratio is still 30x monthly rent. If the guarantor is also renting then they must be able to cover their rent as well as the rent they are guaranteeing.

SELF EMPLOYED INDIVIDUALS:-

An applicant who has been self employed for more than a year must be able to supply the following:
Accountant’s details (if applicable)
Self-Assessment tax returns
Tax returns
6 months bank statements.

CCJ’S and BANKRUPTCY:-

If an applicant has previously been declared bankrupt, this must have been satisfied and a notice of discharge should be provided. If this is not the case then the full rental figure for the tenancy term should be paid in advance.

GUARANTOR:-

To be acceptable as a guarantor, an individual must be a UK resident, have a good credit history and have an annual income figure of 30x the monthly rental amount.

ALL GUARANTORS MUST BE PRESENT WHEN THE TENANCY AGREEMENT IS SIGNED

An offer of tenancy will not be made until satisfactory references have been made and approved. All transactions are subject to contract.
Pride n Property cannot enter into discussion or correspondence concerning replies to references or rejected tenancy applications.
Before the tenancy begins, an amount will be payable by the tenant(s) prior to the commencement of the tenancy, equating to one months rent in advance, a security deposit and admin fee. Such amounts must be cleared funds on the day of moving in. Charges are payable for cash transactions. Personal cheques **WILL NOT** be accepted.

Tenants are responsible for arranging contents insurances for their valuables.

It is the responsibility of the tenant to arrange gas, electric, water, council tax and telephone service (if any) to be transferred into their name at the commencement of the tenancy. Failure to do so would result in the tenants being responsible for any outstanding amounts or being disconnected.

I CAN CONFIRM THAT I HAVE READ AND UNDERSTOOD THESE NOTES AND THAT THE PARTICULARS I HAVE COMPLETES ARE ACCURATE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

SIGNED..... Date.....

NAME.....