



TENANCY APPLICATION FORM

lettings@beaconleeandward.co.uk

Address of Property you are applying for:

Post code: _____ Rental fixed term period (usually 6 months) _____

Rent per calendar month _____ Preferred commencement date _____

Deposit Amount _____ For office use: **MANAGED** or **TENANT FIND**

Title: Mr/ Mrs/ Miss/ Ms/ Dr/ Rev **Marital Status:** Single / Married/Divorced/ Co- Habiting/ Separated/ Widowed

Full Name: _____ **National Ins No:** _____

Maiden name (if applicable) _____ **Date of birth:** (DD/MM/YYYY) ____/____/____

No. of years at present Address: ____ Year ____ Months

Current Address: Owner/ Rented/ With parents/ other (please specify) _____

_____ **Post Code:** _____

Home Tel No: _____ **Mobile:** _____

Business Tel No: _____ **E-mail:** _____

Previous address (s): _____ Years ____ Months

_____ **Post code:** _____

If supplied less than three years address details, please provide extra info on a separate sheet.

Are you aware of any adverse credit history or past legal proceedings / CCJ's etc against you? YES / NO

(if yes, please specify): _____

Have you had any rent arrears within the last 10 years? YES / NO

(if yes please specify): _____

Number of Children _____ **Ages of children** _____ **Are you a: Smoker / Non Smoker**

Pets: Yes / No (if yes, please specify number and type) _____

Employment status: Full time/ Part time/ Self employed/Retired/Student/Unemployed at present/Full time parent

Occupation: _____ **Company Name:** _____

Address: _____

_____ **Post code:** _____

Contact Name: _____ **Contact's Position** _____

Tel No: _____ **E-mail:** _____

How long have you worked for your current employer? _____ **Years** _____ **Months.**

Annual Salary: Basic £ _____ **NET/ GROSS** Over Time £ _____

FOR SELF-EMPLOYED APPLICANTS – Accountant details:

Name: _____

Address: _____

Post code: _____ **Tel No:** _____

Email address: _____

Last complete year annual drawings _____

FOR ALL APPLICANTS - Bank details:

Your Bank: _____

Sort code: ____ - ____ - ____

Account/ Roll No: _____

Account holder name:

Present Agent/Landlord (if applicable)

Name of Landlord / Agent: _____

Address: _____

_____ **Post code:** _____

Tel No: _____ **E-mail:** _____

Next of Kin (CANNOT be persons involved in this application)

Name: _____ **Relationship to you:** _____

Address: _____

_____ **Post code:** _____

Tel No: _____ **Mobile No:** _____

DECLARATION BY PROSPECTIVE TENANT

1. If my application is successful I agree to pay the first months rent and deposit **as cleared funds i.e. cash or bank transfer (details available upon request)** on or before the commencement date. I can also choose to pay the amounts by personal cheque if given to BLW at least 6 working days before commencement date.
The rent for the 2nd month onwards will be paid by standing order, monthly in advance, each month.
2. I agree that the setting up of TV license and Telephone/Internet is my responsibility. If the Landlord has already put in a tel point, then any re-connection charges are for the Tenant to pay.
3. I accept that BLW will contact the necessary utility providers (Electric/Gas/Water/Council Tax) and give them my details for when I started tenancy and the meter readings at that time, also that BLW will advise utilities of my forwarding address at the end of the tenancy.
4. I agree that BLW can use my given details on this application form (Employer and Landlord/Agent) to carry out all the necessary referencing and also pass them to a third party (Rent4Sure Ltd) for a credit check. **Beacon Lee and Ward comply with the requirements of the Data Protection Act 1998 and have a valid Notification PZ7973339.**
5. Data Privacy Notice – Our Data Privacy Notice explains how we collect, share and transfer your personal data when you go through the process of renting a property through us. In summary, any personal information you give us is safe and confidential. You can request a copy of our full Data Privacy Policy at any time. **By signing this form I agree that Beacon Lee & Ward may process my personal data for the above purposes and can use email, phone, post or text to contact me.** You may withdraw your consent at any time by contacting lettings@beaconleeandward.co.uk
6. I agree that BLW may hold my deposit in their Client Account and understand that the deposit amount and detail will be registered by BLW to TDS Ltd, who are one of the official administrators for the Tenancy Deposit Scheme. I accept that NO interest is payable to the tenant for the duration of their deposit in the BLW Client Account.
I agree to pay the rent every month until the end of tenancy and specifically agree not to use the deposit for the last months rent.
At the end of tenancy once all the keys have been returned the landlord/agent will carry out an exit check and assuming no dilapidations will return the deposit as soon as possible (usually within 14 days) by bank transfer to my nominated account.
7. I agree to enclose or bring copies of identity (photo ID (passport or driving license), proof of current address & a wage slip) to BLW which may be copied by BLW.
8. I agree that Beacon Lee & Ward Ltd may earn fees from third party businesses fore referencing, Insurance, cleaning and maintenance.

Signed: _____ Date _____/_____/_____

DECLARATION FOR THIRD PARTY REFERENCE CHECK (Rent4Sure Ltd)

I confirm that the information provided in this application form is true, accurate and complete. I understand that the information that I have submitted will be used in order to assess my suitability to be granted a tenancy agreement, or to be named on the tenancy agreement as a Guarantor, or to verify my identity to prevent and detect crime and money laundering, and acknowledge that the information that I have provided will be shared with third parties for this purpose. I understand and agree that current or former employers, landlords and letting agents may be asked to provide additional information about me or to verify information that I have provided, calls for which are recorded for training and monitoring purposes. I further acknowledge that the information that I have provided will be submitted to credit reference agencies in order that a credit check can be conducted. I understand that Rent4sure Ltd is not entitled to disclose a copy of my credit report to me but that I may obtain a copy of the report by applying to the relevant credit reference agency directly. I understand that I may be refused a tenancy, or may be found unsuitable to act as a Guarantor, as a result of the searches and references obtained by Rent4sure Ltd. I acknowledge that the referencing services provided are provided to the letting agent or landlord (as the case may be), and agree that I shall not seek to hold Rent4sure Ltd liable for such refusal nor shall I seek to bring any claim against Rent4sure Ltd for any loss or damage suffered by me as a result of such refusal.

By ticking this box I agree to Rent4sure Ltd contacting me by e-mail and/or telephone regarding other goods and services that may be of interest to me, such as broadband, utilities, telecommunications and insurance products.

Rent4sure Ltd may also on occasion share your personal data with third parties, such as the providers of these products, if you tick the box. If you change your mind in the future you can withdraw your consent at any time by contacting us (using the details in our Privacy Policy) or by using the unsubscribe option in e-mails.

For more details on how we use your personal information, including details about the third parties with whom we may share your personal data, please see our Privacy Policy here:

www.rent4sure.co.uk/legal#privacy. Rent4sure Ltd is a controller under data protection law.

Signed: _____ **Date** ____/____/____