

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: M / 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. I agree to pay Beacon Lee and Ward (BLW) their agency fee amount, 1 person £250, 2 people £400, 3 people £475 and 4 people £600. The agency fee covers part of the cost of administration and preparing the Tenancy and Deposit agreements. If there is a Guarantor deemed necessary, I agree to pay BLW an additional £65.00 in order to carry out a credit check on the Guarantor and prepare the separate Guarantor legal agreement.
2. 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.
3. 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.
4. 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.
5. 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 (Let Alliance) for a credit check. **Beacon Lee and Ward comply with the requirements of the Data Protection Act 1998 and have a valid Notification PZ7973339.**
6. 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 (please circle preferred methods).**
You may withdraw your consent at any time by contacting lettings@beaconleeandward.co.uk.
7. 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.
8. I agree that at the start of tenancy if any unpaid Agency Fees occur it can be deducted from my deposit and the deposit amounts will be topped back up by myself within the first 28 days of the tenancy.
9. I agree to enclose or bring copies of identity (photo I.D (passport or driving license), proof of current address & a wage slip) to BLW which may be copied by BLW.
10. **I agree that BLW can charge me £40 + vat (currently £48) as an 'exit fee' which is a contribution towards their costs, notifying utilities of end date and readings, and final deposit matters. I specifically agree that BLW have my permission to deduct this amount from my deposit at the end of the tenancy.**

Signed: _____ Date _____/_____/_____

DECLARATION FOR THIRD PARTY REFERENCE CHECK (Let Alliance)

I hereby confirm that the information I have provided is true and accurate and give my permission for this information to be verified by TransUnion (formerly CallCredit), my employer and/or future employer/ accountant, my current or previous landlord or managing agent and Lexis Nexis, TrustID (where applicable) and disclosed as detailed above for the purpose of:

- Performing a credit search by a third party agency (our current Partner is TransUnion and their Privacy Notice is located here <https://www.callcredit.co.uk/legal-information/bureauprivacy-notice>)
- Verifying my income details
- Fraud prevention, credit assessment and insurance decisions

I understand that the results of these searches, and any documentation shared with Let Alliance, will be provided to the Letting Agent and accessed again in the event of a default in my rental payments.

I understand that I can request the details of any credit reference agencies used in order to verify the information provided.

I understand that providing false information may lead to early termination of any subsequent tenancy agreement. I am happy for Let Alliance to contact me in respect to this application if required. I have read and agree to be bound by the above terms.

I understand that Let Alliance will hold my details securely and will not pass these to third parties without my permission.

Our privacy statement can be found at <https://www.letalliance.co.uk/about/downloads/privacy-policy>

I confirm that I have read and agree with the above statement (must be checked to continue)

Let Alliance will hold the supplied details securely and will contact you in respect of this reference application if required.

As per your tenancy agreement you may be required to provide your letting agent a copy of a Tenant Liability Insurance policy, which protects you against accidental damage to the landlord's fixtures and fittings, prior to the commencement of your tenancy. Please be aware that your letting agent may not be able to move you into your chosen home if you have not provided a copy of a policy to them.

YES - Please tick the Yes box if you would like one of our Let Alliance Insurance Team to contact you, to make the move into your property as smooth as possible and to discuss our specialist Income Protection, Contents Insurance and/or Liability Insurance therefore providing you with peace of mind that you, your valuables and the landlords fixtures and fittings are protected.

NO - If you wish to arrange your own cover, this is entirely within your rights, and you should check No. Please note that you may need to provide documentary evidence to your Agent that you have a suitable Tenant Liability in place.

Signed: _____ Date _____/_____/_____