

Residential letting application

Please complete this form and return to our office at **114 Bury New Road, Whitefield, Manchester, M45 6AD** together with all the documents requested in the identity and application checklist on the last page of the form. Alternatively please scan and email the form and documents to applications@cliveanthony.co.uk . If you have any questions relating to this application please call us on **0161 796 1000**.

The property you are applying for

Property address (including postcode):

Rent per month:

£

Deposit:

£

Proposed move in date:

DD / MM / YY

Contract length initially required:

Personal details - 1st applicant

Owners full name:

mr/mrs/miss/other

Current address (including postcode):

How long have you been at this address?

Previous addresses (including postcode) - we need 3 years history in total:

Nationality:

Marital status:

Date of birth:

Home tel:

Work tel:

Mobile:

NI number:

Email address:

Personal details - 2nd applicant/guarantor

Owners full name:

mr/mrs/miss/other

Current address (including postcode):

How long have you been at this address?

Previous addresses (including postcode) - we need 3 years history in total:

Nationality:

Marital status:

Date of birth:

Home tel:

Work tel:

Mobile:

NI number:

Email address:

Personal details - 1st applicant cont...

Are you: Homeowner Council tenant
 Private tenant Living with parents
 Other (please specify below)

If private tenant please provide details of landlord/landlord's agent.

Name:

Address:

Telephone:

Email:

Current rent:

Are you aware of any previous adverse credit history? Yes No

If yes, please give details:

Current bank account details

Sort code:

Account no:

Personal details - 2nd applicant cont...

Are you: Homeowner Council tenant
 Private tenant Living with parents
 Other (please specify below)

If private tenant please provide details of landlord/landlord's agent.

Name:

Address:

Telephone:

Email:

Current rent:

Are you aware of any previous adverse credit history? Yes No

If yes, please give details:

Current bank account details

Sort code:

Account no:

Primary applicant:

Do any intended occupants...

Smoke: Yes No

Have pets: Yes No

Please specify pets:

Other persons

Please give the full names and dates of birth for ALL other persons who will occupy the property. In addition to the above named:

Name:

Date of birth:

Employment details - 1st applicant

Employer / Company name:

Address (including postcode):

Position held / department:

Full time Part time Temporary contract

Per year:

Gross salary:

£ £

Average commission / overtime:

£ £

Employment commence date:

DD / MM / YY

Are you still on a probationary period?

Yes No

If so, when does it end?

DD / MM / YY

Referee name and position:

Telephone:

Email address:

Income of any other source (tax credits etc):

Employment details - 2nd applicant

Employer / Company name:

Address (including postcode):

Position held / department:

Full time Part time Temporary contract

Per year:

Gross salary:

£ £

Average commission / overtime:

£ £

Employment commence date:

DD / MM / YY

Are you still on a probationary period?

Yes No

If so, when does it end?

DD / MM / YY

Referee name and position:

Telephone:

Email address:

Income of any other source (tax credits etc):

Self employed

Name of your business:

Nature of your business:

Per year:

Average earnings:

£ £

Business address (including postcode):

How long have you been in business?

Your accountant's details

Name:

Telephone:

Fax:

Email address:

Address (including postcode):

We will contact your accountant for confirmation of these details.

Special requests / agreed requirements

Agent's notes:

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Application procedure:

If you wish to apply for a rental property please observe the following procedure:

A tenancy will be offered to you subject to the following conditions and processes:

- After viewing the property a fully completed application form and holding deposit form must be submitted in person or via email. Once received and checked we will contact you to take payment of a holding deposit equal to one weeks rent in order to reserve the property whilst reference checks and preparation for a tenancy agreement are undertaken. Prior to payment of the holding deposit you will be given a copy of our tenancy agreement and details of the rental amount, deposit and deadline for agreement date which is usually 15 calendar days after payment of the holding deposit.
- Your application is then legally binding subject to a credit search and reference and income verifications which will then be carried out. During this time the property will no longer be marketed.
- Once satisfactory checks have been completed we will confirm this to you in writing and confirm the tenancy start date in writing. The tenancy agreement must then be signed by all parties within 15 days of the holding deposit being paid or by an alternative deadline for agreement date if this has been altered in writing. At the signing appointment the first month's rent and remainder of the security deposit must then be paid. On your move in date, at an agreed time in our branch, the remainder of your tenancy paperwork and a set of keys will be issued to you.
- You agree prior to the start date of the tenancy to obtain a policy of insurance with a reputable insurance company, to provide not less than £10,000.00 of cover for accidental damage to the Landlord's property, fixtures and fittings and possessions and to provide Clive Anthony Estates Ltd or the Landlord with a copy of the Insurance certificate and policy, to evidence your compliance with this condition. This is not a condition of your tenancy being offered but you have discussed the benefits of this policy and have agreed to take it out.
- If you choose to withdraw your application at any point or any undeclared adverse information is discovered during the application process or prior to signing a tenancy agreement you will forfeit the holding deposit. If you fail to sign a tenancy agreement by the deadline for agreement date then your holding deposit shall also be forfeit.

*Primary applicant

Applications by 2 or more parties will be asked to name a Primary Applicant who will then become our first (but not necessarily only) point of contact for matters relating to the Tenancy. We also reserve the right to repay the whole deposit to the Primary Applicant at the end of the Tenancy.

Declaration:

I hereby confirm that the information provided by me is to the best of my knowledge true and I have no objections to the information being verified by whatever means deemed necessary. I also consent to this information being verified by contacting any third parties detailed in this form and agree that Clive Anthony Estates Ltd or their approved agent may search the files of a Credit Reference Agency and keep a record of that search. I understand that defaulting on any rental payment my result in the information relating to that default being recorded with a Credit Reference Agency who may then supply that information to other credit companies. I understand that in the event of any default in respect of the covenants in my tenancy agreement the information in this application may be disclosed to one or more tracing companies and or debt collection agencies in order to assist in recovering any monies due. The information provided in this form by me is information as described in Ground 17 of the Housing Act 1996 and I understand that if any information in this application is found to be false or untrue it is grounds for termination of the Tenancy. I also understand, acknowledge and agree that if I fail to enter into an assured short-hold tenancy agreement by the deadline for agreement date then my holding deposit shall be forfeit

Identity and application information checklist

We have a legal obligation to obtain proof of identity for any applicants or guarantors.

Giving us proof

To confirm your Identification we require one of the following for each adult applicant:

- Passport (signed & current)
- Valid Photo-card driving licence (including provisional) (UK or EU)
- National Identity Card
- Current valid EEA Member State ID card

To confirm your address we require one of the following for each adult applicant:

- A driving licence showing the current address.
- A recent (no older than 3 months from date of issue) gas, electric, water, landline telephone bill or credit card statement.
- A recent Council Tax Bill (no older than 3 months from date of issue)
- A current Mortgage Statement

Important:

The following are NOT acceptable for proof of address:

Financial Statements (e.g. credit card / Documents from HM Revenue & Customs / Letters from Solicitors or Accountants / NHS Medical card / Mobile Phone Bill).

Other application documents required for each adult applicant

- Most recent 3 months bank statements
- Most recent 3 wage slips
- Any other form of income such as tax credits please provide proof
- Where self-employed either your previous 2 years filed accounts/ previous 2 years SA302 document or previous 2 self-assessment return forms.

Data Protection/GDPR

All personal data is processed and stored securely, for no longer than is necessary in light of the reason(s) for which it was first collected. We will comply with our obligations and safeguard your rights under the Data Protection Act 1998 and the GDPR at all times.

Our use of your personal data will always have a lawful basis, either because it is necessary for our performance of a contract with you, because you have consented to our use of your personal data (e.g. by subscribing to emails), or because it is in our

legitimate interests. Specifically, we may use your data for the following purposes:

- Supplying our services to you (please note that we require your personal data in order to enter into a contract with you);
- Personalising and tailoring our services for you;
- Replying to emails, letters and calls from you;
- We will forward your information on to prospective landlord
- Providing you with tenants contents insurance if required and other products related to your tenancy

We will not, however, send you any unsolicited marketing or spam and will take all reasonable steps to ensure that we fully protect your rights and comply with our obligations under the Data Protection Act 1998 OR GDPR and the Privacy and

Electronic Communications (EC Directive) Regulations 2003. We will not pass on your details to any 3rd party organisations for marketing purposes without your prior written consent.

You have the right to withdraw your consent to Us using your personal data at any time, and to request that We delete it and to do so email info@cliveanthony.co.uk

We do not keep your personal data for any longer than is necessary in light of the reason(s) for which it was first collected.

Signatures

Date:

DD / MM / YY

Signed 1st applicant:

Signed 2nd applicant: