



Tarrants Property Services Ltd

4 Bevan Street East, Lowestoft, Suffolk, NR32 2AA
Telephone: 01502-573177 Email: info@letusletyou.co.uk

Let Us Let You

Tenant Application Form

Address Of Property _____

Rent Per Calendar Month £ _____

Deposit £ _____

Application Fee **£150.00** – Up To 2 Adults
or 1 Adult & Guarantor

Each Additional Adult **£75.00**

Guarantor if 2 Adults or more apply **£75.00**

If pets are permitted a **Non-Refundable** payment of
£200.00 is required. ***see information 5**

A Deposit Protection Fee of **£30.00** will be required
at the start of the Tenancy.

First Applicant

Full Name: Mr/Mrs/Miss/Ms _____

Current Address: _____

Postcode: _____

Landline: _____ Email Address: _____ Date of Birth: _____

Mobile: _____

How Long Have You Been At This Address: _____

Are You Currently Employed Self Employed Unemployed Other

If Other, Please Specify: _____

National Insurance No: _____ Job Title: _____

How Long Have You Been Employed With Current Employer: _____

Income: £ _____ PA/PCM/PW _____ Frequency paid: _____

Are You Currently A Homeowner In Rented Accommodation Living At Home Or With Friends

Are You: Single Married or Living With A Partner

Please provide names and ages of all people who will be living in the property including children. (use separate sheet if necessary)

	FULL NAME	DATE OF BIRTH	NATIONALITY
1	_____	_____	_____
2	_____	_____	_____
3	_____	_____	_____
4	_____	_____	_____
5	_____	_____	_____

Use additional sheet if needed

Do You Have Any Pets: Yes No What Type: _____

Are You, Or Anyone Who Will Be Living With You, A Smoker: Yes No

Do You, Or Anyone Living With You, Have Any County Court Judgements (CCJ's) Against You: Yes No

Have You, Or Anyone Living With You, Been Made Bankrupt Or Subject To Any Insolvency Arrangements Or

Agreements: Yes No

Have You, Or Anyone Living With You, Ever Been Evicted From Rented Accommodation: Yes No

Will You Be Claiming Housing Benefit Or Local Housing Allowance: Yes No

Are You Able To Provide A Homeowner Guarantor: Yes No

Please Provide Details of Next of Kin (in case of emergency)

Address _____

Tel No _____



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Landlord Reference – Is your Landlord related to you **yes/no** if yes, in what way

Name of Landlord: _____

Address of Landlord: _____

Postcode: _____

Telephone No: _____

Name of Contact: _____

Email address: _____

Employer Reference – Is your Employer related to you **yes/no** if yes, in what way

Name of Employer: _____

Address of Employer: _____

Postcode: _____

Telephone Number: _____

Name of Contact: _____

Email Address: _____

Accountant Reference (if self employed) Your Company Name: _____

Name of Accountant: _____

Address of Accountant: _____

Postcode: _____

Telephone Number: _____

Name of Contact: _____

Email Address: _____

Proof of Identity

Passport: Yes No Driving Licence With Picture: Yes

If not a National of the UK, EEA or Switzerland, evidence that you are allowed to live and rent in the UK is required

Other: Yes No Please Specify: _____

Proof Of Current Address

Utility Bill: Yes No Bank Statement: Yes No Other: Yes No Please Specify: _____

Proof of Ability to Pay Rent please provide 3 months bank statements and/or wage slips

Bank Details: Name of Bank: _____

Address: _____

Name on Account: _____

Sort Code: _____

Account Number: _____

Declaration & Authorisation To Disclose Information

I confirm that to the best of my knowledge and belief the above details are true and correct at the time of completion.

I hereby authorise Tarrants Property Services Ltd to seek references from those named above and to make whatever further enquiries and credit checks are deemed necessary to confirm the details I have provided. I understand I can request the names of any credit reference agency used by Tarrants Property Services Ltd so that I may verify the information held about myself, but also that should I default on the Tenancy Agreement I enter into, the information contained in this application may be released to authorised credit recovery agencies.

Signed: _____ Dated: _____

Name In Full: Mr/Mrs/Miss/Ms: _____

Current Address In Full: _____

Postcode: _____



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Address of Property _____

Second Applicant

Full Name: Mr/Mrs/Miss/Ms First Names: Surname:

Current Address: _____

Postcode: _____

Landline: Email Address: Date of Birth:

Mobile _____

How Long Have You Been At This Address: _____

Are You Currently Employed Self Employed Unemployed Other

If Other, Please Specify: _____

National Insurance No: Job Title: _____

How Long Have You Been Employed With This Company: _____

Income: £ PA/PCM/PW Frequency paid: _____

Are You Currently A Homeowner In Rented Accommodation Living At Home Or With Friends

Are You: Single Married or Living With A Partner

Do You Have Any Pets: Yes No What Type: _____

Do You, Or Anyone Living With You, Have Any County Court Judgements (CCJ's) Against You: Yes No

Have You, Or Anyone Living With You, Been Made Bankrupt Or Subject To Any Insolvency Arrangements Or

Agreements: Yes No

Have You, Or Anyone Living With You, Ever Been Evicted From Rented Accommodation: Yes No

Will You Be Claiming Housing Benefit Or Local Housing Allowance: Yes No

Landlord Reference Is your Landlord related to you **yes/no** if yes, in what way

Name of Landlord: _____

Address of Landlord: _____

Postcode: Telephone Number: _____

Name of Contact: Email Address: _____

Employer Reference Is your Employer related to you **yes/no** if yes, in what way

Name of Employer: _____

Address of Employer: _____

Postcode: Telephone Number: _____

Name of Contact: Email Address: _____

Accountant Reference (if self employed) Your Company Name: _____

Name of Accountant: _____

Address of Accountant: _____

Postcode: Telephone Number: _____

Name of Contact: Email Address: _____



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Proof of Identity

Passport: Yes No Driving Licence With Picture: Yes No

If not a National of the UK, EEA or Switzerland, evidence that you are allowed to live and rent in the UK is required

Birth certificate (If Passport not provided) Other: Yes No Please Specify:

Proof Of Current Address

Utility Bill: Yes No Bank Statement: Yes No

Other: Yes No Please Specify:

Proof of Ability to Pay Rent please provide 3 months bank statements and/or wage slips

Bank Details

Name of Bank: _____ Branch: _____

Address: _____

Name on Account: _____

Sort Code: _____ Account Number: _____

Next of Kin (in case of emergency)

Address _____

Tel No _____

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Signed: _____ Dated: _____

Name In Full: Mr/Mrs/Miss/Ms: _____

Current Address In Full: _____

Postcode: _____



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GUARANTOR

Address of Property _____

Rent Per Calendar Month £ _____ Deposit £ _____

A Guarantor must own their home and have been resident for at least one year, documents supporting this will be required, i.e. mortgage statement/or solicitor letter. The Guarantor must also be available to visit our office in Lowestoft to sign a Deed of Guarantee and to enable us to verify their proof of identity.

Credit checks will be carried out on the Guarantor. By signing this document and ultimately the Deed of Guarantee you confirm you understand your obligations will stand for the lifetime of the Tenancy. Should the Tenants default in any way with their Tenancy your obligation is as per the Terms and Conditions of their Tenancy Agreement, a draft copy of which is attached with this form, but will also include any Clauses added in The First Schedule at the time the Tenancy Agreement is signed.

Full Name: Mr/Mrs/Miss/Ms First Names: Surname:

Current Address: _____

Postcode: _____

Telephone Nos: Landline: Mobile: Email Address: Date of Birth:

How Long Have You Been At This Address: _____

Are You Currently Employed Self Employed Unemployed Other

If Other, Please Specify: _____

If Employed, Name of Employer:

Employers Address: _____

Postcode: Telephone Number: _____

Name of Contact: Email Address of Contact: _____

Your National Insurance No: Your Job Title: _____

How Long Have You Been With This Company: _____

Income: PA/PCM/PW Frequency Paid: _____

Marital Status: Single Married Living with someone Divorced Widow/Widower

Accountant Reference (if self employed) Your Company Name:

Name of Accountant: _____

Address of Accountant: _____

Postcode: Telephone Number: _____

Name of Contact: Email Address of Contact: _____



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Bank Details

Name of Bank:

Branch:

Address:

Name on Account:

Sort Code:

Account Number:

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Signed: _____ Dated: _____

Name Printed In Full: Mr/Mrs/Miss/Ms: _____



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- 1 The Application Fee as stated on the attached form is required before any application can be processed.
- 2 Proof of ID will be required for each person who will be residing in the property, including Children.
- 3 If you are in receipt of or will be claiming Universal Credit, we will require a Guarantor, who must be a homeowner, supporting evidence will be required to prove ownership, i.e. mortgage statement or copy Land Registry Document. The Guarantor will need to attend our office to sign the Deed of Guarantee before the Tenancy can commence.
- 4 The Tenancy will be an Assured Shorthold Tenancy with a minimum term of 6 months. This Tenancy will convert to a Periodic Tenancy at 6 months and 1 day unless Notice is given by either the Tenant or Landlord to expire at the end of the six month period. The Tenancy Agreement must be signed by all persons aged 18 and over who will reside at the property.
- 5 **Pets** - If pets are allowed a **non-refundable** payment of £200 is required. At the end of the tenancy this will be used for professional cleaning of carpets and fumigation of the property by a qualified company. Any damage caused by the pet will be deducted from the deposit paid at the start of the tenancy.
- 6 Prior to occupancy it is the Tenant's responsibility to arrange connection /transfer of electricity, gas, water, sewerage and Council Tax into their name and to ensure if prepayment meters are in place, the appropriate key or card is obtained to enable them to purchase credit.
- 7 When you sign the Tenancy Agreement you will be given a Written Schedule of Conditions and a CD of supporting photographs. You will have three days to check the accuracy and to inform our office of any amendments or comments. If you do not contact us during this period, acceptance as printed will be assumed and this Schedule of Conditions will stand as evidence when the Check Out is undertaken.
- 8 After the first payment, all rent is to be paid by Standing Order or via Online Transfer. Our Bank Details will be given to you when you sign the Tenancy Agreement.
- 9 Administration Charges will be applied if you break the terms and conditions of your Tenancy Agreement. This includes, but not exclusively, late payment of rent if we have to pursue or failure to allow access to the property when pre-arranged appointments have been made.
- 10 If you apply for a property through us, you are confirming your agreement to look after all areas including, but not exclusively, gardens, garages, driveways etc.
- 11 Regular Property Inspections will be carried out, if the Landlord instructs us to do so. We will endeavour to give reasonable notice and will enter using our keys if you are not available. The purpose of these inspections is to ensure there are no un-noticed repair issues for the landlords' attention and also ensure adequate housekeeping of the property and garden areas is being maintained by tenants.
- 12 The Deposit will be held in a secure Client Account and will be registered with one of the regulating insurance schemes as required by law and their rules followed at the end of the Tenancy. No interest is paid on deposits held and deposits cannot be used against the final month's rent.
- 13 Should you withdraw your application, receive unsuitable references or credit check, or references are not returned to us, our Application Fee will be non-refundable. If your application is rejected by the Landlord through no fault of your own, 50% of your payment will be returned, this is to cover our administration and credit check costs.
- 14 Universal Credit – if you will be claiming this, you will still need to pay the full rent on the day the Tenancy commences and at each date the rent becomes due after that, as all rent is due 'In Advance'.
- 15 We do not have facilities to accept card payments and the first month's rent, the deposit and deposit protection fee must be paid either by cash or bankers draft. You may transfer payment online, however this will need to be received in our account before the Tenancy can commence. Personal cheques cannot be accepted for this first payment.
- 16 Our aim is to provide a first class service and to do everything we can to ensure you are satisfied. If you feel that we have fallen short of this standard and you wish to complain, we are Members of a Property Redress Scheme, please contact us in the first instance and we will advise you of the procedure.

I/We confirm we have read and understood the above conditions and wish to proceed with our Application to Rent.

Signed (1) _____

Printed Name _____

Signed (2) _____

Printed Name _____

Date _____