



Tenant Application Form

about you...

Title Full Name (the Applicant)

Current Address

 Postcode

Telephone Mobile

Email

D.O.B. Age: N.I. No.

Marital Status Single/Co-Habiting/Married/Civil Partnership/Divorced/Windowed/Other.....

Dependant Children (under 18)	Name	Age
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>

Next of Kin (within UK)	Name <input type="text"/>	Tel <input type="text"/>	(ICE)
	Email <input type="text"/>	Relationship <input type="text"/>	
	Address <input type="text"/>		
	<input type="text"/>		

proposed tenancy...

Property Address

Rent £ pcm Start Date / /

Requested Tenancy 6 months 12 months Other Details

Do you have any Pets? Yes No If Yes, details

Do you Smoke? Yes No NB: No smoking within property or curtilage etc

Receiving Housing Benefit? Yes No If Yes, details

Any adverse Credit History? Yes No If Yes, details

Paying your own Deposit? Yes No If No, details

your current accommodation...

Address Status

Owner / Rented / with Parents / with Friends / Other.....

If Rented:

Landlord or Agent Details

Name _____ Tel _____

Email _____

Address _____

Current Rent

£

pcm

Time at property

If less than 3 years provide previous address details on separate sheet

Rent paid in full & on time?

Yes

No

If No, why?

Any claims for damage?

Yes

No

If Yes, details

your employment...

Status

Employed / Self-Employed / Unemployed / Other

(if self-employed, please fill in your accountant's details within the employer's details boxes below)

Employer Name

Your

Job Title

Contact Name

Their

Job Title

Address

Postcode

Telephone

Email

Annual Salary

£

Any regular OTE/Bonuses

£

Position

Permanent Employee / Temporary Contract / Other

Guarantor – your annual pre-tax income (combined if joint application) will need to be at least 30 times the monthly rent or else you will require a Guarantor. E.g. rent of £750pcm will require a pre-tax income of £22,500. If you do require a Guarantor, please request a 'Guarantor Application Form' from Lancasters.

any other additional information you'd like to tell us

fees to pay today...

Application Fee **£150 per property**, plus Referencing Fee **£72 per person**

Example: 2 Adults with no guarantor = £294 (£150 + £72 + £72)

Payments can be made in cash in branch or by bank transfer to:

Account Name: **Lancasters**

Sort Code: **30 - 95 -99**

Account Number: **41888960**

There are additional fees payable within the duration of the tenancy, these are displayed in all our offices and available on request at any time.

what happens next...

We contact the landlord and gain their provisional approval, subject to successful referencing.



We contact your referees for independent references and undertake credit history checks on you.



We contact you and your Landlord to let you know your references have come back successfully, let you know what funds you need to pay in advance of the Tenancy starting, and set a target moving in date.



You come into our office, sign your Tenancy Agreement, collect your keys, move in and live happily ever after x



checklist...

Please tick **one** box from **each section** below:

Application & Referencing Fees

- I enclose the Application Fee and Referencing Fee(s) in cash.
- I have paid the Application Fee and Referencing Fee(s) by Bank Transfer.
- This is a joint application with _____ and they have paid the fees.

Proof of Identity & 'Right to Rent'

- Copy of valid Passport or ID listed within Home Office's Right to Rent Document Checks.

Proof of Residency

- I enclose a utility bill, bank statement or NHS letter dated within the last 90days.
- I enclose a valid Photo Driving Licence.

Terms and Conditions

1. Lancasters may pass all documentation to the Landlord for their approval.
2. The Fees paid with this application will be refunded if this application is rejected by the Landlord, subject to the conditions listed within points 7.1 to 7.6 below.
3. In considering your application, we will search your record at a credit reference agency. They may add to your record details of our search and your application, and this may be seen by other organisations as they make their searches.
4. Due to the confidential nature of the information involved, we regret that no explanation will be given if we are unable to recommend an Applicant be offered a Tenancy. References will be subject to the terms of Ground 17 of schedule II of the Housing Act 1988 (as amended 1996).

Declaration

5. I confirm that the information supplied is true, to the best of my knowledge, and I have no objections to this information being verified by whatever means necessary.
6. I understand that the Application Fee paid with this application does not automatically entitle me to proceed to a tenancy on the property, and the property is in no way guaranteed to be mine, until the execution of the Tenancy Agreement (AST) by both landlord and tenant.
7. I understand and agree that the Application Fee is not refundable if:
 - 7.1. I decide not to proceed with the Tenancy.
 - 7.2. I have supplied incorrect information.
 - 7.3. I alter the anticipated move in date by more than 7 days.
 - 7.4. The referees I have listed do not supply an acceptable reference within 7 days.
 - 7.5. I refuse or fail to supply suitable and complete Guarantor(s) information (if applicable).
 - 7.6. I refuse or fail to supply any further information requested by the Lancasters which may become necessary as a result of received references which do not portray me as a suitable tenant.
8. I understand that the Property is in no way guaranteed to be mine until the execution of the Tenancy Agreement (AST) by both Landlord and Tenant.
9. I have read and agree to all aspects of this application form including the Terms and Conditions listed above.

Signature of Applicant **Date**