

APPLICATION FORM

PLEASE READ THIS PAGE BEFORE FILLING IN THE FORM

TERMS AND CONDITIONS

GENERAL: -

You must be able to sign up for the tenancy within 1 - 10 days maximum if you are accepted.

Each adult who wants to live in the property must fill out an application form each.

References in general are required to include a credit check, you must have no county court judgements, we will require work / previous work references and previous / current landlord references are also required. Some applications may require a guarantor but we will contact you if needed. Referencing can take up to 5 working days

All tenancies are required for a minimum 6 months with the tenant responsible for the full 6 month or extended tenancy. One months' notice is required in writing should you wish to leave at the end of the 6 months.

Once you have moved in to a property the deposit is returned in full only at the end of the tenancy provided that the tenant has: - stayed a minimum of 6 months, given 1 months' notice to leave the property, left the property in the same condition as when the tenant moved in undamaged, clear of tenant's effects and clean inside and out and also complied with all terms of the tenancy agreement. The deposit will be protected by the tenancy deposit scheme.

UNIVERSAL CREDIT / BENEFITS TENANTS: - A guarantor is required who is working full time, has no county court judgements and owns a property. You must also pass the general reference checks as above.

If you pass the reference checks and provided the landlord accepts you, we will arrange for you to move in.

Please note: we do not wait for universal credit / benefits to pay the tenant monies. Rents will be paid monthly in advance every month in line with your tenancy agreement.

WORKING TENANTS: - You must be working full time and not be claiming universal credit / benefits otherwise you will be classed as a universal credit / benefits tenant. You must pass the general reference checks as above. If you pass the reference checks and provided the landlord accepts you, we will arrange for you to move in. Rents will be paid monthly in advance every month in line with your tenancy agreement.

MAK Estates will not be responsible if a property is not available for reasons outside their control.

PLEASE LEAVE OUT SECTIONS THAT DO NOT APPLY TO YOU

Application Form

<u>Details of proposed tenant</u>		
(please use a separate application form for each tenant or adult occupier if more than one)		
Title	Mr/Mrs/Ms/Miss/Dr/Revd	
Name		
Address (incl. postcode)		Length of time at this address: years months (If the individual has lived at this address for less than 3 years, please give previous address details on the final page)
Telephone No.		
Email address		
Willing to accept service by e-mail of notices and other documents relating to the tenancy?	Yes/No* *delete as applicable	
Date of Birth		
Nationality		
Original passport or other immigration document provided		Copy taken: (PM to tick)
Other documents provided for right to rent check (if required)		Copy taken: (PM to tick) Individual has the right to rent: (PM to tick having used right to rent tool on gov.uk website)
National Insurance Number		
Name and address verified	(PM to tick)	
Employer's name (if employed)		
Occupation/job title		
Employer's address (incl. postcode)		
Employer's telephone no.		

Accountant's name (if self-employed)		
Accountant's address (incl. postcode)		
Accountant's telephone no.		

<u>Details of proposed guarantor</u>		
(please use a separate application form if there is more than one guarantor)		
<u>Individual guarantor</u>		
Title	Mr/Mrs/Ms/Miss/Dr/Revd	
Name		
Address (incl. postcode)		Length of time at this address: years months (If the individual has lived at this address for less than 3 years, please give previous address details on the final page)
Telephone No.		
Email address		
Willing to accept service by e-mail of notices and other documents relating to the tenancy?	Yes/No* *delete as applicable	
Date of Birth		
National Insurance Number		
Name and address verified	(PM to tick)	
Employer's name (if employed)		
Job title		
Employer's address (incl. postcode)		
Employer's telephone no.		
Accountant's name (if self-employed)		
Accountant's address (incl. postcode)		

Accountant's telephone no.		
Name of bank		
Address of bank (incl. postcode)		
Bank Sort Code		Bank Account No.

<u>Tenant's current landlord (or managing agent) details</u>		
Name		
Address (incl. postcode)		
Telephone No.		

<u>Tenant's bank details</u>		
Name of bank		
Address of bank (incl. postcode)		
Bank Sort Code		Bank Account No.

<u>Tenant's addresses over the past six years</u>			
Name:			
From		To	
Address (incl. postcode)			
Name:			
From		To	
Address (incl. postcode)			
Name:			

From		To	
Address (incl. postcode)			
Name:			
From		To	
Address (incl. postcode)			

Other Information

Do you have any County Court Judgements/Bankruptcy/IVA's in your name? YES/NO

If yes, please provide details:

.....

Please state how many children will be living with you

Number of children

Ages

Do you smoke? YES/NO

Do you have any pets? YES/NO

Have you ever been fined (except car fines) or been sent to prison YES/NO

If yes, please provide details:

.....

So we can make sure you receive the right support if needed and so we can help you do you have any special needs, mental health issues or been sectioned under the mental health act

YES/NO

If yes, please provide details:

.....

Please state the reason for leaving your current accommodation

.....

Please state what length of time you want to let the property (all lettings are for a minimum of 6 months) :-.....

Please give details of any monthly loans, maintenance, payments, or other outgoings you may have

.....
.....

Do you have any history of bad credit or any county court judgements YES/NO

If yes, please provide details:

.....

Have you ever been turned down for a loan of credit? YES/NO

If yes, please provide details:

.....

If you are accepted for the tenancy please state when you would like to move in

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Please note all the information on this form is strictly confidential.

I believe the information provided above to be correct and I authorise the landlord or the landlord's agents to use this information to carry out right to rent checks, credit searches and reference checks. I understand that the landlord or the landlord's agents may contact landlords, employers, banks, accountants, guarantors, referees and credit reference agencies in order to assess my suitability as a tenant or (as the case may be) a guarantor.

I authorise my current or previous landlord, my employer, my accountant, any guarantors or referees and my bank/building society to provide information about me, my record as a tenant, my employment and financial standing as appropriate for the landlord's purposes.

I consent to a credit check being carried out against me.

I consent to receiving my copy of 'How to rent: a checklist for renting in England', the energy performance certificate report (EPC) and any other documentation relating to the proposed tenancy via the email address on page 1 of this form.

I understand that I have to provide the landlord or the landlord's agent with original documents proving a "right to rent" in the UK in respect of all potential occupiers. I understand that if I do not provide these documents for all occupiers the landlord will be unable to grant me a tenancy.

I acknowledge receipt of the Privacy Notice for Tenants, Residents and Guarantors.

Signed: _____

Proposed tenant

Signed: _____

Proposed guarantor

Supporting Documents Enclosed

Photographic ID (Passport or Driving Licence)

Proof of current Address

Two most recent monthly bank statements