

## **APPLICATION TO RENT – TERMS AND CONDITIONS**

### **PLEASE READ THIS DOCUMENT AND THEN FILL IN OUR APPLICATION FORM**

**GENERAL** :- No pets are accepted.

Single or groups of DSS tenants under 25 without children are not accepted.

References in general are required to include a credit check where you must be listed on the voters roll for at least 5 years and have no county court judgements, work \ previous work references and previous landlord references are also required. A guarantor is also sometimes required.

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

A **£75.00 administration fee** is payable on applying for a property which is only refunded if your application is unsuccessful. Homelets do not have to give any reason why a tenant may be declined for a property. If you change your mind or do not move into the property within 7 days of being accepted then the £75.00 administration fee is not returned.

The bond is returned in full 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 tenants effects and clean inside and out and also complied with all terms of the tenancy agreement.

**DSS TENANTS** :- A guarantor is required who is a member of your family and is working full time and has no county court judgements and has a mortgage. 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.

The bond is then paid in cash or bankers draft before signing the agreement. We then wait for housing benefit to be paid with the tenant responsible or any difference in the rent which must be paid to our office. Sometimes rent in advance is required.

**WORKING TENANTS** :- You must be working full time and not be claiming any family credit, housing benefit or income support otherwise you will be classed as a DSS tenant. You must pass the general reference checks as above. If you pass the reference check and provided the landlord accepts you, we will arrange for you to move in.

The bond is then paid in cash or bankers draft together with a calendar months rent in advance again in cash or bankers draft. Future rents will then be paid to our office by cheque on the 1<sup>st</sup> of every month.

**STUDENT TENANTS** :- Are accepted on most properties and will be classed as a working tenant.

**OTHER NOTES** :- It is the tenants responsibility to ensure gas and electricity and water are connected prior to moving in.

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

**TENANCY APPLICATION FORM**

**Address of the property you want to rent :-**

.....Todays Date... \ . \ .....

**Tenant's Full Name (inc middle names)**

.....Date of Birth... \ . \ .....

Current Address

.....

.....

.....Postc

ode.....

Telephone Number :-

Home.....Work.....Mobile.....

..

**Please give details of your next of kin :-**

Name.....Address.....

.....

.....

Postcode.....

Telephone Number :-

Home.....Work.....Mobile.....

.

**Please give details of where you have lived for the last 6 years if different from the above :-**

(1) Address

.....  
.....  
..... Postcode ..... From  
(Date)...\..\..\..... To (Date)...\..\..\.....

(2) Address

.....  
.....  
..... Postcode ..... From  
(Date)...\..\..\..... To (Date)...\..\..\.....

(3) Address

.....  
..... Postcode ..... From  
(Date)...\..\..\..... To (Date)...\..\..\.....

(4) Address

.....  
..... Postcode ..... >From  
(Date)...\..\..\..... To (Date)...\..\..\.....

**Please give details of your last / previous landlord :-**

Landlord's Name

.....  
.....

Address.....  
.....

..... Postcode..... Telephone Number :-

Home..... Work..... Mobile.....

...

Relating to property you rented at :-

.....

**If a guarantor is required please supply their details :-**

Name..... Current

Address.....

..... Postcode.....Job  
Title.....  
Telephone Number :-  
Home.....Work.....Mobile.....  
.

(1) Previous

Address.....  
.....  
..... Postcode ..... From  
(Date)... \ . \ ..... To (Date)... \ . \ .....

(2) Previous

Address.....  
.....  
..... Postcode ..... From  
(Date)... \ . \ ..... To (Date)... \ . \ .....

**Please give details of your current or last employment :-**

Employer's Name  
.....  
.....  
Position Held  
.....  
.....  
Address  
.....Postcode...  
.....  
Telephone Number .....Fax Number  
.....  
Date commenced current employment ... \ . \ ..... Date finished employment (If applicable)  
... \ . \ .....  
Approximate Gross salary Per Annum £ .....Paid Weekly \ Monthly  
Manager's Name .....

Is your employment permanent? YES \ NO

**Please give details of someone who has known you for at least 5 years and can provide a character reference :-**

Full Name .....Position ..... Relation to you

.....

Address

.....Postcode...

.....

Telephone Number :-

Home.....Work.....

....

**Please state the full Names, Addresses and Ages of persons who will be living with you over the age of 16 :-**

Name.....Age

.....

Address

.....Postcode.....

.....

Name.....Age

.....

Address

.....Postcode.....

.....

Name.....Age

.....

Address

.....Postcode.....

.....

Please state how many children will be living with you :-

Number of children

.....Ages.....  
.....

Please give details of any pets you have :-

.....

Are you a smoker Yes \ No

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 loans, maintenance, payments, or other outgoings you may have :-

.....

Please give details of any bad credit or county court judgements you may

have.....

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

If yes, please state the reasons why :-

.....  
.....  
.....

Please state how much and advance rent you can pay :-

Bond £ ..... Rent £ .....( Please note that a £75.00 administration fee is also payable )

If you are accepted for the tenancy please state when you would like to move in .....\.....\ 2005

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

I HEREBY STATE all information given is true and correct and I authorise the disclosure of any information required by HOMELETS from my landlord and employer, to determine if I am a trustworthy and worthy prospective tenant.

SIGNED .....Proposed Tenant's

Signature

DATED .....\.....\.....