

# Application Form



The following Tenancy Application Form is designed to collect information about potential tenants. By providing the requested information and signing the form you will assist us in determining your eligibility for tenancy. Please fill out the form completely and accurately. Any false or misleading information will result in an automatic denial of your application. The acceptance of any offer by the landlord is subject-to-contract and conditional on satisfactory references being obtained and approved. Photo identification, passport or identity card, and confirmation of the right to rent in the UK will be required from all persons aged 18 or over residing at the property.

## Costs to Tenants:

- **Holding Deposit** – This is equal to one weeks rent and is payable on signing of the application form. This will be deducted from the first months rent, however will become non refundable if you decide not to proceed with the tenancy, fail reference checks, fail right to rent checks, fail to take reasonable steps to enter the tenancy or provide false or misleading information.  
By paying this holding deposit it does not constitute the granting of a tenancy. The payment will be refunded to you within 7 days if the landlord decides not to proceed with the tenancy for none of the reasons listed above.
- **First Months Rent (payable in advance)** – You will be required to pay the balance of the first months rent prior to the tenancy agreement commencing.
- **Deposit (equal to 5 weeks rent)** - The deposit is held to protect your landlord from you not meeting your obligations under the terms of the tenancy. Whilst you should check the tenancy agreement for details specific to your tenancy, it will likely be held by us as stakeholder and protected under a Tenancy Deposit Protection Scheme (TDP). This means that no deductions can be made until you and the landlord have reached an agreement or there is a judgement by the courts or a TDP scheme.

Please note, we are unable to grant any tenancy until these payments have cleared.

## Fees that may be charged to you:

- **Early Termination** – If in the event the landlord does agree to release you from the tenancy early at your request, there may be compensation payable by you as a condition of his/her acceptance of the early termination including any commission payable in relation to the re-letting of the property.
- **Late Rent Payments** – Where rent is overdue for more than 14 days, interest will be charged at 3% above the Bank of England's annual percentage rate for each day that the rent is outstanding.
- **Lost Keys** – Any keys or devices that are lost or damaged will fall into your liability and you must pay for the replacement of these items.
- **Amendments to the tenancy (if agreed by the landlord)-** £50 inclusive of VAT



**Using your personal information:** Personal information which you have supplied to us may be used in a number of ways, for example: To make a decision about granting a tenancy, to confirm identity and obtaining references, for tenancy/licence agreement preparation, debt collection, providing references and the conduct of any tenancy in the future, providing information to utility companies or a local authority about any tenancy Landlord & Agent. If the information has been given to an agent, the agent may share your information with the landlord. This includes any reports obtained, references and application for a tenancy. For the purpose of deciding whether to offer a tenancy or licence, your information may be provided to any of the following; third party referencing companies and credit reference bureaux, current and previous landlords or agents, current and previous employers/accountants, banks or building societies.

We may pass your information to an agent to carry out any checks on our behalf but we will not disclose any information to any other individual or company except to prevent fraud or if required to do so by law. Checks conducted may include: Obtaining information about county court judgements, bankruptcy etc, identity confirmation, other public information such as electoral roll, conduct of current or previous tenancies with other landlords or agents, employment confirmation, confirming and assessing affordability, confirming the contents of this application.

If a tenancy is granted, the information you have provided will be used for the preparation of an agreement and any prescribed information. More information about the use of your information during and after a tenancy or licence will be found in the agreement. Where a tenancy or licence is not offered or you decide not to take a property from us, the information you have provided will not be kept for longer than necessary and then destroyed. Access to your personal information Under the Data Protection Act 2018 and the General Data Protection Regulations 2016, you have the right to know what information we hold about you. Upon request the landlord/agent will provide you with information about the personal information we hold about you. Any offer or granting of a tenancy/licence remains subject to contract throughout the application process until a written tenancy or licence agreement has been signed by all parties.

Please see our privacy policy for more information - [Privacy Policy - Carters Chartered Surveyors \(carterssurveyors.co.uk\)](https://www.carterssurveyors.co.uk/privacy-policy).

**Client Money Protection -**

**Property Redress Scheme - Membership No: PRS047714**

**Property Information:**

Property Address:

Rent Amount:

Lease Start Date:

Rental Term:

**Lead Applicant Information:**

Full Name:

Phone Number:

Email Address:

Date of Birth:

Nationality:

Current Address:

Postcode:

Duration at Current Address:

Landlords Details:

**Employment & Income Information:**

Current Employer:

Position:

Annual Income:



<b>Second Occupant:</b>
Full Name:
Email Address:
Phone Number:
Date of Birth:
Nationality:
Current Address:
Postcode:
Duration at Current Address:
Landlord Details:

<b>Employment &amp; Income Information:</b>
Current Employer:
Position:
Annual Income:

<b>Any Conditions Upon The Offer Is Based (if no then the property will be taken as seen):</b>



**Any Children or Pets? Please state below:**

**Declaration:**

I hereby confirm that the information I have provided is to the best of my knowledge and accurate at the time of completion. If I give information that is incorrect or incomplete then it may mean that the tenancy is not offered and I lose my holding deposit.

I also confirm I understand everything in the first two pages of the form:

**Signatures**

Signature

Date

Signature

Date



IN ASSOCIATION WITH  
CARTERS CHARTERED SURVEYORS

