



APPLICATION FOR TENANCY

Property to Let:

.....Date Applied/...../.....

Applicants Full Name &

Current Address:

.....
.....

.....

National Insurance No:Date of Birth

Telephone No: (s)

Home Mobile

WorkEmail:.....

Previous Address (*if different from current address for last 4 years*) & tenancy period

.....
.....

Do you have a Criminal record (spent/current)If yes, please confirm details.....

Although this will not affect your application for tenancy, it may affect the Landlords insurance.

Employers Name/Address/Contact Telephone No:

If you are self employed please provide your accountants information.

.....
.....

.....

Position Held Length of Service

Salary

Country of BirthImmigration Status- you will need to provide proof of this(original must be provided before or upon sign up, however please send a copy along with your application form.)

Home office reference number:.....- This can be an application or appeal number, application registration card number or case ID etc.

Passport No: Date of Issue.....

****I understand my details above will be checked via the home office right to rent check service with information held and used by the home office if required****

Signed..... Name:.....Date:.....

Do you claim any of the following benefits:

- Income Based job seekers allowance
- Income related employment and support allowance
- Income Support
- Disability Allowance/Support
- Working Tax Credit
- Housing Benefit

****You will need to send original proof of any of the above benefits when returning your application form****

Name of Applicants Current
Landlord/Agent
Address
.....Contact Tel No

Why are you moving from your current address
.....

Bank Name
& Address (If you bank with Lloyds, The Halifax or Bank of Scotland – you will need to provide 3 months bank statements (dated within the last 3 months) as these banks no longer provide status enquiries on personal accounts).
.....
Acc No:Sort Code:-.....-.....

Details of any Hire Purchase/Agreement/Loans etc. Please state payment and terms
.....
.....
.....

Do you have any pets(Y/N) - What kind/breed?

Do you plan on renting for more than 6 months

Length of tenancy req'd

Preferred date you wish to take tenancy (within 1 month of application date):

In making this application for tenancy, I certify, that all the below applicants will be living at the property with myself as applicant:-

Name:	Sex:	Age:	Date of Birth:
1.			
2.			
3.			
4.			

What is the relationship of the above to the applicant?

- 1.
- 2.
- 3.
- 4.

Applicant Next of Kin information:-

Address:-
.....

TO BE COMPLETED BY THE GUARANTOR OR 2ND APPLICANT

Guarantor Note:

I understand that should the above named applicant fall into arrears with rent or cause damages to the property I will be held responsible for the payment/repair as necessary, (Required for applicants working less than 30 hours per week or employees on a temporary contract/zero hours)

Guarantor /2nd applicant Name & Current Address:

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

National Insurance No: Telephone No:

Email address

Employers Details (Name, Address & Telephone number) – If you are self employed please provide your accountants information.

Managers Name
.....
.....

Contact Telephone No:

Salary: Length of Service:

Relationship to Applicant:-

Guarantor/2nd Applicant Bank Details:-

(If you bank with Lloyds, The Halifax or Bank of Scotland – you will need to provide 3 months bank statements (dated within the last 3 months) as these banks no longer provide status enquiries on personal accounts). Name & Address of Bankers

.....
.....

Acc No: Sort Code:-.....-.....

(2ND Applicant/Guarantor)Next of Kin:-

Name:..... **Address:**.....
.....

..... Telephone:.....

Country of Birth Immigration Status- you will need to provide proof of this(original must be provided before or upon sign up, however please send a copy along with your application form.)

Home office reference number:.....- This can be an application or appeal number, application registration card number or case ID etc.

Passport No: Date of Issue.....

****I understand my details above will be checked via the home office right to rent check service with information held and used by the home office if required****

Signed..... Name:.....Date:.....

TO BE COMPLETED BY THE GUARANTOR OR 2ND APPLICANT**

BY SIGNING BELOW I AGREE: That ATM Lettings can obtain a credit, landlord/ work/employment and bank reference. I am aware that any charges made by my bankers are deducted from my account at source.

Signed Print Name: Date:/...../.....

DECLARATION: - To be signed by applicant.

I confirm that the above information is correct and may form the basis of a tenancy. I am also by signing below giving permission for ATM Lettings to obtain a credit, landlord/work/employment and bank reference. **I am aware that any charges made by my bankers are to be taken from my account.** I am also aware that the completion and submission of this application is not to be construed or to constitute an offer of tenancy on the part of ATM Lettings.

Signed Date/...../.....

NOTES:-

Non Optional Charges -

Fees apply of £150.00 application fee and £150.00 admin fees upon moving into the property, application fees and admin fees are non refundable this includes if your application doesn't go ahead. These fees are per property and NOT per tenant/applicant. If a guarantor is required there is a non refundable additional charge of £100.00. These fees are in addition to any rental in advance and any deposit payable.

Application fees and guarantor fees are required for referencing costs, Admin fees are for the documentation of your tenancy including a written inventory at the time of moving into the property. These admin charges also include any fees for registering deposits paid by tenants with tenancy deposit schemes.

An additional charge of £100.00 per pet at the property is payable in addition to the displayed deposit amount. Subject to the property accepting animals. Please return this form to our PO Box address making sure that all relevant information is completed. (Including benefit tenants) Along with application fee of £150.00 plus guarantor charge of £100.00 if a guarantor is required.

ADDITIONAL IMPORTANT NOTES:

Due to an increase in fraudulent activity we must now take forms of Identification from our tenants, second applicants & guarantors. Identification required at the time of signing tenancy agreement is: - Original sight of Passport, photographic driving license/provisional license, x1 original passport size photograph for each tenant, birth certificate or letter from a government department dated in the last 3 months. (Photograph is to be held on the tenancy agreement.) If you do not have any of these documents, please contact our office on 0115 8789626 and we will be able to inform you of other identification documents we would require.

Please note: copies of the original document will need to be sent along with your application form. Any application sent without the required documents or fees will be returned to sender!!

Please send application form back to our correspondence address of: PO Box 8448, Nottingham NG11 6WW