

## Tenant Application Form

### How to apply for a property:

- Phone our office and check the property is still available.
- Each adult (18+) needs to complete an application form.
- Make sure you have all the supporting documents required in the **Check List** at the bottom of this page. Send the application form, supporting documents and £25" per adult application fee (no charge for guarantor) to:

**Central Management, 12A Gordon Road, West Bridgford, Nottingham NG2 5LN**

**ONLY COMPLETE APPLICATIONS WITH ALL SUPPORTING DOCUMENTS WILL BE PROCESSED.**

### What happens next:

- We aim to have all referencing complete and our landlord's decision within two working days.
- We only process one application (or group of applications forming one party) for a property at a time.
- We cannot offer you the property until satisfactory references have been received and our landlord has accepted your application (subject to contract).

### When you are offered the property:

- To reserve the property until the start of your tenancy you will need to pay the first month's rent.

Once you have reserved the property, should you decide not to proceed with the tenancy, a pro rata amount from this payment will be retained by the landlord per day the property has been reserved for you.

### When you sign the tenancy agreement:

When you sign the tenancy agreement you will need to pay the deposit, documentation fee and inventory fee. You can calculate the amount due below

Deposit (typically equal to 1 months rent plus £100		£
Inventory (refundable on return of inventory)		£ 40
Documentation 1 adult	£ 99	£
2 adults	£145	
3 adults	£190	
4 adults	£235	
Company let	£299 + VAT	_____
	Total	£ _____

This amount needs to be paid before or on the day you sign your tenancy agreement and paid by bankers draft, building society cheque, debit card or cash. If paying by debit card this must be paid two days before signing the tenancy agreement.

**\* Application fee is non refundable.**

### Checklist:

- Completed application form plus £25 application fee.\*
- Copy of passport or photo driving licence. If you have neither, call us for advice.
- Current account bank statements for the last three months (originals).
- Utility bill (not a mobile phone bill) from the last three months.

**Cheques should be make payable to Central Management  
To pay by debit card phone Central Management on 0115 969 6111**

**Please detach and keep front cover sheet for your information.**

**Address of property** you are applying for

\_\_\_\_\_ Rent £\_\_\_\_\_ pcm

Date you want to move in \_\_\_\_\_ How long do you intend to stay, if known? \_\_\_\_\_

Why are you moving?

**Applicant details**

Title:  Mr  Miss  Mrs  Ms  Other D.O.B. \_\_\_\_\_ N I No \_\_\_\_\_

First name \_\_\_\_\_ Initials \_\_\_\_\_ Surname \_\_\_\_\_

Marital Status:  Single  Married  Divorced  Separated  Widow(er)

Do you have children?  Yes  No Age/s \_\_\_\_\_ Do you smoke?\*  Yes  No

Do you have pets?\*  Yes  No Type/s \_\_\_\_\_ Age/s \_\_\_\_\_

\* Landlord may require additional deposit.

**Present address**

\_\_\_\_\_ Post code \_\_\_\_\_

Tel (day) \_\_\_\_\_ (home) \_\_\_\_\_ (mobile) \_\_\_\_\_

Email address \_\_\_\_\_ *An email address will speed your application*

Are you  a homeowner  a tenant  living with parents  other When did you move to this address? \_\_\_\_\_

If a homeowner please enclose a copy of your most recent mortgage statement.

If 'other', please explain

**Electoral role address** if different from present address:

\_\_\_\_\_ Post code \_\_\_\_\_

Resident at this address from \_\_\_\_\_ to \_\_\_\_\_

**Present landlord**, if applicable

Name of landlord/agent \_\_\_\_\_ Contact \_\_\_\_\_

Address \_\_\_\_\_ Post code \_\_\_\_\_

Tel (day) \_\_\_\_\_ (mobile) \_\_\_\_\_ (fax) \_\_\_\_\_

Email address \_\_\_\_\_ *An email address will speed your application*

**Previous addresses in the last 3 years.** If more than one, please give details overleaf

\_\_\_\_\_ Post code \_\_\_\_\_

Name of landlord/agent\* \_\_\_\_\_ Contact \_\_\_\_\_

\* If applicable

Address \_\_\_\_\_ Post code \_\_\_\_\_

Tel (day) \_\_\_\_\_ (mobile) \_\_\_\_\_ (fax) \_\_\_\_\_

Email address \_\_\_\_\_ *An email address will speed your application*

## Occupation

Employment Type:  Full time  Part time  Temporary/Contract  Student  
 Unemployed  Self-employed  Retired  Homemaker

Employment Status:  Junior  Management  Unskilled  Supervisor  Semi-skilled  
 Skilled  Senior Management  Other  Not applicable

## Employment

Is your employment likely to change shortly?  Yes  No Job title \_\_\_\_\_

If **Yes** please provide details of your future employer Start date \_\_\_\_\_

Name of employer \_\_\_\_\_

Address \_\_\_\_\_ Post code \_\_\_\_\_

Contact: \_\_\_\_\_ Title \_\_\_\_\_

Tel (day) \_\_\_\_\_ (mobile) \_\_\_\_\_ (fax) \_\_\_\_\_

Email address \_\_\_\_\_ **An email address will speed your application**

## Affordability

Gross Annual income £\_\_\_\_\_ Any additional sources of income?  Yes  No

Amount of additional income per annum? £ \_\_\_\_\_

Please provide details of any additional income \_\_\_\_\_

## Housing Benefit

Do you now / will you claim Housing Benefit?  Yes  No

Please note that you will need to pay the deposit and monthly rent until your housing benefit payments begin.

## Students

Are you now / will you be in full time education?  Yes  No

Name of University/College \_\_\_\_\_

Name and year of course \_\_\_\_\_

Name of tutor \_\_\_\_\_ Start date \_\_\_\_\_ End date \_\_\_\_\_

## Guarantor

If you are a student or claim Housing Benefit you will probably need a Guarantor. Your Guarantor will need to complete a Guarantor Application Form.

Name of Guarantor \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Post Code \_\_\_\_\_

Tel (day) \_\_\_\_\_ (mobile) \_\_\_\_\_

Email address \_\_\_\_\_ **An email address will speed your application**

**Accountant** (self employed/company directors only)Do you have an accountant?  Yes  NoIf **No** please provide 3 months bank statements showing proof of income.

Name of accountant \_\_\_\_\_ Contact \_\_\_\_\_

Address \_\_\_\_\_ Post code \_\_\_\_\_

Tel (day) \_\_\_\_\_ (mobile) \_\_\_\_\_ (fax) \_\_\_\_\_

Email address \_\_\_\_\_ **An email address will speed your application****Pension Provider** (only complete if you are receiving pension payments)Do you have proof of pension?  Yes  NoIf **Yes** please provide your annual statement of pension.

Name of Pension Provider \_\_\_\_\_ Contact \_\_\_\_\_

Address \_\_\_\_\_ Post code \_\_\_\_\_

Tel (day) \_\_\_\_\_ (fax) \_\_\_\_\_ Pension Reference No \_\_\_\_\_

Email address \_\_\_\_\_ **An email address will speed your application****Bank details**Current Account held?  Yes  No If **Yes** please enter details below:

Bank \_\_\_\_\_ Sort code \_\_\_\_\_ Ac name \_\_\_\_\_ Ac no \_\_\_\_\_

Address \_\_\_\_\_ Post code \_\_\_\_\_

Cheque guarantee card held?  Yes  No

How many credit cards held? \_\_\_\_\_

**Credit Search**In connection with this application Central Management will carry out a credit search with Experian. Have County Court Judgements or Bankruptcy awards been issued/applied for/against you?  Yes  NoIf **Yes** please give details (continue overleaf if necessary) \_\_\_\_\_**Declaration – to be signed by the Applicant**

I/we the undersigned confirm the above information to be true and correct. In connection with this application Central Management will carry out a search with Experian on the undersigned applicant and/or guarantor. Central Management may also ask Experian to check any of the application details that I have submitted. I/we hereby also expressly consent to Central Management carrying out and retaining a record of any such search or check. I/we also expressly consent to Central Management passing the results of any such search or check to client landlords for the purposes of assessing this application.

**Complaints Procedure** – Central Management operates a Complaints Procedure in accordance with the requirements of the Royal Institution of Chartered Surveyors and the Association of Residential Letting Agents. If you believe you have a grievance please write to Andrew Bulmer at Central Management, 66 Main Street, Kinoulton, Nottingham NG12 3EN.

Signature of Applicant \_\_\_\_\_

Date \_\_\_\_\_