



**APPLICATION FORM FOR
TENANTS
GUIDANCE NOTES**

APPLICATION – ONE APPLICATION PER PERSON APPLYING Every one over the age of 18 must complete a separate application form. The application form should be returned to this office for processing. A payment of £200.00, cash only, must be made as an application fee at the time of application. The application will not be processed without this payment. This payment will cover up to two adults for the initial application/tenancy only. For additional applicants/guarantors the fee charged is £100.00 per person. VAT is included in the above fees at the prevailing rate.

Additional fees requested for the applicant for references are not included within the application fee as detailed above (This includes landlords or outside agencies).

RIGHT TO RENT CHECKLIST Under the Immigration Act 2014 landlords / agents are required to carry out immigration checks on all adult occupiers to ensure they have the right to rent in the UK – Please see overleaf and provide original documents. Unless all information is received the application **cannot** be processed.

You also need to provide proof of the applicant's residency at the most recently stated address and Identification plus Photo ID. Original documents only will be acceptable.

1. A bill, governed by consumer credit (i.e. credit card statement, bank statement, mobile phone statement, revolving credit) in the applicant's name at their current address this must be dated within the last three months only.
2. A current passport / up to date photo driving license.

REFUND POLICY If the application fails the reference procedure or the application is withdrawn by the applicant **NO REFUND** will be made. If information is received after the application has been submitted which affects the application and the Landlords final decision **NO REFUND** will be made. If a guarantor is required and fails the application procedure, or the applicant refuses to provide a Guarantor **NO REFUND** will be made.

TERMS OF THE TENANCY The application is submitted for the property based on the property being 'Taken as Seen'. Rental payments are payable monthly in advance by standing order (payment terms/conditions can be requested). The rental amounts stated in this brochure are exclusive of any utilities or council tax. A security deposit will be held to be returned at the end of the tenancy (subject to conditions as detailed in the tenancy agreement). No interest can be paid on the deposit.

The length of the tenancy may vary between properties, this should be confirmed at the time of application. The provisional start date for the tenancy will be discussed **only when suitable references have been received**.

An appointment will then be made for you to attend this office to sign the tenancy agreement. All persons named on the tenancy agreement must attend. At this time payment of one month's rent and the security deposit must be made. This payment must be made by cash or bank transfer. **Cheques, card payments or £50 notes will not be acceptable.**

SUBJECT TO CONTRACT Please note that all negotiations are 'subject to contract' and that the start date cannot be relied upon until the tenancy agreement has been signed.

IF THERE ARE ANY SPECIAL REQUIREMENTS OR CHANGES YOU WANT MADE TO THE PROPERTY AS A CONDITION OF THE APPLICATION, PLEASE PROVIDE A LETTER WITH DETAILS.

For Administration Only (To be completed by person taking application form)

Date App Received: _____ Viewing confirmed? _____ Viewing Sheet attached ()

Receipt No: _____ App Received By: _____

Right to rent completed: _____ Money Laundering received: Photo ID Proof of address

RIGHT TO RENT CHECKLIST – (to be completed by Fraser Wood)

IDENTIFICATION DOCUMENTS: Please provide either one original document from Group 1 or two original documents from Group 2:

Group 1 (only one document from this group required)		Ref nos.
	A current or expired British passport;	
	A current or expired European Economic Area (EEA) or Swiss passport or national identity card;	
	A current or expired registration document certifying or indicating permanent residence to a non-EEA national who is a family member of an EEA or Swiss national;	
	A permanent residence card issued to a non-EEA national who is a family member of an EEA or Swiss national;	
	A valid biometric immigration document which has no time limit to stay in UK;	
	A current or expired passport or other travel document endorsed to show that the holder is exempt from immigration control or entitled to reside in the UK with no time limit;	
	A valid immigration status document containing a photograph which has no time limit to stay in UK;	
	A certificate of registration or naturalisation as a British citizen	

Group 2 (Two documents from this group required)

	A UK, Channel Islands, Isle of Man or Ireland birth or adoption certificate, which includes the name(s) of at least one of the holder's parents or adoptive parents;	
	A letter issued within the last 3 months confirming the holder's name, issued by a UK government department or local authority and signed by a named official (giving their name and professional address), or signed by a British passport holder (giving their name, address and passport number), or issued by a person who employs the holder (giving their name and company address) confirming the holder's status as an employee;	
	A letter from a UK police force confirming the holder is a victim of crime and personal documents have been stolen, stating the crime reference number, issued within the last 3 months;	
	Evidence of the holder's previous or current service in any of HM's UK armed forces;	
	A letter from HM Prison Service, the Scottish Prison Service or the Northern Ireland Prison Service confirming the holder's name, date of birth, and that they have been released from custody of that service in the past 3 months;	
	Letter from a UK higher education institution confirming the holder's acceptance on a course of studies;	
	A current UK driving license;	
	A current UK firearm or shotgun certificate;	
	Disclosure and Barring Service certificate issued within the last 3 months;	
	Benefits paperwork issued by HMRC, Local Authority or a Job Centre Plus within the last 3 months.	

TIME LIMITED RIGHT TO REMAIN IN THE UK (only one document from this group required plus two documents from group 2) follow up checks to be completed after one year, beginning with the date on which the checks were last made, or before the expiry of the person's permission to be in the UK (whichever is longer) or on the expiry of a person's permission to stay in the UK as shown on their biometric residence permit:

	A valid passport or other travel document	
	A current biometric immigration document issued by the Home Office	
	All current residence card issued to a non-EEA national who is either a family member of an EEA or Swiss national or has a derivative right of residence	
	A current immigration status document issued by the Home Office	
	Where the person has an ongoing application with the Home Office, or their documents are with the Home Office, or they claim to have a permission of right to rent, an email from the Landlords Checking Service providing a 'yes' response to a right to rent request.	
	<i>Follow up check required on</i>	

Date checks completed Completed by.....

If the applicant has a limited leave to remain, please enter the date their visa/residency permit expires:

All Subsequent Sections to be completed by the Prospective Tenant

Please confirm the property address you are applying for:	Rental amount:	Preferred start date:
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Number of applicants over 18 years to move in:	Term of initial tenancy:
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Number of occupants under 18 years:	Names of occupants under 18 years:	Date(s) of birth of occupants under 18 years:
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APPLICANT DETAILS

Title:	First name:
Middle name(s):	Last name:

If applicable, please enter any previous name(s) i.e maiden name etc.

Title:	Previous first name:	Previous surname:	Date changed:
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Landline telephone:	Mobile:	E-mail:
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Nationality:	Do you require a visa to live in the UK? Y / N
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Please complete the following section if there will be any pets kept at the property

Type of pet(s):	Breed:	Age:	If dog or cat, are they house trained? Y / N

Do any occupants smoke? Y / N

Have you ever been evicted from a property? Y / N

Have you had any rent arrears, county court judgements (CCJs), bankruptcy orders or any other adverse credit history in the last 5 years? Y / N (if yes, please also complete the section below)

Date adverse credit recorded:	Reason for adverse record:
Amount of adverse record:	Has the amount been satisfied? Y / N

Are you subject to a debt management plan? Y / N
(If you have answered yes, please complete the following section)

Start date of plan:	Amount owed:
Reason for plan:	Monthly payments:

Please continue on an additional sheet of paper and attach to this application form if required.

ADDRESS INFORMATION

Please enter your address information for the last 3 years. If needed an additional sheet of paper can be attached. Please be aware that it is essential that you provide the owners name of each property. Checks may be made with the Land Registry to formally verify ownership of each property and any deliberate attempts to provide false or misleading information will be reported to the appropriate authorities.

Current address:
Postcode:

Time at this address:	Years:	Months:
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Address status:	(private tenant, council tenant, owner, living in a property owned by family or friend, named tenant in property rented by family or friend, unnamed tenant in property rented by family or friend, student halls of residence, tied accommodation)
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Please provide the name(s) of the registered owner(s) of this property:

Previous address 1:
Postcode:

Time at this address:	Years:	Months:
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Address status:	(private tenant, council tenant, owner, living in a property owned by family or friend, named tenant in property rented by family or friend, unnamed tenant in property rented by family or friend, student halls of residence, tied accommodation)
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Please provide the name(s) of the registered owner(s) of this property:

Previous address 2:
Postcode:

Time at this address:	Years:	Months:
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Address status:	(private tenant, council tenant, owner, living in a property owned by family or friend, named tenant in property rented by family or friend, unnamed tenant in property rented by family or friend, student halls of residence, tied accommodation)
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Please provide the name(s) of the registered owner(s) of this property:

LANDLORD DETAILS

If the address status of any of the addresses listed in the previous section was 'private tenant' 'council tenant' or, named tenant in property rented by family or friend, please provide the contact details of the landlord/letting agent for the **most recent** address that you lived at. Please note that we may contact you to request contact details for additional landlords/letting agents if required.

Landlord name:

OR

Agent name:	Contact name:	Position:
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Landlord/Agent address:
Postcode:

Contact landline number:	Contact mobile number:
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Contact fax:	Contact e-mail:
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Tenancy start date:	Tenancy end date (if known):
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EMPLOYMENT DETAILS
(If self-employed please continue to next page)

Please provide below details of your employer. If you are shortly to change your employment, please provide the details of the employer you are moving to. If you are a director of the below company, or are employed by a family member, please can you forward proof of income in the form of a payslip or p60.

Company name:

Company address:
Postcode:

Job title:

Start date:

Gross salary per annum: £

National insurance number:	Payroll number:
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Do you have a permanent contract? Y / N (if no please state length of term remaining, please also state if you are employed by an agency.)
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Do you work full time or part time? (if part time, please detail number of hours)

Contact name for employment reference:	Contact's position:
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Company landline:	Extension number (if applicable):
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Company mobile:	Company fax:
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Company e-mail address:

Please note a personal e-mail address will not be accepted.

If applicable, please provide your employer with signed authority to complete your reference at your earliest opportunity.

SELF-EMPLOYMENT

Please note that references are only accepted from registered chartered accountants. If you do not have an accountant, then please forward to us proof of your income in the form of your most recently submitted Tax Return.

Company name:

Company address:
Postcode:

Job title:

Start date:

Gross income per annum:

Company telephone number(s):

Company e-mail address:

Do you have an accountant? Y / N (if yes please complete the section below)

ACCOUNTANT DETAILS

Accountant company name:	Contact name:
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Accountants address:
Postcode:

Accountants telephone number:	Extension number (if applicable):
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Accountants mobile:	Accountants fax number:
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Accountants e-mail address:

Please note a personal e-mail address will not be accepted.

Please provide your accountant with any signed authority they may require to complete your reference.

ADDITIONAL INCOME

If you receive any regular income other than from employment/self-employment (i.e. a pension/ tax credits etc) then we will need to see documentary evidence (i.e. pension statement, bank statement, share certificates etc.) of that income. Please complete the section below and forward to us the relevant proof of income documentation.

Please detail each source of additional income separately.

Initial source of additional income:	Gross amount per annum:
Documentation provided showing proof of additional income:	

Second source of additional income:	Gross amount per annum:
Documentation provided showing proof of additional income:	

Third source of additional income:	Gross amount per annum:
Documentation provided showing proof of additional income:	

If further space is needed, an additional sheet of paper may be attached.

Any bank savings to be taken into consideration? Y / N	Amount:
Documentation provided showing proof:	

Are you in receipt of Housing Benefit? Y / N
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Please note if you are receiving Housing Benefit, a guarantor will be required where an additional guarantor's application form will need to be completed.

APPLICANT INFORMATION

Please enter any additional information that you think may be of importance when processing your application (i.e. addresses not disclosed in the previous section where you may still be registered):

Current account held? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please enter the following details	Number of credit cards held:	Cheque guarantee card held: Yes <input type="checkbox"/> No <input type="checkbox"/>
Sort code:	Account number:	
Account name:	Account number:	
Address:	Time with bank: (years)_____ (months)_____	
Will this be the same bank details for the standing order: Yes <input type="checkbox"/> No <input type="checkbox"/> If no, please detail below;		
Sort code:	Account number:	
Account name:	Name of bank:	
Address:		

UK Based Next of Kin / Emergency Contact – (Must be someone other than a joint tenant in respect of this application)

Relationship to applicant:	Title:	First Name:
Middle Name(s):		Surname:
Home Number:		Mobile Number:
E-mail:		Work Number:
Full address (including postcode)		

APPLICANT AUTHORISATION AGREEMENT

The details supplied by you will be checked against those held on credit reference agency databases for the purposes of assessing your suitability to enter into a tenancy agreement. The checks carried out are non-detrimental and will not adversely affect your credit file. If required, references will also be requested from other relevant parties including (but not limited to) current or former employers, accountants and landlords. All information is processed in confidence within the guidelines of The Data Protection Act (1998) and other relevant privacy laws. I have read and understood the statement above and I authorise Vorensys Ltd. to conduct the checks and reference requests described and make all other relevant enquiries necessary to assess my suitability to enter into a tenancy agreement.

Applicant's Signature:

Print Name:

Date:



Fraser Wood Residential is a trading name of
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