

residential letting

LINLEY & SIMPSON

Application for Residential Letting

Please complete in full and return to: Linley & Simpson Residential Letting, 68 Northgate, Wakefield WF1 3AP. Tel: 01924 375245 Fax: 01924 239945

1. THE PROPERTY YOU ARE APPLYING FOR

Address:

Rent per month:

£

Deposit:

£

When would you like to move in?

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What length of contract do you require initially?

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2. PERSONAL DETAILS

1st Applicant

Title:

Mr / Mrs / Miss / Other:

Surname:

Forename(s):

Current Address:

Postcode:	How long at this address:
Previous addresses (we need 3 years address history in total please):	

Marital Status:

Date of Birth:

Home Tel:

Work Tel:

Mobile:

Email:

NI Number:

2nd Applicant

Title:

Mr / Mrs / Miss / Other:

Surname:

Forename(s):

Current Address:

Postcode:	How long at this address:
Previous addresses (we need 3 years address history in total please):	

Marital Status:

Date of Birth:

Home Tel:

Work Tel:

Mobile:

Email:

NI Number:

Primary Applicant:

* See notes overleaf

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Will the deposit be paid by anyone other than the tenant(s):

Yes No

If yes please name:

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Do any intended occupants: Smoke: Yes No Have Pets: Yes No

Please specify pets:

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2. PERSONAL DETAILS CONTINUED

1st Applicant

Are You: Homeowner Council Tenant
 Private Tenant Living with Parents
 Other (Please Specify Below)

If private tenant please provide name and address of Landlord/Landlord's Agent:

Tel:	Fax:
Email:	

Current Rent: £

Are You aware of any previous adverse credit history: Yes No

If Yes please give details:

2nd Applicant

Are You: Homeowner Council Tenant
 Private Tenant Living with Parents
 Other (Please Specify Below)

If private tenant please provide name and address of Landlord/Landlord's Agent:

Tel:	Fax:
Email:	

Current Rent: £

Are You aware of any previous adverse credit history: Yes No

If Yes please give details:

OTHER PERSONS

Please give the full names and dates of birth for all other persons who will occupy the property (In addition to the above named) :

Name	Date of Birth

3. BANK DETAILS to be used for standing orders

Bank:
Address:

Postcode:

Account Holder:
Sort Code:
Account Number:

Use separate sheet if more than one Standing Order Mandate is required.

5. TERMS AND DECLARATION

Application Procedure:

If you wish to apply to rent a property please observe the following procedure.

Linley & Simpson charge the following fees (plus VAT) in respect of administration and references:

Single Applicant - £100+VAT (£120) Two Applicants - £160+VAT (£192)

Each additional applicant thereafter - £85+VAT (£102)

A tenancy will be offered to you subject to contract and more specifically, subject to the following conditions:

- A fully completed application form has been submitted together with the appropriate fee.
- Payment of £200 minimum part deposit to reserve the property. You will be asked to pay this at the same time as the Application Fee.
- A satisfactory credit search has been carried out by an independent credit referencing agency (details on request)
- Satisfactory references have been obtained
- The landlord has accepted the offer.

If a prospective tenant withdraws their application after we have commenced with processing references or should the landlord reject the application due to adverse references, the fee and part deposit will be forfeited to cover costs incurred. The fee and part deposit will only be returnable should the landlord withdraw the property or reject the application prior to seeking references. If your application is accepted (subject to references) you will be required to pay a minimum of £200.00 towards the deposit, upon receipt of which the property will be reserved for you. In some instances in order to reserve a property you may be asked to pay a higher non refundable deposit.

Before moving in to a property payment of the first months rent and deposit will be required. This can be in the form of a bankers draft, building society cheque, bank transfer, debit or credit card (handling charge applies to credit cards).

If in any doubt as to what is included within the let (i.e. furniture, appliances etc.) you should seek further clarification prior to submitting your application.

You may be asked to provide a guarantor in some cases. Please note a guarantor fee would then be payable.

The tenancy you are applying for is a fixed term. If after the expiry of a fixed term both parties wish to extend the tenancy, a fee of £50 plus VAT will be payable for renewing or extending the tenancy agreement, irrespective of the length of the extended period or the type of agreement.

*Primary Applicant

Applications by 2 or more parties will be asked to name a Primary Applicant who will then become our first (but not necessarily only) point of contact for matters relating to the Tenancy. We also reserve the right to repay the whole deposit to the Primary Applicant at the end of the Tenancy.

Declaration:

I hereby confirm that the information provided by me is to the best of my knowledge true. I consent to this information being verified by contacting the third parties detailed in this form. I understand that the results of the findings will be forwarded to the landlord and may be accessed again at any time in the future. I agree that Linley and Simpson Ltd or their approved agent may search the files of a Credit Reference Agency and IDS Ltd, the insurance industry's data collection agency, which will keep a record of that search.

I understand that I may request the name and address of the Credit Reference Agency to whom I may then apply for a copy of the information provided.

I also understand that in the event of my defaulting on the rental payment, information may be recorded with the Credit Reference Agency and IDS Ltd, who may supply the information to other credit companies or insurers in the request for responsible granting of tenancies, insurance and credit.

I understand that in the event of any default by me in respect of the covenants in my tenancy agreement with my landlord, the information contained therein may be disclosed to one or more tracing companies and/or debt collection agencies in order to recover monies due or to trace my whereabouts. Information will also be disclosed to relevant utility companies and the like.

I understand that personal information within this form may be released to companies associated with Linley and Simpson Ltd for the purposes of providing related services such as insurance and utilities. I can opt out by writing to The Data Controller, Linley and Simpson, 12 station Road, Horsforth, Leeds, LS18 5NR.

The information provided in this form by me is information as described in Ground 17 of the Housing Act 1996 and I understand that if any information within this application is found to be untrue, it is grounds for termination of the tenancy. I also understand that any default in the payment of rent will affect any future application for tenancies, credit or insurance.

Please tick this box to sign the document.

Signed
1st Applicant:

Signed
2nd Applicant:

Date: