

Tenants/Guarantors Application Form



HOMESMART
Sales & Lettings

The property address you are applying for

Property
rent

Property
bond

Property type
(e.g. flat, terraced house etc.)

Applicants share
of rent per month

Proposed
move in date

Rental period
(6/12 months)

1. Applicant's details

Title
(Mr, Mrs, etc.)

First
name

Middle
name

Surname

Marital
status

Nationality

Date
of birth

National Insurance
number

Work phone
number

Mobile
number

Email
address

Car registration
number

Are you
a smoker?

Do you have any pets?
(If so please describe)

Do you have any
criminal convictions?

Have you ever been in
rent/mortgage arrears?

Please supply full name and ages of any children that will be residing in the proposed property

Full name

Date of birth

Address

Full name

Date of birth

Address

Full name

Date of birth

Address

2. Credit history

Have you ever had an adverse credit history which resulted in the issue of a County Court Judgment (CCJ)/ Individual Voluntary Arrangement (IVA)? (Please tick yes or no)

No

Yes

If yes please provide details

Have you ever been declared bankrupt? (Please tick yes or no)

No

Yes

If yes please provide details

3. Current address and tenancy details

Property address

Are you the tenant, owner or living with family/friends?

Property rent or mortgage?

How long have you resided in this property?

Current landlord/Letting Agent/Housing Association

Name

Full address

Mobile number

Email address

Previous address 1

Address

Were you the tenant, owner or living with family/friends?

How long did you stay here?

Landlord's full name

Landlord's full address

Mobile number

Email address

Previous address 2

Address

Were you the tenant, owner or living with family/friends?

How long did you stay here?

Landlord's full name

Landlord's full address

Mobile number

Email address

4. Employment details

Are you:
(Please tick)

Employed

Self-employed

Retired

Student

Unemployed

Maternity leave (Please state dates)

Employment details

Company name and full address		
Company landline number	Your position	
Employment start date	Gross annual salary	Is your employment permanent/temporary/fixed term?
Referee name and position		
Referee contact number	Referee email address	

Self-employment details

Self-employed from which date	Business type	
Company name and full address		
Company number (If Limited)	Date of incorporation	
Your annual income	Do you have an accountant? (Please tick) If yes please complete below.	<input type="checkbox"/> Yes <input type="checkbox"/> No

Accountant's details

Company name and address	
Accountant's name	
Accountant's contact number	Accountant's email address

5. Pension and other income details Please provide proof

Total savings	Total income from property sale (If applicable)
Total annual income from pensions/other income	Total annual income received from property rents

Weekly income received from the following (If applicable)

Working Tax Credits	Child Tax Credits	Disability Living Allowance
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6. Next of Kin

Name	
Full address	
Landline phone number	Mobile phone number
Email address	

7. General questions

Have you ever been evicted from a property? Yes No
(Please tick yes or no)

If yes please give details

Have you ever had a deposit withheld? Yes No
(Please tick yes or no)

If yes please give details

Additional information

8. Declaration

I confirm that the information supplied is to the best of my knowledge and belief, true. I understand that this information will be verified by fair and lawful means, and it will be used in the administration of the tenancy agreement, should my application be successful. This information may be verified against some or all of the following referees supplied on this form, a credit referencing agency and money laundering search via a 3rd party, who will keep a record of the search, any other relevant internal or external databases, or any other information in support of this application supplied to you for the purpose of my application. Should the application be successful I understand that by signing this form any dilapidations remain my responsibility and I agree to pay for any dilapidations on the termination of the contract or upon vacant possession of the property under any circumstances. In the event that I remain in the property, or as a guarantor if applicable, past the agreed initial tenancy period, I understand that it may be necessary to perform subsequent credit and/or money laundering searched, and/or necessary bank validation checks.

Applicant's
signature

Print
full name

Date

9. Consent form

I authorised Homesmart Sales & Lettings to carry out all necessary background and financial checks to verify to verify the information I have provided them. By signing this consent form I authorise them to make the relevant enquiries and take references to validate the information I have provided.

Applicant's
signature

Print
full name

Date

10. Fees

The application fee is **£84.00** including vat per adult (**NON REFUNDABLE**) for a standard application which usually takes 7-14 days. Alternatively we offer a fast-track 48 hour referencing service for £144.00 including vat per person (**NON REFUNDABLE**). **Please note the fast track service cannot be guaranteed because replies to our enquiries may take longer.**

Once your application passes we will request the **NON REFUNDABLE** Holding Deposit which becomes your bond on the move in date. A further **£30.00** administration fee is required at this point to draw up the contract and inventory. The first month's rent will be due no later than the day before the move in.

We do NOT accept cash in the office or cheques and we do not have a card machine currently. You can pay by telephone banking or internet banking, or over the counter into our account at any Lloyds Bank Branch quoting the property address.

The account details are as follows:

Bank: Lloyds Bank Sort Code: 30 90 57 Account Number: 269 491 60 Account Name: Homesmart Property Management-Client

11. Supporting documents

Along with your application form we will need to see originals of the following:

- Proof of identity (passport and drivers licence). If you do not have either then a birth certificate.
- Three recent wage slips. If you are starting a new job we need to see the job offer letter.
- Last P60 if you have it. If you are self-employed we need to see bank statements clearly showing your income. We will verify this with your accountant or book keeper. We also need to see your last HMRC income return.
- Proof of residency (bill or bank statement to you at your current address between 3 and 6 months old).
- We may ask you for copies of your most recent bank statements to prove your income and expenditure.

IMMIGRATION ACT 2014

If you are an EU citizen your passport is sufficient. If you are a non EU member we will need to see your visa status.



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