

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

Do you have any Alias names/Maiden name?
(If so please list them here)

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 documents relating to the CCJ or IVA and any payment plan

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.

Yes

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

You must also complete the additional **Income and Expenditure Form** at the end of this application form

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

6. Next of Kin (This must not be spouse)

Name
(Please state the relationship to you)

Full address

Landline
number

Mobile
number

Email
address

7. General questions

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

Yes

No

If yes please give details

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

Yes

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 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

I give my consent for Homesmart Sales & Lettings to contact me in connection with this application form via:

Work phone
number

Mobile
number

Email

10. Holding deposit

A holding deposit is required of one weeks rent payable at the point of application which will be offset once the application is successful. Failure to provide accurate or misleading information or to withdraw from the application will result in the loss of the holding deposit. A copy of the Assured Shorthold Tenancy Agreement will be sent to you by email for information at the point of application.

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).
- The completed **Income and Expenditure Form** found at the end of this application form.
- We may ask you for copies of your most recent bank statements to prove your income and expenditure.
- A credit report. Please follow the link below to create your own credit report. Please note this service is FREE for the first month. https://www.checkmyfile.com/?tap_a=20672-26b83a&tap_s=803811-3b354c
- A landlords reference from your private landlord/estate agents stating the length of tenancy and that rent has been paid on time with no arrears.
- A copy of your rent payments from your bank to the landlord/agency.

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.

PRS Property
Redress
Scheme

naea
propertymark
PROTECTED

Homesmart Property
Management Ltd.
is part of the
Property Redress Scheme
and the Propertymark
Client Money
Protection Scheme.
Scheme ref: C0131998.

Income and Expenditure Form



HOMESMART
Sales & Lettings

Income

Type of income (Wages, pension, rent, savings, government benefits etc.)	Basic gross income £ If commission is paid please list separately

Expenses

Expense type	Expenditure amount £ If this is a loan please supply the end date	Weekly Please tick	Monthly Please tick
Mortgage or rent			
Car finance and maintenance MOT/Tax etc.			
Food and entertainment			
Fuel or transport costs			
Mobile phone bill			
Loans/Credit cards			
Car insurance			
Life insurance			
Child maintenance			
Council tax			
Expected utility bills			
Broadband/Cable TV			
Clothing and footwear			
Other			
TOTAL EXPENSES			