

Rental Application



Application For The Rental of _____
Ref No _____ Commencement of tenancy _____
Term of tenancy 6 months 12 months _____
Monthly Rent £ _____ Bond/Deposit £ _____
Children Yes No – Ages _____ Pets Yes No – Type _____ Smoker Non Smoker

Personal details

(Miss /Ms /Mrs /Mr) Surname _____ First Names _____
If known by any other names within last 3 years (ie Maiden name) _____
Home Tel _____ Work _____ Mobile _____
Email address _____ Date of Birth _____
Present address _____
Postcode _____ Length of time at this address _____ Yrs _____ Mth
Are you on the voters roll at this address Yes No **Status** Owner / Rented / Other (Specify) _____
Name & address of Landlord (If Applicable) _____
Telephone No _____
If Less than three years at the above address Previous Address _____
Postcode _____ Length of time at this address _____ Yrs _____ Mth
Are you on the voters roll at this address Yes No **Status** Owner / Rented / Other (Specify) _____
Name & address of Landlord (If Applicable) _____
Telephone No _____

Current employment

Name Of Employer _____ Address of Employer _____
Postcode _____
Tel No _____ Fax _____ Email _____
Your job title _____ Employers contact name _____
Monthly wage (before tax) £ _____ Time with present employer _____ Yrs _____ Mth
Is your position permanent / temporary? (delete as applicable) _____ Payroll number: _____
Additional sources of income, please provide evidence: _____
1. Is this property which you have applied to be your main home? Yes No
2. Have you any County Court Judgements? Yes No 3. Have you ever filed for bankruptcy? Yes No
4. Are you in arrears with mortgage/rent? Yes No 5. Have you ever been evicted Yes No
If you have answered Yes to questions 2 - 5 please give details _____

Next of kin (not to include any person who is moving in with you)

Name _____ Address _____
Contact Tel No _____ Relationship to you _____

Bank details

Name of bank _____ Sort code _____ Account number _____
National Insurance number _____

DECLARATION - I hereby confirm that the information provided by me on this application form is to the best of my knowledge true, and I authorise you to request information on my credit, tenant history, banking, employment or any third party as may be necessary for the purposes of processing this application. I understand that the results of the findings will form the basis of any contract between the parties and does not represent any offer between Archer Bassett & Co Ltd and the prospective tenant, and the information may be used in conjunction with this application and in the pursuit of debt tracing and fraud prevention. Strict confidentiality will be observed in the processing of this application. I enclose a non refundable reservation fee of £ _____ and understand that if this application is rejected, you are entitled to withhold my application fee. I also accept that if I withhold or fail to disclose the truth on this application I shall forfeit the reservation fee to cover the cost of processing this application. It is also agreed that if my application is accepted and I do not sign a tenancy agreement and pay the remaining balance within 7 days of this application the property shall be remarketed and I shall forfeit my reservation fee. I am aware that it has been recommended that I should obtain contents insurance (and this should include cover for accidental damage to the landlords goods) before the tenancy commences and for the duration of the tenancy. Payments are to be paid by bankers draft, debit/credit card, bank transfer, and any cash or credit card payments (where accepted) will be subject to a 3% handling charge. All refunds shall be paid by BACS transfer only and payments may take 7 days to process.

Signed _____ **Dated** _____ **Witnessed** _____

The application and tenancy charge is £150.00 for 1 applicant & £220.00 for 2 applicants. All additional applicants and guarantors are £70.00 each*

*All our fees include VAT at the current rate

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