



TENANCY APPLICATION FORM

1. Basic Details

Property address

Rent £ (per calendar month exclusive)

How long do you wish to rent for?

When do you wish to commence?

Office use

Date received

2. Your Details

Full name

Title (Mr / Miss / Mrs / Other)

Nationality

Date of birth

3. Your Contact Details

Work phone

Work email

Mobile

Personal email

4. Who else will be living with you at this property (please supply name, relationship and age)

Please note that every person over the age of 18 living at the property is required to fill out a separate application

5. Where do you live at the moment (please supply full address and post code)

How long have you been at this address?

Date your existing tenancy ends

If you have lived at this address for less than 3 years, please provide details of your previous home(s) and period at those addresses. You will need to provide a list of all addresses that you have lived at covering the last 3 year period.

6. Address for contact after end of tenancy (the Tenancy Deposit Scheme requires you to nominate an address for contact after the end of the tenancy. This can be your parents home address or even an email address)

7. How will the rent be paid?

The rent will be paid: Own means Parent/Guardian Other - please specify:

Amount of rent that you personally will be paying (i.e. split of rent if joint tenancy) £

Details of the bank account from which the rent will be paid:

Bank Name

Account Number

Branch address

Sort Code

8. Your Present Landlord / Letting Agent (if you own your current home, supply details of a previous landlord)

Name

Address

Phone

email

Some Nottingham Agents now charge for providing references for their existing tenants. Check with your current Agent to see if you have to pay.

9. Your Employer (if you are self employed, please provide your accountant's details)

Name of employer Date employment commenced

Address

Position held Salary (per month)

Contact name for reference Position

Phone email

Do you have additional income? (if yes please provide details)

Please contact your employer to let them know we will be writing for a reference. This should speed up the return of the response.

10. Guarantor (if you do not have sufficient income to cover the rent, then you will be asked to provide a person, eg a parent or guardian, who will agree to guarantee the rent and other obligations of the lease. This person will be asked to complete a separate application and will be subject to a credit check. Please ask for a Guarantor Application Form for your Guarantor to complete so that your application can be properly considered.)

Name

Address

Relationship Occupation

11. Miscellaneous

Have you ever had a County Court Judgement for the non payment of any bill, loan, etc. Yes No

Do you smoke? Yes No

Do you have any pets? (if yes, please provide details) Yes No

You have attached your photo identification (e.g. copy passport or driving licence) Yes No

You have attached proof of your existing address (copy of a utility bill or similar) Yes No

You have attached payment of £35 per person (over 18) for the credit check Yes No

12. Statement

I confirm that I have answered these questions honestly and truthfully and I acknowledge that any false or misleading information given could jeopardise my application or subsequent tenancy. I hereby authorise CP Walker and Son to use the personal information provided to make any enquiries deemed necessary in relation to this application or the subsequent contract(s). I authorise CP Walker and Son to contact credit agencies to obtain any credit reports required to support this application or pursuant to any matter in relation to any subsequent contract.

I confirm agreement to the above

Signed

Date

Procedure

- Complete this form and return it to our office with the application fee of £35 per applicant. The application fee covers the costs associated with obtaining references and a credit check. Once the application process has started, the fee is non refundable should the application fail or should you decide not to proceed.
- Once we have obtained satisfactory references and have obtain the owner's approval to proceed with the tenancy payment, you will need to make a payment of £150 for the preparation of the Tenancy Agreement, Inventory and Schedule of Condition (as appropriate). The Tenancy Agreement will be emailed or sent to you once it has been prepared so you can check through it and ask if you have any queries. This Fee is also non refundable if for any reason you decide not to proceed with the tenancy.
- You will also need to make an appointment to come in and sign the Tenancy Agreement. This can be on or before the date you intend to move in. On or before the date specified as the start date for the Tenancy and before you collect keys to the property, you will need to pay one month's rent in advance and the deposit which in the case of professional properties is equivalent to a month's rent plus £100.
- You will be given an Inventory when you move in which lists the contents and describes the condition of the property as at the start of the Tenancy. You then have 7 days to check the Inventory and return with any comments.