

Tenancy Application Pack

So, you've viewed a property that you would like to be your new home. There are just a few details to fill in and return to us and so we can get your application processed and you moving home as quickly as possible. If you have any questions about the application forms or process, please get in touch and we will do our utmost to help. Please fill out the form in this pack and return it, we'll do the rest!

REFERENCING

Once we have received your completed forms, ID and application fee & holding deposit we can process your application. We will carry out our references, credit checks and assemble a report for your potential new landlord. If your application is successful we will set up a start date for your tenancy and arrange for you to sign your new tenancy agreements.

The first months rent and bond will also need to be cleared funds in our bank account within 7 days of approval. The bond will typically be 150% of the monthly rent figure. Unless agreed in writing, you accept the property in its current state and there will be no decoration or maintenance work carried out at the property unless agreed or it is judged landlord obligation.

Whilst Rent East Yorkshire shall make every effort to keep the Tenant's personal details safe and secure, it may be necessary to share such information with trusted third parties such as the Home Office, utility companies, Tenant Shop, maintenance contractors, credit and referencing agencies and debt collection companies etc. As Rent East Yorkshire are acting on behalf of the Landlord we will share information with them. Rent East Yorkshire will not divulge personal contact details to any other third party organisation for marketing purposes without prior approval unless this is necessary to comply with a statutory obligation.

CHECKLIST

Application Forms

A separate Tenancy Application form will need to be completed by each prospective Tenant, including any adult children who will be living at the property. Any children under the age of 18 do not need to fill out a separate application but they must be mentioned on the Primary Applicants form. You can e-mail, post or drop your forms off at our office, whichever suits you best.

All information is strictly confidential and it is essential that you give full and correct responses to all questions on the application form as by submitting the form you declare that the details given are true and correct and will be the basis of any contract between you and Rent East Yorkshire Limited or any of their Landlord Clients. Submission of the Application and any fees does not represent any offer between Rent East Yorkshire Limited or any of their Landlord Clients and you the prospective tenant. In submitting an application from, you agree to Rent East Yorkshire Limited carrying out referencing and credit checks.

Application Fee and Holding Deposit

The Application Fee payable is
£99 for a single applicant and
£149 for a couple.
£49 if a guarantor is required.

In order to reserve a property a non-refundable deposit of £150 is required, this amount will be deducted from your first months rent.

If your application is unsuccessful the reservation deposit and application fee will be returned to you. Payments can be made by cash, cheque or Bank Transfer.

If you withdraw your application or are misleading or dishonest in the details you provide the application fee and holding deposit will NOT be refunded.

Identification

We will need to see your proof of identity, this can be
either a Passport
or Driving Licence & Birth Certificate.

Bank Statements

Please supply us with a current bank statement.

Tenant Shop

Please ensure you have read and signed to receive information from Tenant Shop.

Rental Property Details

Full Address			
Property Rent per month	£	Applicants share of the rent per month	£
Number of tenants		Estimated tenancy start date	

Applicant Details

First Name			Surname	
Title		Marital Status	Maiden Name (if applicable)	
NI Number			Date of Birth	
Nationality			Number of Children under 18yrs	

Applicant Contact Details

Telephone		Mobile	
Email			

Applicant Next of Kin Details

First Name		Surname	
Full Address			
Telephone		Mobile	
Next of kin's relationship to you			

Lifestyle Details

Do you smoke? Or vape?	Yes / No Yes / No	Will any pets live at the property?	Yes / No	<i>If yes please give details:</i>
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Bank Account Details

Bank Name		Account Number		Sort Code	
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Current Address

Full Address					
Dates at this property	From	Until	Time at Address	Years	Months
Please provide the name(s) of the registered owner(s) of this property					
Is this less than 3 years? <i>If yes, please complete additional details</i>				Yes / No	
Are you ...	A Homeowner	A Private Tenant	A Council Tenant	Or Living with Friends or Family	

Current Landlord, Letting Agent or Council if Council Tenant

Landlord Name					
Full Address					
Telephone		Email			

Previous Address 1 (If less than 3 years at current address)

Full Address				
Dates at this property	From	Until	Time at Address	Years Months
Please provide the name(s) of the registered owner(s) of this property				
Is this total less than 3 years? If yes, please give further details below			Yes / No	
Were you ...	A Homeowner	A Private Tenant	A Council Tenant	Or Living with Friends or Family

Previous Landlord, Letting Agent or Council if Council Tenant

Landlord Name				
Full Address				
Telephone		Email		

Previous Address 2 (If less than 3 years at current address)

Full Address				
Dates at this property	From	Until	Time at Address	Years Months
Please provide the name(s) of the registered owner(s) of this property				
Does this total less than 3 years? If so please give details on page 8 or 12			Yes / No	
Were you ...	A Homeowner	A Private Tenant	A Council Tenant	Or Living with Friends or Family

Previous Landlord, Letting Agent or Council if Council Tenant

Landlord Name				
Full Address				
Telephone		Email		

Employment Details

Employed	Maternity/Paternity Leave	Retired	Self-Employed	Unemployed	
<i>If you are unemployed or in part-time employment you will need a Guarantor</i>					
Company Name					
Full Address					
Telephone		Email			
Employment Start Date		Your Position			
Salary	£	Annual	Monthly	Weekly	Per Hour
<i>If per hour, please give average hours worked per week</i>					
Is your position		Full Time	Part Time		
Employment Duration	Permanent	Fixed Term Contract	Temporary Work		
<i>If on a fixed term contract or a temporary basis please specify the duration</i>					
Referee Name			Referee Position		
Referee Email			Referee Telephone		

Applicants on Maternity / Paternity Leave

Leave start date		Leave end date	
Are you returning to work on (or before) the leave end date stated above			Yes / No
Are you returning to work on the same basis stated in the employment details section			Yes / No

Other Income Please supply proof of income with your application form

Proof of Income	Pension Statement	Share Certificate	Bank Statement
Other		Gross Annual Income	£

Retired Details *Please supply proof of pension with your application form*

Pension Type	State	Total monthly pension amount	£
Pension Type	Private	Total monthly pension amount	£

Self-Employment Details *Please supply 3 months accounts or 6 months bank statements*

Business Start Date			Business Type		
Business Name					
Full Address					
Telephone			Email		
Are You:	Sole Trader Partner Director Share Holder LTD Company PLC Company				
Earnings	£	Annual / Monthly	Do you have an accountant	Yes / No	
Accountant Name					
Full Address					
Telephone			Email		

Adverse History

Do you have any adverse credit history: County Court Judgements (CCJs) Bankruptcy Individual Voluntary Agreements (IVAs) Administration Orders or any adverse Credit History, settled or not, that would have a material impact on this application	Yes / No
Are you the subject of a Debt Management Plan (DMP)	Yes / No
Have you ever been in rent arrears or evicted from a property you have rented?	Yes / No
<i>If your answer is 'yes' to any of the above questions, please provide details in the additional information section on page 7</i>	

Right to Rent	
Please supply the expiration date for your Passport / Visa	
Do you have the right to reside in the UK	Yes / No
Will this rental be your only UK home	Yes / No

Additional Information
<p>Please enter any additional information that you think may be of importance when processing your application i.e. details of any adverse credit, additional income, benefits, etc.</p> <p>If you have rented your present property for less than 3 years please provide names, addresses and contact details of all previous landlords or councils</p> <p>You can continue on page 12 if required</p>

Declaration

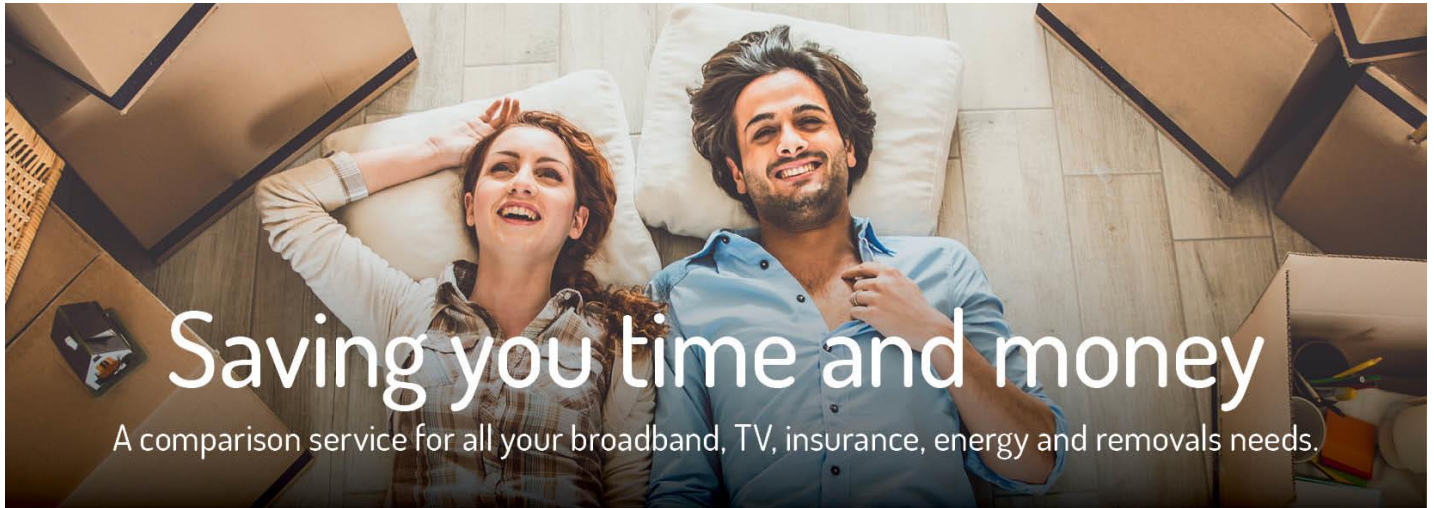
Deposit Protection Service – When Rent East Yorkshire Ltd protects your deposit we will create an individual account for you and any other tenants so you can review your deposit and tenancy details.

Where the deposit is paid by someone else they will be provided with a copy of the deposit protection.

- I agree that Rent East Yorkshire may use the contact details I have supplied above (email, phone number & address) to contact me during the application process and any subsequent tenancy. I understand it may be necessary to share my information with the trusted contractors, for example to arrange access for maintenance work
- I hereby give my employer, accountant, landlord and letting agent permission to disclose information requested by Rent East Yorkshire.
- I confirm that the information contained in this application is true to the best of my knowledge and belief, which can be verified. I agree that Rent East Yorkshire may search files of one or more credit referencing agencies. I also understand that in the event of failing to make the rental payment, a default may be recorded against my credit file and shared with other sources.
- I understand, should any information provided in this application be found untrue, the application will be declined and I may lose the administration and holding fee.
- I have read and understood the statement above and I authorise Rent East Yorkshire Ltd. to conduct the checks and reference requests described and make all other relevant enquiries necessary to assess my suitability to enter into a tenancy agreement.

Yes / No

Print name			
Applicant Signature		Date	



Registration of Tenancy Information.

To help with the move-in process we have teamed up with Tenant Shop to streamline the registration process for your new property by notifying the local council, water supplier and your incumbent energy provider of your move.

We will use software supplied by Tenant Shop to notify all the necessary organisations that you have arrived and provide your contact information, moving in date and meter readings where applicable.

The reverse will happen when you move out.

Data Protection

Tenant Shop Limited is fully compliant with the data protection act 2018 and is registered with the Information Commissioners Office registration number Z305733 You can alter your options or opt out at any time by emailing customerservices@mytenantshop.co.uk Tenant Shop limited will only use your information for the purposes set out above

*offers subject to availability

Tenant Shop is a trading style of Tenant Shop Limited which is an appointed representative of Albany Park Limited, which is authorised and regulated by the Financial Conduct Authority. Financial Services Register number for Albany Park Limited is 304130 and 741081 for Tenant Shop Limited trading as Tenant Shop. This is regarding Insurance products only. TS280 Exp06/19

Broadband & TV

When moving in to your new property you may wish to arrange a Broadband connection & TV package. Our Partner Tenant Shop can offer you exclusive discounts through market leading providers SKY & Virgin Media, and regularly have offers of up to 50% off the standard pricing*

I give permission for Tenant Shop to contact me by phone to provide support and advice on arranging the best TV & Broadband package for my needs

Signed: _____

Gas & Electricity

On moving in to your new property, you will be placed on a standard Gas & Electricity tariff. This tariff is the providers most expensive tariff, Tenant Shop will provide you with a choice of market comparison to find a tariff with a more suitable rate for your property.

I give permission for Tenant Shop to contact me by phone to arrange a more suitable energy tariff

Signed: _____

Insurance

You may wish to take out tenant's liability insurance cover to protect your deposit against any accidental damage you may cause to the landlord's fixtures and fittings. We can arrange a quote for you through one of our partners, but you can source this from any provider you wish.

I give permission for Tenant Shop to contact me by phone to arrange a quote for insurance

Signed: _____

Form Completion Date: _____ **Tenant Name:** _____

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Additional Information continued

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If you have rented more than 3 properties in the last 3 years please provide names, addresses and contact details of all previous landlords or councils

You can continue on a separate sheet if required