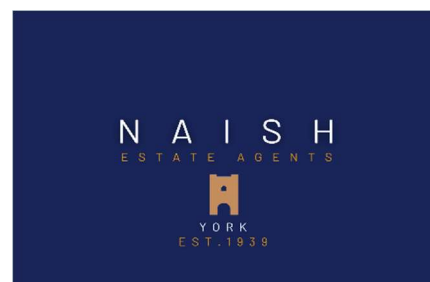


NAISH LETTINGS & PROPERTY MANAGEMENT

APPLICATION FOR RESIDENTIAL LETTING



Please complete this form in capitals and return to Naish Lettings & Property Management at the relevant branch or via email to naish@naishproperty.co.uk.

1. PROPERTY YOU ARE APPLYING FOR:

ADDRESS:		RENT PER MONTH:	
WHEN WOULD YOU LIKE TO MOVE IN?		WHAT LENGTH OF TENANCY DO YOU REQUIRE?	

2. PERSONAL DETAILS:

1st Applicant

Title	Mr/Mrs/Miss/Other
Surname:	
Forname(s):	
Current Address:	
Postcode:	
How Long have you lived at this address?	
Previous address for previous three years:	
Marital status:	
Date of Birth:	
Mobile:	
NI Number:	
Email:	

2nd Applicant

Title	Mr/Mrs/Miss/Other
Surname:	
Forname(s):	
Current Address:	
Postcode:	
How Long have you lived at this address?	
Previous address for previous three years:	
Marital status:	
Date of Birth:	
Mobile:	
NI Number:	
Email:	

Primary Applicant

**See overleaf*

Do any of the applicants smoke?

Y/N

Do you have any pets?

Y/N

If yes, please specify:

2. PERSONAL DETAILS Continued1st Applicant

Are you:	Homeowner/Council Tenant/ Living with Parents/ Other	
If other, please specify:		
If private tenant, please provide the name and address of Landlord/Landlord's Agent		
Current Rent:	£	PCM
I have always paid my rent on time?	Y/N	
If no, please give details:		
Do you have any CCJ's or adverse credit history?	Y/N	
If yes, please give details		
Next of Kin:	Name: Address: Tel: Email:	

2nd Applicant

Are you:	Homeowner/Council Tenant/ Living with Parents/ Other	
If other, please specify:		
If private tenant, please provide the name and address of Landlord/Landlord's Agent		
Current Rent:	£	PCM
I have always paid my rent on time?	Y/N	
If no, please give details:		
Do you have any CCJ's or adverse credit history?	Y/N	
If yes, please give details		
Next of Kin:	Name: Address: Tel: Email:	

3. EMPLOYMENT DETAILS

Employer:	
Employer's Address:	
Position Held/Department	
Contract (Please select)	Full Time/Part Time/Temporary Contract
Gross Salary (Before Tax) per annum	£
Commission/Overtime	
Employment Commencement Date	
Who can we contact to confirm the above?	Name: Telephone: Email:
Income from any other source/Savings	

Employer:	
Employer's Address:	
Position Held/Department	
Contract (Please select)	Full Time/Part Time/Temporary Contract
Gross Salary (Before Tax) per annum	£
Commission/Overtime	
Employment Commencement Date	
Who can we contact to confirm the above?	Name: Telephone: Email:
Income from any other source/Savings	

3b. SELF-EMPLOYED

Name of Your Business:	
Nature of your Business:	
Business Address:	
How Long have you been in business?	
Do you have two year's worth of accounts?	
Average Earnings	£ per annum
Accountant:	Name: Telephone: Email:

4. TERMS AND CONDITIONS

APPLICATION PROCEDURE:

If you wish to apply to rent a property, please observe the following procedure.

A tenancy will be offered to you subject to contract and the following conditions:

- A fully completed application form has been submitted;
- A holding deposit payment has been made;
- The Landlord(s) have accepted the offer;
- A satisfactory credit check has been carried out by an independent credit referencing agency;
- Satisfactory references have been obtained.

If your application is accepted (subject to references) you will be required to pay a holding deposit of £150 (unless less is otherwise agreed) in order to reserve the property. If you are successful then upon commencement of the tenancy the Holding Deposit will be deducted from the first month's rent due. By signing this form, you confirm your agreement to this stipulation.

The Holding Deposit will not be returned should you provide false or misleading information, fail a Right to Rent check, withdraw your application or fail to take all reasonable steps to enter into the tenancy agreement within the agreed timescale. If the Landlord chooses not to enter into an agreement for any reason other than those specified above, the Holding Fee will be refunded.

Before the commencement of your tenancy, the first months' rent and Deposit must be made by bank transfer and funds must be cleared into our account before keys are released. All future payments must be made on the agreed date by standing order, unless otherwise agreed.

You may be asked to provide a Guarantor in cases where applicable.

Please seek clarification from the agent or Landlord in events where the items included in the tenancy are not clear (e.g. furniture, appliances, fittings).

Other Permitted Payments, Default Fees, and Damages **Payments which may apply to your tenancy as defined by the Tenant Fees Act 2019:**

Late Payment of Rent:

The Agent/Landlord is entitled to charge interest set at 3% above the Bank of England's base rate for each day that a rent payment is outstanding.

This charge will be applied once the rent has been outstanding for 14 days or more and will then be backdated to the rent due date. Payment of interest must be made at the same time that the rent debit is cleared.

Replacement or additional keys or entry/security devices:

The Agent/Landlord is entitled to be fully reimbursed for all reasonable costs incurred in replacing or sourcing new keys or entry devices upon production of a receipt of invoices. The Agent's time in doing so will be charged at £15 per hour inclusive of VAT.

Changes to a Tenancy:

Should the tenant(s) make reasonable request to alter the original tenancy agreement, the Agent or Landlord is entitled to charge £50 including VAT. Examples of this include but are not limited to; additions of new tenants to the agreement, alteration of names on an existing agreement; requests to add clauses relating to the keeping of pets, etc. All requests remain subject to the consent of the Landlord(s).

Early Termination Fees:

Should the tenant(s) request early termination of their Tenancy and the request is approved, the Landlord and/or Agent will be entitled to recover the Letting Fee as detailed in the Terms of Business between the Landlord and Agent. The tenant(s) remain responsible for all utilities, council tax payments, and outstanding rent up until the commencement of a new tenancy at the property or up until the date the tenant's notice period expires. Any termination during a fixed tenancy period is subject to the Landlord's consent.

****PRIMARY APPLICANT***

Applications by two or more parties will be asked to name a primary applicant who will become our main point of contact for all matters relating to your tenancy. The Primary applicant will be asked to make the initial holding deposit, rent, and deposit payments.

5. PROVING YOUR IDENTITY

Money Laundering (etc) Regulations 2017

We are legally obligated to obtain proof of identity for any and all clients and customers who are dealing with us for the first time.

This includes Landlords, Tenants, and Guarantors.

This legislation is designed to help prevent fraud and financial crime.

Proof of Identity

We require one of the following in order to confirm your identity:

- Passport (signed & current);
- Valid Photo-card driving licence (including provisional);
- National Identity Card;
- Valid Armed Forces Identity Card;
- Valid Police Warrant Card or Badge;
- Government Agency ID Card;
- Airport Employees ID Card;
- Citizen Card (Proof of 18+ years of age);
- Current valid EEA ID Card;
- Northern Ireland Voters Card (with Photo);
- Construction Industry Tax Exemption Certificate with Photo;
- University ID Card;

Proof of Address:

We require one of the following to prove your current address:

- A driving license with current address;
- A recent utility bill (no older than three months);
- A recent Council Tax Bill (no older than three months);
- Documentation to certify the Applicant is in receipt of universal credit;
- A current postal Bank Statement;
- A current TV Licence;
- A current Mortgage Statement;
- A current homeowner's household insurance policy schedule;
- A current Tenancy Agreement.

Giving us Proof

In Branch: Original documentation can be submitted to us in-person in our office on High Petergate, York. We will take copies and return immediately.

By Post: In order to comply with legislation, we require legally certified copies of documents from the list above. To have a document certified, it must be copied by a solicitor, bank manager, doctor, or accountant. The name, address and signature of the certifier must be enclosed. We accept no liability for lost original documentation via post.

Important:

The following documents are NOT acceptable for proof of address:

Financial statements (e.g. credit cards; letters from HM Revenue and Customs; Letters from Solicitors or Accountants; Mobile phone Bill).

The same document cannot be used to confirm both your ID and Address. You must provide two separate documents.

If you are applying for a joint tenancy, we require copies of ID for each named tenant.

If you do not have any of the above-named documents, please contact our office.

Right To Rent (as per Section 22 of the Immigration Act 2014)

We have a legal requirement to ensure that every adult occupier of a rental property has the legal right to reside in the United Kingdom.

British citizens have an automatic right to rent and reside. In most cases, a passport will suffice as evidence of your Right to Rent in the United Kingdom without further documentation being required. On occasion, other evidence may be required.

Please see government guidance for further information.

EEA citizens and their family members are required to provide evidence of their lawful immigration status in the UK.

In the case of Right to Rent checks, all documents must be original copies and must be presented in the office in-person by the document holder themselves in order to verify their identity.

If you are unable to prove your Right to Rent in the UK then the law prohibits us from providing you with accommodation.

6. DECLARATION

I hereby confirm that all the information I have provided is, to the best of my knowledge, true and accurate. I consent to this information being verified by contacting the third parties detailed in this form. I understand that the results of the findings will be forwarded to the landlord and may be accessed again at any time in the future. I agree that Naish Estate Agents Limited or any appointed agent may search the files of a Credit Reference Agency and IDS Limited, the industry's data collection agency, which will keep a record of that search.

I understand that I may request for the name and address of the Credit Reference Agency to whom I may then apply for a copy of the information provided to Naish Estate Agents Limited.

I understand that in the event of my defaulting on the agreed rent payments, information may be recorded with the Credit Reference Agency and IDS Limited, who may supply the information to other credit companies or insurers in the request for responsible granting of tenancies, insurances, and credit.

I understand that in the event of any default by me in respect of the covenants in my tenancy agreement with my landlord(s), the information enclosed within this application may be disclosed to one or more tracing companies and/or debt collection agencies in order to recover monies due or to trace my whereabouts. Information will be disclosed to relevant utility companies or relevant suppliers in the industry.

I understand that personal information within this form may be released to companies or individuals associated with Naish Estate Agents Limited for the purposes of providing related services such as for insurance or utilities.

I understand that in some instances, Naish Estate Agents Limited may earn supplementary income from various sources relating to the provision, referral, or introduction of services and products to our clients and customers. This may be in the form of a fixed fee, or a percentage of a premium, fee or invoice. This is not done in all cases and use of these providers is not mandatory. Clients are entirely free to choose their own products, services and providers.

We declare this intention within our Terms of Business and Application Forms and by signing these documents, our clients and customers confirm their agreement to us doing so.

I confirm my express agreement to receive a copy of the Tenancy Agreement, Deposit Protection Service (DPS) Terms and Conditions, Energy Performance Certificate, Gas Safety Certificate (where applicable) and Electrical Installation Condition Report and prescribed information for my chosen property and How to Rent Guide in electronic format. Paper copies can be provided upon written request.

The information provided in this form by me is information as described in Ground 17 of the Housing Act 1996 and I understand that if any information within this application is found to be untrue or misleading, it is grounds for the termination of the tenancy. I also understand that any default in the payment of rent will affect any future application for tenancies, credit, and/or insurance.

Signed 1st Applicant	
Signed 2nd Applicant	
Date:	

