

# Constables

SALES & LETTINGS

## TENANCY APPLICATION AND GUIDE- PLEASE READ THOROUGHLY

All applications are subject to contract and a holding deposit equivalent of 1 weeks rent is required to secure the application. At the time of making payment of the holding deposit a deadline date will be given for the agreement to be signed subject to all relevant checks being returned satisfactorily, this will usually be 15 days unless a different date is agreed by all parties. On successful checks and agreement to proceed with the application your holding deposit can then either be refunded to you OR used to make part of your full deposit.

You must disclose any information that may have an adverse effect on your application such as county court judgements, bankruptcy orders, poor landlord or employment references. If you provide false or misleading information to the landlord or agent which the landlord is reasonably entitled to consider in deciding whether to grant the tenancy because this materially affects their suitability to rent the property, your holding deposit will not be refunded. Should you fail the Right to Rent Check your holding deposit will not be refunded, should you fail to take all reasonable steps to enter into a tenancy agreement your holding deposit would not be refundable, should you decide at the latter stages of the application to withdraw your holding deposit may not be refunded.. Should the landlord or agent decide to not proceed with your application during the process then your holding deposit **will** be refunded to you except in circumstances detailed above whereby you withheld information relevant to your application and that is the reason the agent or landlord chooses not to proceed with your application.

Once you have viewed the property and wish to put an application in we will check with the landlord if they are happy to proceed with your application, if they are you will then need to ensure you supply completed application/declaration forms all relevant documentation requested within 48 hours. If there is more than one interested party looking to apply for the same property we put all parties to the landlord and they make the decision who to proceed with.

Each applicant over the age of 18 will need to be referenced and undergo the Right to Rent Check; this includes guarantor(s) if applicable although there is no requirement for the Guarantor to undergo the Right to Rent Check.

Once your reference checks are completed you are accepted as a pass we then require you to sign the tenancy agreement the deposit which equates to the equivalent of 5 weeks rent will then be due for payment, the 1<sup>st</sup> months rent will be due for payment 5 days before the tenancy start date as long as the tenancy agreement has been signed.

Should your application proceed to a fixed term tenancy you must understand that the tenancy agreement you sign will be legally binding for the period of that tenancy term. Any requests for an early surrender would have to be agreed by the landlord and you would be liable for all the landlords costs and rent up to the start date of a new tenancy. You would also incur a surrender fee of £50.00 inclusive of vat.

#### **BANK DETAILS FOR RENT AND DEPOSIT**

**Sort Code: 01-07-02 Account number: 56461739- ALWAYS use your name or the rental property address as a reference when making a payment.**

**Documents and information required are detailed below:**

- **Application form/reference declaration form/income information and holding deposit form completed by all parties 18 and over including guarantor(s) if applicable-only usually applicable if you have adverse credit / insufficient income proof/no affordability or in receipt of State Benefits.**
- **Sight of your current Passport OR identity card OR visas whichever is applicable, and we will need to take copies of these in the office to be able to verify your right to rent in the UK.**
- **If you are unable to supply a passport we will require 2 forms of ID as detailed:  
Full driving licence both photo card and paper, birth certificate, government letter not older than 3 months, adoption certificate, a letter from UK police force, evidence of persons previous or current service in the HM armed forces, benefits paperwork provided by HMRC or local authority or Job Centre no older than 3 months.**
- **A recent utility bill or statement to show proof of current address**
- **Accountant details if you are self employed**
- **Your last 3 months payslips if employed**
- **Your most up to date P60 if employed**
- **Proof of pension income if applicable**
- **Details of any adverse credit issues such as CCJs, bankruptcy orders, debt management plans**
- **Proof of home ownership if you are a home owner rather than a tenant**
- **Confirmation of pets if any**
- **Provisional move in dates**

**Much of the required process can be completed via scanning required documents to us at [info@constablesestateagents.co.uk](mailto:info@constablesestateagents.co.uk) however we must see your passports in person before the application completes in order to certify these. Should you not have access to a scanner we are more than happy for you to bring all the required documentation to our office where we can take copies. In order to complete your application and meet certain legal requirements, Constables Cheshire and or UkTenantData OR Vouch will process your information with a number of third parties, including a licensed credit reference agency.**

**By signing these application forms you understand all the above processes and statements and also agree to Constables Cheshire or UkTenantData or Vouch to contact your referees (including those outside the EEA), with personal information which has been provided in this form to allow them to verify the information about your earnings, dates of employment and previous tenancies.**

**PLEASE ENSURE YOU FILL THE FORMS IN FULL OTHERWISE WE ARE UNABLE TO PROCEED**

**PROPERTY ADDRESS YOU ARE APPLYING FOR**

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**APPLICANT 1** PLEASE NOTE APPLICANT ONE IS THE LEAD TENANT FOR PURPOSES OF THE DEPOSIT PROTECTION SCHEME

TENANCY TERM PREFERRED \_\_\_\_\_ PROVISIONAL START DATE \_\_\_\_\_

Applicant 1

FULL NAME \_\_\_\_\_ Date Of Birth \_\_\_\_\_

CURRENT ADDRESS \_\_\_\_\_

Please circle appropriately Homeowner  In Rented  Living with Relatives

Telephone Number \_\_\_\_\_ Email address \_\_\_\_\_

Number of Dependents and their ages \_\_\_\_\_

Next of kin Name & Relation to you \_\_\_\_\_ Contact Number \_\_\_\_\_

Do you have any pets, if so please state what pets you have \_\_\_\_\_

Do you have any adverse credit such as CCJs or debt plans or similar -please provide more information if you circle YES - YES NO

PLEASE CIRCLE APPROPRIATE TITLE Employed  Self Employed  On sickness Leave  Unemployed  Student  Retired

If Employed please state current role/employment title \_\_\_\_\_

Current annual income in total \_\_\_\_\_

Is this by way of **salary** or state **benefits** or **pension** or **self employment** (Please circle appropriate answer)

Are you able to provide proof of your income YES NO Do you require a guarantor YES NO

IF you require a guarantor are they a homeowner YES NO

If you require a guarantor do they earn 35 x the monthly rent of the property in question YES NO

If you require a guarantor can they provide proof of the above Home ownership and income YES NO

State Guarantors Full Name \_\_\_\_\_ Contact Number \_\_\_\_\_

Your current landlords name \_\_\_\_\_ Email address \_\_\_\_\_

Your current Landlords Contact number \_\_\_\_\_

Your current employers name \_\_\_\_\_ Email address \_\_\_\_\_

Your current employers Contact number \_\_\_\_\_

I have completed this form and to the best of my knowledge believe all the information provided to be accurate. I have also received the How to Rent Guide

Your Name & signature \_\_\_\_\_ DATE \_\_\_\_\_

## REFERENCE CHECKS DECLARATION APPLICANT 1

In order to complete your application and meet certain legal requirements, Constables Cheshire and or UkTenantData OR Vouch will process your information with a number of third parties, including a licensed credit reference agency. By signing this application form you understand all the above and agree to Constables Cheshire or UkTenantData OR Vouch to contact your referees (including those outside the EEA), with personal information to allow them to verify the information about your earnings, dates of employment and previous tenancies.

A copy of our privacy policy is available on our website [www.constablesestateagents.co.uk](http://www.constablesestateagents.co.uk)

Constables Cheshire collects information relevant to your suitability to rent a property through Constables Cheshire. This information may be shared with previous landlords/employers/credit reference agencies in order to check the information given by you that is relevant to your application. By signing this form you are giving permission for such information to be provided by previous landlords or letting agents /employers/credit reference agencies, to Constables Cheshire. If your application is successful this information will be kept on file for the length of your tenancy and for a limited period afterwards in accordance with relevant guidelines. If unsuccessful it will be kept on file for the relevant period of time in accordance with guidelines.

Rental Address: \_\_\_\_\_

Total household income required to rent this property is 30 x monthly rent

Applicant 1 Full Name \_\_\_\_\_

I give my consent for my employer/accountant/current or previous landlord or letting agent/ each referee I have provided and credit reference agency to release & provide information to Constables Cheshire when requested for them to assess my suitability as a tenant or guarantor. I confirm by signing this form that I have read and understand the explanation section above and that to the best of my knowledge this information is correct and that if I knowingly give false information this could give cause to close my application

**Signature**

**Date**

**APPLICANT 2**

Applicant

FULL NAME \_\_\_\_\_ Date Of Birth \_\_\_\_\_

CURRENT ADDRESS \_\_\_\_\_

Please circle appropriately Homeowner  In Rented  Living with Relatives

Telephone Number \_\_\_\_\_ Email address \_\_\_\_\_

Number of Dependents and their ages \_\_\_\_\_

Next of kin Name & Relation to you \_\_\_\_\_ Contact Number \_\_\_\_\_

Do you have any pets, if so please state what pets you have \_\_\_\_\_

Do you have any adverse credit such as CCJs or debt plans or similar -please provide more information if you circle YES - YES NO

\_\_\_\_\_

PLEASE CIRCLE APPROPRIATE TITLE Employed  Self Employed  On sickness Leave  Unemployed  Student  Retired

If Employed please state current role/employment title \_\_\_\_\_

Current annual income in total \_\_\_\_\_

Is this by way of salary or state benefits or pension or self employment (Please circle appropriate answer)

Are you able to provide proof of your income YES NO Do you require a guarantor YES NO

IF you require a guarantor are they a homeowner YES NO

If you require a guarantor do they earn 35 x the monthly rent of the property in question YES NO

If you require a guarantor can they provide proof of the above Home ownership and income YES NO

State Guarantors Full Name \_\_\_\_\_ Contact Number \_\_\_\_\_

Your current landlords name \_\_\_\_\_ Email address \_\_\_\_\_

Your current Landlords Contact number \_\_\_\_\_

Your current employers name \_\_\_\_\_ Email address \_\_\_\_\_

Your current employers Contact number \_\_\_\_\_

I have completed this form and to the best of my knowledge believe all the information provided to be accurate. I have also received the How to Rent Guide

Your Name & signature \_\_\_\_\_ DATE \_\_\_\_\_

## REFERENCE CHECKS DECLARATION APPLICANT 2

In order to complete your application and meet certain legal requirements, Constables Cheshire and or UkTenantData OR Vouch will process your information with a number of third parties, including a licensed credit reference agency. By signing this application form you understand all the above and agree to Constables Cheshire or UkTenantData OR Vouch to contact your referees (including those outside the EEA), with personal information to allow them to verify the information about your earnings, dates of employment and previous tenancies.

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Constables Cheshire collects information relevant to your suitability to rent a property through Constables Cheshire. This information may be shared with previous landlords/employers/credit reference agencies in order to check the information given by you that is relevant to your application. By signing this form you are giving permission for such information to be provided by previous landlords or letting agents /employers/credit reference agencies, to Constables Cheshire. If your application is successful this information will be kept on file for the length of your tenancy and for a limited period afterwards in accordance with relevant guidelines. If unsuccessful it will be kept on file for the relevant period of time in accordance with guidelines.

Rental Address: \_\_\_\_\_

Total household income required to rent this property is 30 x monthly rent

Applicant 2 Full Name \_\_\_\_\_

I give my consent for my employer/accountant/current or previous landlord or letting agent/ each referee I have provided and credit reference agency to release & provide information to Constables Cheshire when requested for them to assess my suitability as a tenant or guarantor. I confirm by signing this form that I have read and understand the explanation section above and that to the best of my knowledge this information is correct and that if I knowingly give false information this could give cause to close my application

**Signature**

**Date**

**APPLICANT 3**

Applicant

FULL NAME \_\_\_\_\_ Date Of Birth \_\_\_\_\_

CURRENT ADDRESS \_\_\_\_\_

Please circle appropriately Homeowner  In Rented  Living with Relatives

Telephone Number \_\_\_\_\_ Email address \_\_\_\_\_

Number of Dependents and their ages \_\_\_\_\_

Next of kin Name & Relation to you \_\_\_\_\_ Contact Number \_\_\_\_\_

Do you have any pets, if so please state what pets you have \_\_\_\_\_

Do you have any adverse credit such as CCJs or debt plans or similar -please provide more information if you circle YES - YES NO

PLEASE CIRCLE APPROPRIATE TITLE Employed  Self Employed  On sickness Leave  Unemployed   
Student  Retired

If Employed please state current role/employment title \_\_\_\_\_

Current annual income in total \_\_\_\_\_

Is this by way of salary or state benefits or pension or self employment (Please circle appropriate answer)

Are you able to provide proof of your income YES NO Do you require a guarantor YES NO

IF you require a guarantor are they a homeowner YES NO

If you require a guarantor do they earn 35 x the monthly rent of the property in question YES NO

If you require a guarantor can they provide proof of the above Home ownership and income YES NO

State Guarantors Full Name \_\_\_\_\_ Contact Number \_\_\_\_\_

Your current landlords name \_\_\_\_\_ Email address \_\_\_\_\_

Your current Landlords Contact number \_\_\_\_\_

Your current employers name \_\_\_\_\_ Email address \_\_\_\_\_

Your current employers Contact number \_\_\_\_\_

I have completed this form and to the best of my knowledge believe all the information provided to be accurate. I have also received the How to Rent Guide

Your Name & signature \_\_\_\_\_ DATE \_\_\_\_\_

**REFERENCE CHECKS DECLARATION APPLICANT 3**

In order to complete your application and meet certain legal requirements, Constables Cheshire and or UkTenantData OR Vouch will process your information with a number of third parties, including a licensed credit reference agency. By signing this application form you understand all the above and agree to Constables Cheshire or UkTenantData OR Vouch to contact your referees (including those outside the EEA), with personal information to allow them to verify the information about your earnings, dates of employment and previous tenancies.

A copy of our privacy policy is available on our website [www.constablesstateagents.co.uk](http://www.constablesstateagents.co.uk)

Constables Cheshire collects information relevant to your suitability to rent a property through Constables Cheshire. This information may be shared with previous landlords/employers/credit reference agencies in order to check the information given by you that is relevant to your application. By signing this form you are giving permission for such information to be provided by previous landlords or letting agents /employers/credit reference agencies, to Constables Cheshire. If your application is successful this information will be kept on file for the length of your tenancy and for a limited period afterwards in accordance with relevant guidelines. If unsuccessful it will be kept on file for the relevant period of time in accordance with guidelines.

Rental Address: \_\_\_\_\_

Total household income required to rent this property is 30 x monthly rent

Applicant 3 Full Name \_\_\_\_\_

I give my consent for my employer/accountant/current or previous landlord or letting agent/ each referee I have provided and credit reference agency to release & provide information to Constables Cheshire when requested for them to assess my suitability as a tenant or guarantor. I confirm by signing this form that I have read and understand the explanation section above and that to the best of my knowledge this information is correct and that if I knowingly give false information this could give cause to close my application

**Signature**

**Date**



**APPLICANT 4**

Applicant

FULL NAME \_\_\_\_\_ Date Of Birth \_\_\_\_\_

CURRENT ADDRESS \_\_\_\_\_

Please circle appropriately Homeowner  In Rented  Living with Relatives

Telephone Number \_\_\_\_\_ Email address \_\_\_\_\_

Number of Dependents and their ages \_\_\_\_\_

Next of kin Name & Relation to you \_\_\_\_\_ Contact Number \_\_\_\_\_

Do you have any pets, if so please state what pets you have \_\_\_\_\_

Do you have any adverse credit such as CCJs or debt plans or similar -please provide more information if you circle YES - YES NO

\_\_\_\_\_

PLEASE CIRCLE APPROPRIATE TITLE Employed  Self Employed  On sickness Leave  Unemployed  Student  Retired

If Employed please state current role/employment title \_\_\_\_\_

Current annual income in total \_\_\_\_\_

Is this by way of salary or state benefits or pension or self employment (Please circle appropriate answer)

Are you able to provide proof of your income YES NO Do you require a guarantor YES NO

IF you require a guarantor are they a homeowner YES NO

If you require a guarantor do they earn 35 x the monthly rent of the property in question YES NO

If you require a guarantor can they provide proof of the above Home ownership and income YES NO

State Guarantors Full Name \_\_\_\_\_ Contact Number \_\_\_\_\_

Your current landlords name \_\_\_\_\_ Email address \_\_\_\_\_

Your current Landlords Contact number \_\_\_\_\_

Your current employers name \_\_\_\_\_ Email address \_\_\_\_\_

Your current employers Contact number \_\_\_\_\_

I have completed this form and to the best of my knowledge believe all the information provided to be accurate. I have also received the How to Rent Guide

Your Name & signature \_\_\_\_\_ DATE \_\_\_\_\_

**REFERENCE CHECKS DECLARATION APPLICANT 4**

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Rental Address: \_\_\_\_\_

Total household income required to rent this property is 30 x monthly rent

Applicant 4 Full Name \_\_\_\_\_

I give my consent for my employer/accountant/current or previous landlord or letting agent/ each referee I have provided and credit reference agency to release & provide information to Constables Cheshire when requested for them to assess my suitability as a tenant or guarantor. I confirm by signing this form that I have read and understand the explanation section above and that to the best of my knowledge this information is correct and that if I knowingly give false information this could give cause to close my application

**Signature**

**Date**