

## Tenancy Application Form

Thank you for viewing a rental property with us. To apply you must fully complete this application form in INK and in BLOCK CAPITALS and provide the requested supporting documentation and appropriate fee. We must receive a completed form FROM EACH APPLICANT over the age of 16 and two applicants cannot be included on the same form.

Please return the completed form to Fairways either in person, by post or by scanning and emailing to enquiries@fairways.uk.com. If sending your application by post please ensure there is enough postage on your envelope. One 1st class stamp may be insufficient, in which case your application will be returned to the local sorting office by Royal Mail. **Please note that we are legally required to inspect original copies of ID documents in the presence of the applicant and therefore we would urge that the form is submitted to the office where possible.**

We ask that you allow up to **5 working days** for processing.

Please note that submission of this application form DOES NOT guarantee the tenancy will be granted and we regret that no explanation will be given should your application for the tenancy be unsuccessful.

### Tenancy Application Fee

There is a non-refundable **Credit and Reference Checking Fee** payable when submitting your application form. The amount payable is dependent on the total number of people applying for the property:

Please tick to show which fee applies

- Fee for 1 person: £ 45 (inc VAT)
- Fee for 2 people: £ 65 (inc VAT)
- Fee for 3 people: £ 85 (inc VAT)
- Fee for 4 people: £105 (inc VAT)

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Fee received from applicant?:

Amount received: £.....

Payment method: .....

Is your fee included with this application?: Yes  No

**Payment methods.** Cash, bankers draft, personal cheque (made payable to *Fairways*), credit or debit card. A direct bank transfer can also be made, please contact the office for the relevant bank details and use your surname as a reference.

If your application is successful there will be a further **Administration Fee of £100 (inc VAT)** per property payable upon the signing of the tenancy agreement. This is to cover the preparation of the tenancy agreement and inventory, registration of the deposit with DPS and other associated administration.



### Tenancy Deposit

**Once the application has been approved a tenancy Deposit will be collected. Unless advised otherwise the amount of this deposit will be equivalent to the monthly rental amount of the property applied for plus £100 (eg. £450 per calendar month = £550 Deposit).**

As part of the Housing Act 2004 the Government introduced a Tenancy Deposit Protection Scheme for all Assured Shorthold Tenancies in England and Wales where a deposit is taken. The legislation aims to ensure that Tenants who have paid a deposit to a Landlord or Letting Agent and who are genuinely not in breach of the terms of their contract may be entitled to receive all of the deposit back at the end of the Tenancy.

Fairways are registered with DPS (Deposit Protection Service) which is a Government approved custodial Deposit Protection Scheme run by Computer Share Investors Services Plc. The banking support for this service is provided by the Bank of Scotland Specialist Deposit Service Team who will safeguard and administer all deposit funds on behalf of Computer Share. For further information about DPS please visit: [www.depositprotection.com](http://www.depositprotection.com) or telephone their help line on **0330 303 0030**.

## Referencing

**In order to process your application we require the following:**

Applicant to tick  
if included

• A letter from your employer confirming your employment details (if employed).	<input type="checkbox"/>
• The name, address and telephone number of a current or previous Landlord/Agent (if applicable).	<input type="checkbox"/>
• A copy of your most recent bank statement.	<input type="checkbox"/>
• The names, addresses and contact details of <b>TWO</b> additional <b>character referees</b> who are well known to you ( <u>these cannot be family members</u> ). Ideally these will be people in a professional capacity although non-professional referees will be considered. Please provide these details on the back page.	<input type="checkbox"/>

## Forms of Identification

From 1<sup>st</sup> February 2016 the *Right to Rent* scheme was extended across England as part of legislation under *Section 22 of the Immigration Act 2014*. As a letting agency acting on behalf of a landlord it is now our responsibility to conduct checks on ALL applicants over the age of 18 to ensure they have a legal right to reside in the UK. If you have any questions about supplying an appropriate form of ID please contact our office.

**Are you able to supply ONE of the following (original document required for inspection):**

• UK passport	<input type="checkbox"/>
• EEA/Swiss national passport/identity card	<input type="checkbox"/>
• Registration Certificate or document certifying permanent residence of EEA/Swiss national	<input type="checkbox"/>
• EEA/Swiss family member Permanent Residence card	<input type="checkbox"/>
• Biometric Residence Permit with unlimited leave	<input type="checkbox"/>
• Passport or travel document endorsed with unlimited leave	<input type="checkbox"/>
• UK immigration status document endorsed with unlimited leave	<input type="checkbox"/>
• A certificate of naturalisation or registration as a British citizen	<input type="checkbox"/>
• None of the above	<input type="checkbox"/>

**If you ARE NOT in possession of one of the above you will need to show original copies of TWO of the following (please tick accordingly):**

• UK birth or adoption certificate	<input type="checkbox"/>
• Full or provisional UK driving license	<input type="checkbox"/>
• A letter from HM Prison Service	<input type="checkbox"/>
• A letter from a UK Government Department or Local Authority	<input type="checkbox"/>
• A letter from National Offender Management Service	<input type="checkbox"/>
• Evidence of current or previous service in UK armed forces	<input type="checkbox"/>
• A letter from a police force confirming that certain documents have been reported stolen	<input type="checkbox"/>
• A letter from a private rented sector access scheme	<input type="checkbox"/>
• A letter of attestation from an employer	<input type="checkbox"/>
• A letter from a UK further or higher education institution	<input type="checkbox"/>
• A letter of attestation from a UK passport holder working in an acceptable profession	<input type="checkbox"/>
• Benefits paperwork	<input type="checkbox"/>
• Criminal Record Check	<input type="checkbox"/>

**If you have a *time-limited* right to reside in the UK you will need to supply one of the following:**

• A valid passport endorsed with a time-limited period	<input type="checkbox"/>
• Biometric immigration document with permission to stay for time-limited period	<input type="checkbox"/>
• Non-EEA national residence card	<input type="checkbox"/>
• UK immigration status document with a time-limited endorsement from Home Office	<input type="checkbox"/>

**Please be aware that before a tenancy can be issued we are legally required to inspect original copies of all ID documents in the presence of the applicant and copies must also be taken.**

### **For Official Use Only**

Original ID inspected & copied:

Staff initials:.....Date:.....



**PAST EMPLOYMENT DETAILS**

(If you have been in your current employment for less than 1 year, please provide details of previous employment including commencement and leaving dates. *(Please attach a separate sheet if required)*.)

Position Held:..... Salary £  p.m. Start Date...../..... Leaving Date...../.....  
(mm/yy) (mm/yy)

Company:.....

Address:.....

.....Post Code:.....

Contact Name:..... Contact Position:.....

Daytime Tel. No:..... Fax No:.....email:.....

**DO YOU HAVE ANY ADDITIONAL SOURCE OF INCOME? (Proof must be provided). Yes  No**

If YES, please specify..... Amount £  p.m.

**EXISTING/PREVIOUS LETTING AGENT/LANDLORD if applicable. *(Please give authority in advance for a reference to be issued)*.**

Name:.....

Address:.....Post Code:.....

Daytime Tel. No:  Fax No:

Email:

Address of property rented from the above:.....Post Code:.....

**CURRENT BANK/BUILDING SOCIETY DETAILS.** *(Please state the account you intend to pay rent from.)*

Bank Name:.....

Branch Address:.....

.....Post Code:.....

Name of Account Holder:..... A/C Number  Sort Code

How long have you held this bank account?

Do you have any County Court Judgements, Bankruptcy, Administration Orders, Individual Voluntary Agreements, or any other adverse credit history? Yes  No  If YES, please provide details:.....

Do you or any other co-applicant for this property :

a) Smoke? Yes  No

b) Have any pets? Yes  No

If Yes, give details of pet.....

## Referee Details

Please provide the following information for your TWO additional character referees. A letter/email will be sent to each requesting the reference on your behalf. Wherever possible please include email addresses as this helps speed up the application process.

### Referee No. 1

Full Name of Referee:.....

Address:.....

.....Post Code:.....

Daytime Tel. No: \_\_\_\_\_ Fax No: \_\_\_\_\_

Email: \_\_\_\_\_

Position Held:.....

Relationship to Yourself:.....

### Referee No. 2

Full Name of Referee:.....

Address:.....

.....Post Code:.....

Daytime Tel. No: \_\_\_\_\_ Fax No: \_\_\_\_\_

Email: \_\_\_\_\_

Position Held:.....

Relationship to Yourself:.....

### Privacy Policy and Data Use

I hereby authorise Fairways Property Management to make any enquiries considered necessary to substantiate information supplied in this application. I give my permission for you to take up all necessary references and these may be shown to the Landlord of the property being applied for. I authorise you to disclose the following information about me to *Creditsafe*, a professional credit reference agency for the sole purpose of producing a credit report:

- Full Name**
- Date of birth**
- Current and past address details**

All information produced and supplied as part of the application is used to assist us:

- To make credit, rental and property decisions**
- For fraud prevention including anti-money laundering compliance**
- To assess an applicant's *Right to Rent***
- For debtor tracing**

Fairways Property Management are registered under the Data Protection Act 1998 for holding personal data and all personal information provided is treated in a confidential manner. Your information will not be used for any reason other than those outlined above and it will NOT be forwarded to advertising agencies, research companies or to other parties for similar, unconnected purposes.

If this application is not successful Fairways Property Management will, upon request, make available for collection from our office all supplied documentation. If not collected within two weeks we will arrange for the application to be destroyed by a specialist confidential waste management contractor.

I sign below to acknowledge my agreement with the above statement and to confirm that to the best of my knowledge the information supplied in this application is believed to be true.

**Signature of Applicant**..... **Date**...../...../.....