

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. We must receive a completed form **from each applicant** over the age of 16. 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 submitting your application form DOES NOT guarantee the tenancy will be granted and we regret that no explanation will be given should your application be unsuccessful.

Referencing

In order to process your application we require the following:

Please 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 ideally displaying your current address.	<input type="checkbox"/>
• The names, addresses and contact details of TWO additional character referees 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"/>

Your Details

1. Title: Mr / Mrs / Miss / Ms. *Other*.....

First Name/s:.....

Surname:.....

Maiden Name (*if applicable*):.....

Date of Birth:.....

Is this a joint application? Yes No

If yes, please provide the name/s of all co-applicants:

2.

3.

4.

If you have children please provide details below:

Child 1 Name:..... Age.....

Child 2 Name:..... Age.....

Proposed Rental Address

Property address:.....

Preferred fixed rental period : 6 12 Months

Proposed tenancy commencement date:...../...../.....

Would you intend to make an application for Housing Benefit in connection with this tenancy? Yes No

Your Current Address

Current Address:.....

.....

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

Period at Address: Years:..... Months:.....

Residential Status: Owner
 Private Tenant
 Council Tenant
 With Parents
 Other

(If other please specify).....

Please provide previous addresses and dates of residency for the last 3 years (please attach a separate sheet if required).

Previous Address 1:.....

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

Dates of occupancy: From:/...../..... To:...../...../.....

Previous Address 2:.....

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

Dates of occupancy: From:/...../..... To:...../...../.....

Contact Details

Mobile: _____

Other: _____

Email: _____

Your Current Employment

Please notify your employer that enquiries may be made to verify this information. If you are self employed please supply the relevant details on a separate sheet or telephone the office to discuss.

Employer Name:.....

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

Contact Name:..... Contact position:.....

Telephone: _____ Email:.....

Your Position:..... Gross Monthly Salary: £..... Start Date:.....

Is your contract permanent? Yes No If temporary when is it due to end?

Secondary Employment Details (If applicable)

Employer Name:.....

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

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

Telephone: _____ Email:.....

Your Position:..... Gross Monthly Salary: £..... Start Date:.....

Are you aware of any matters that may cause your employment/income to change in the near future? Yes No

If yes, please explain below.

Do you have any additional source of income? (Proof must be provided). Yes No

If yes, please specify:..... Amount

£	.
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 p.m.

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).*

Employer Name:.....

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

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

Telephone: _____ Email:.....

Your previous position:..... Start Date...../..... Leaving Date...../.....
(mm/yy) (mm/yy)

Forms of Identification

From 1st 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 legal 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:.....



Tenancy Deposit

Once the application has been approved a tenancy deposit will be collected. Your viewing agent should have confirmed the amount of deposit payable in the case of the property you have viewed but if you are unsure please enquire with the office. Please note the deposit will not be greater than an equivalent of 5 weeks at the agreed monthly rent amount.

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 or telephone their help line on 0330 303 0030.

Referee Details

Please provide the following information for 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:.....

Telephone:.....

Email:.....

Position Held:.....

Relationship to Yourself:.....

Referee No. 2

Full Name of Referee:.....

Address:.....

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

Telephone:.....

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 Fairways 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**...../...../.....