



TENANCY APPLICATION

PROPERTY DETAILS

ADDRESS OF RENTAL PROPERTY:

RENT P.C.M: £

PROPOSED TENANCY COMMENCEMENT DATE:

PREFERRED LENGTH OF
TENANCY:

FIRST APPLICANT'S DETAILS

SURNAME AND TITLE:

FULL FORENAMES:

MAIDEN NAME
IF APPLICABLE:

CHILDREN'S AGES (IF APPLICABLE):

TYPE, NO & BREED OF PETS (IF APPLICABLE):

DATE OF BIRTH:

CURRENT ADDRESS:

POSTCODE:

PERIOD AT THIS ADDRESS:

CURRENT STATUS: RENTING/OWNER/OTHER
Please specify

If selling is rental dependent on sale? YES/NO

If YES have contracts been exchanged? YES/NO

EXPECTED DEPARTURE DATE:

ADDRESS FOR CORRESPONDENCE
FOR ALL APPLICANTS (As above)

SECOND APPLICANT'S DETAILS

SURNAME AND TITLE:

FULL FORENAMES:

MAIDEN NAME
IF APPLICABLE:

DATE OF BIRTH:

CURRENT ADDRESS: (Same as Applicant 1)

POSTCODE:

PERIOD AT THIS ADDRESS:

CURRENT STATUS: RENTING/OWNER/OTHER
Please specify

If selling is rental dependent on sale? YES/NO

If YES have contracts been exchanged? YES/NO

EXPECTED DEPARTURE DATE:

Email Address:

Email Address

Tel: Home/Work/Mobile

Tel: Home/Work/Mobile

Previous Address(es) if at the above for less than two years

Previous Address(es) if at the above for less than two years

REFEREES

EXISTING/PREVIOUS LETTING AGENT/ LANDLORD (IF APPLICABLE)

Name:

Name:

Address:

Postcode:

Address:

Postcode:

Tel No.

Tel No.

BANK DETAILS (Tenant or Guarantor as appropriate)

Please note that these details are used for the purposes of referencing ONLY. Your bank may impose a fee—please contact them for details.

Bank/Building Society Name:

Bank/Building Society Name:

Address:

Postcode:

Address:

Postcode:

Tel No.

Tel No.

Fax No.

Fax No.

Account No.

Account No.

Sort Code.

Sort Code.

Account Name (I.e. J Bloggs)

Account Name (I.e. J Bloggs)

PERSONAL REFERENCE (This reference should have known you for at least 3 years, and must not be a relative)

A separate personal referee is required for each applicant.

Name:

Name:

Address:

Postcode:

Address:

Postcode:

Tel No.

Tel No.

Fax No.

Fax No.

EMPLOYMENT STATUS & REFEREE (If less than two years in current job please supply name, address & phone number of previous employer on separate sheet)

Company Name:

Company Name:

Address

Postcode:

Address

Postcode:

Tel No.

Tel No.

Fax No.

Fax No.

Position Held:

Position Held:

Annual Salary:

Annual Salary:

Date current employment began:

Date current employment began:

Contact Name:

Contact Name:

Position:

Position:

IF SELF EMPLOYED (If self-employed please complete the above section as well as the Accountant details below).

Accountant Name:

Accountant Name:

Address

Postcode:

Address

Postcode:

Tel/Fax No.

Tel/Fax No.

Contact Name:

Contact Name:

SMOKING

DO YOU SMOKE?

YES/NO

YES/NO

INCOME SUPPORT

Do you expect to be in receipt of income support or other state benefits? YES/NO

GUARANTOR'S DETAILS (IF APPLICABLE)

Full Name:

Bank/Building Society Name **and branch**

Address

Sort Code

Postcode:

Account No.

Period at Address:

Telephone No:

Relationship to tenant/s i.e. parent/friend etc:

DECLARATION

As a prospective tenant/guarantor I/we agree that

1. The information given on this tenancy application form is correct and I have paid Clarke & Simpson the application fee of £200 plus VAT (£235) as my/our part share of the cost of proceeding with the tenancy application for the aforementioned property.
2. The part share of the cost for the preparation of the tenancy agreement is not refundable if I/we should not be able to proceed or, if I/we withdraw from the transaction.
3. For the purpose of the Council Tax the property will be used throughout the tenancy as my/our sole or main residence.
4. Rental Payment: I/we understand that interest penalties may be payable as set out in the tenancy agreement for late payments. I/we understand that a charge will be payable to Clarke & Simpson by me/us if written reminders are sent.
5. I/we have no objection to this information in this application form being verified by whatever means deemed necessary.
6. I/we understand that it is not the responsibility of Clarke & Simpson or any other agencies employed by them to follow up the referees supplied by me/us in order to obtain references. I/we agree that upon being informed by Clarke & Simpson or other agencies that references are outstanding, I/we will ensure that such references will be responded to without delay. I/we further confirm that I/we will not hold Clarke & Simpson responsible in any way if references are not forthcoming in time to prepare the necessary documentation to allow me/us to move into my/our chosen property on the preferred date.
7. I/we have seen Clarke & Simpson's guidelines for tenants and understand and agree the contents.
8. I/we have been provided with information regarding the Tenancy Deposit Scheme (see Guidelines to Tenants) and acknowledge receipt of these. The first applicant as detailed on page 1 of this Application will be the lead tenant for the purposes of the Tenancy Deposit Scheme.
9. I/we are aware of my rights to take independent legal and other professional advice, if required, upon the documentation (including the tenancy agreement) before it is signed and I/we have had the opportunity to do so.

PLEASE RETURN THIS FORM TO CLARKE AND SIMPSON AS SOON AS POSSIBLE SO THAT WE CAN COMMENCE WITH THE APPLICATION PROCESS.

This information and references supplied may be checked by a credit or other reference agency. The results of the references forwarded to us may be accessed again, should you apply for a tenancy agreement in the future.

FIRST APPLICANT'S SIGNATURE

SECOND APPLICANT'S SIGNATURE

NAME:.....

NAME:.....

SIGNED:.....

SIGNED:.....

DATE:.....

DATE:.....

GUARANTOR'S SIGNATURE (WHERE APPLICABLE)

NAME:.....

SIGNED:.....

DATE:.....

PLEASE INCLUDE YOUR APPLICATION FEE

CHQ CASH

NOTE: APPLICATIONS WILL NOT BE CONSIDERED WITHOUT AN APPLICATION FEE



Represented in London by:

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