

Pre-Tenancy Application

All applicants must provide the following when submitting this application form:

- 1) A copy of a valid passport or a full photo driving license
- 2) A copy of the most recent bank statement showing your existing address
- 3) Pay the appropriate Application Fee as shown in 1 below (can be paid online at asklet.co.uk)

Please note:

- a) Completing this application does not commit the landlord or the tenant to a tenancy. Be aware that the pre-printed text and any images in this document are the property of AskLet and if it is found that they are either copied, altered in any way or tampered with, we will not hesitate to prosecute any individual/s and or withdraw this application with immediate effect.
- b) The details supplied here will be checked using recognised credit reference agencies for tenancy selection purposes. This process will in no way affect a prospective tenant's record or ability to obtain credit in future and all information obtained will be kept secure and confidential in accordance with the UK Data Protection Act and international privacy laws. Tenants can obtain copies of their own credit records by application to the main credit reference agencies.
- c) To avoid delays tenants should provide full contact details and get prior consent from referees and or guarantors (if applicable).
- d) Tenants should be aware that defaulting on their tenancy obligations could mean that information is sought or released (per Section 35 DPA 1998), including Housing Benefit enquiries, if required by the courts or those authorised and could affect any future applications for tenancies, finance or insurance.
- e) If your application is successful, ensure that any monies presented are submitted a minimum of five clear working days before the date of the occupancy. Under some circumstances Banker's drafts and Building Society cheques may be accepted on the date of occupancy but only where previously agreed with the Landlord or the Agent. Personal cheques will not be accepted in any circumstances. Access will NOT be granted to the property until the correct monies have been paid, the references have been received and approved, and the contracts have been signed by all parties concerned.
- f) The tenants will be responsible for paying the following: Gas, Electricity, Telephone, Water Rates and Council Tax bills throughout the tenancy in addition to the rent payable unless informed in writing otherwise. The tenants will have to contact the Authority concerned to ensure that supplies are available. Unless specifically agreed, the landlord is not responsible for carrying out any of the connections mentioned above on the date of occupancy. All costs for these connections will be the responsibility of the tenants.
- g) The Application Fee is made for taking up references, credit check, preparing and completing the tenancy agreement, it will not be paid back to you when the tenancy ends. You will lose the deposit should you not proceed with the application for any reason or if it is found that you have adverse credit or unsatisfactory references. Once your application is accepted you will need to pay a holding deposit equal to 1 months rent in order to remove the property from the market. Please note that this deposit is also non refundable.
- h) If completing this application using Microsoft Word, please send this form back by email to info@asklet.co.uk.
- i) If this Application needs to be posted, please send to:
AskLet, 49 Gatehope Drive, South Ockendon, Essex, RM15 5JS.
- j) Should you need to discuss this application, please contact the landlord directly on:
07 903090309 or 084 4848 6868 (local Rates apply) or **01708 40 44 40.**

Tenancy Details

Address of Property:

Name of Landlord:

Proposed Contract Start Date:

Proposed Contract Period:

Monthly Rent: £ payable in advance, the first month needs to be cleared prior to keys being handed over. Ongoing rent to be paid by standing order 5 days before the end of each month so that there is cleared funds in our account by the 1st of each month

Holding Deposit: £ (non refundable) payable when references are finalized and to take the property off the market. Once contracts are signed and keys are handed over this will be used as the Deposit which will be sent to the Deposit Protection Scheme

Application Fee: £ (non refundable)

Number of Applicants:

Main Tenant Details

Full Name:

Address:

Period at this address: Yrs Mths Owner / Renting / Council Tenant / living with parents

HM No: WK No: Mobile:

Email: Date of Birth: N.I. Number:

Marital status: Single / Married / Divorced / Separated / Co habiting

Have you ever had adverse credit history? Yes / No

Employment Details

Occupation: Employment Status: Employed / Self-employed

Employer Name: Contact name:

Contact Tel No: How long employment held: Years Months

If self employed, please provide your trading name/address and name/address/telephone/email of your accountant:

Current Landlord details, if applicable

Name: Tel No: Email:

Address:

Other relevant details

Children: Yes / No

Ages:

Pets: Yes / No

Smoker: Yes / No

Joint Tenant Details

Full Name:

Address:

Period at this address: Yrs Mths Owner / Renting / Council Tenant / living with parents

HM No: WK No: Mobile:

Email: Date of Birth: N.I. Number:

Marital status: Single / Married / Divorced / Separated / Co habiting

Have you ever had adverse credit history? Yes / No

Employment Details

Occupation: Employment Status: Employed / Self-employed

Employer Name: Contact name:

Contact Tel No: How long employment held: Years Months

If self employed, please provide your trading name/address and name/address/telephone/email of your accountant:

Current Landlord details, if applicable

Name: Tel No: Email:

Address:

Other relevant details

Children: Yes / No Ages:

Pets: Yes / No Smoker: Yes / No

Guarantor's Details – if applicable

Full Name:

Address:

Period at this address: Yrs Mths Owner / Renting / Council Tenant

HM No: WK No: Mobile:

Email: Date of Birth: N.I. Number:

Marital status: Single / Married / Divorced / Separated / Co habiting

Have you ever had adverse credit history? Yes / No

Employment Details

Occupation: _____ Employment Status: Employed / Self-employed

Employer Name: _____ Contact name: _____

Contact Tel No: _____ How long employment held: _____ Years _____ Months

If self employed, please provide your trading name/address and name/address/telephone/email of your accountant:

Current Landlord details, if applicable

Name: _____ Tel No: _____ Email: _____

Address: _____

Declarations and Authorities

I/We, the undersigned, declare that the information given above is true, to the best of my/our knowledge and belief. I/We apply for a tenancy as per this application and authorise the landlord or agent to seek additional information and carry out credit checks and referencing by contacting agencies, organizations and individuals as necessary. I/We confirm that any issues and concerns have been raised with the landlord or the agent and it is also understood that tenancies obtained with false information can be terminated at any time.

I/We am/are also aware that should I/We choose to withdraw from signing contracts on this property (from any point from the time and date stated below) I/We agree to forfeit my/our Application Fee. The fee will also be forfeited should the landlord decide not proceed with this application should the Applicant/s be found not to be creditworthy/trustworthy once the relevant checks and references are received or if any of the information in this application is found to be false.

4. Signatures

Main Tenant: _____ Date: _____

Joint Tenant: _____ Date: _____

Guarantor: _____ Date: _____