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**SUBJECT TO CONTRACT**

**INDIVIDUAL TENANCY APPLICATION**

FOR

Please refer to the "How to Rent" guide on our website for details on renting residential property in England:  
<https://www.matherjamie.co.uk/tenant-portal/tenant-information/>

*A separate application is required for each adult resident. To avoid delays, please give full details.*

***Please note that when returning this application you will be required to provide sight of your original passport and/or photocard driving licence, along with proof of residency at your current address in the form a utility bill or bank statement dated within the last 3 months.***

**Prospective Tenant Details:**

Title:	Last Name:
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First Name:	Middle Name/s:
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Any Previous Name/s in Full:

Address (including postcode):

Home Tel:	Work Tel:	Mobile:
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E-mail:

Time spent at above address:	Years	Months
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If less than 3 years, please provide previous addresses to cover a 3 year period (*including postcode, dates and reasons for moving*):-

**Identification Details:**

Date of Birth:	National Insurance No:
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Driving Licence No:	Passport No:
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**Current Status:** *(please tick all boxes that apply)*

Single      Married      Divorced      Widowed      Co-habiting      House Owner

Council Tenant      Private Tenant      Lodger      Living with Relatives/Friends

Employment Accommodation      Other      (please specify):

**Please Answer Clearly, tick as appropriate:**

Smoker:	Yes	No	Pets:	Yes	No
Individual Voluntary Agreement:	Yes	No	County Court Judgements:	Yes	No
Court Decree:	Yes	No	Bankruptcy:	Yes	No
Evictions:	Yes	No	Administration Orders:	Yes	No

*If Yes to any of the above, please give full details (including type and number in respect of Pets):*

**Present Landlord/Agent** *(please note we will use these details to take up a reference):*

Full Name and Address (including postcode):

E-mail:

Telephone:

**Previous Landlord/Agent** *(please note we may use these details to take up a reference):*

Full Name and Address (including postcode):

E-mail:

Telephone:

**Proposed Additional Residents:** *(please give full names, addresses and occupations - continue over if necessary)*

**Please note that a separate application is required by each person aged 18 or over**

**Employment Status:**

Employed       Self-employed       On Contract       Retired       Unemployed   
Student       Independent Means

**Gross Annual Income:**      £

*Please note that if you are self-employed, proof of income will be required.*

**Employer Details** *(please note we may use these details to take up a reference):*

Name:

Address *(including postcode):*

Name of Line Manager or other contact:

Their telephone number:

Their E-mail:

Date employment commenced:

Position Held:

Employee Ref No (if applicable):

Is this employment permanent?

**Previous Employer (if less than 3 years with current):**

Name:

Address *(including postcode):*

Name of Line Manager or other contact:

Their telephone number:

Their E-mail:

Date employment commenced:

Date employment ended:

Position Held:

**Bank/Building Society Details:**

Branch Name:

Bank Address *(including postcode):*

Current Account Name:

Account Number:

Sort Code:

**Details of any Vehicle/s to be kept at the property:** *(including cars, cycles, motorcycles etc)*

Make:

Model:

Registration:

**Personal Referee** *(not a close friend or relative) :*

Full Name:

Address *(including postcode):*

Telephone:

E-mail:

**Next of Kin/Emergency Contact (not spouse or live-in partner):**

Full Name:

Address (including postcode):

Telephone:

E-mail:

**Declaration:**

I confirm that I wish to apply for a Tenancy at: \_\_\_\_\_

For an initial period of: **six months**

The rental amount is £\_\_\_\_\_ per calendar month payable in advance each month by standing order.

The security deposit is £\_\_\_\_\_ payable by cheque, cash or bank transfer prior to commencement of the tenancy.

I agree to be directly responsible for Council Tax and for opening accounts with relevant service providers and paying them directly for all services provided to the property.

I believe the information provided here to be true and correct and authorise the landlord or agent to:

- Carry out credit searches and reference checks and contact employers, banks, referees, guarantors and credit reference agencies as appropriate.
- Use the information obtained with third parties to assess credit ratings, make insurance decisions for fraud prevention and tracing/debt collection.
- Handle all information obtained in the strictest confidence and in accordance with the principles of the Data Protection Act 2018.

I understand that I can request the details of any credit reference agencies used so that I can verify with them the information provided.

I confirm that I have read and understand the information above and the accompanying Tenant's Application Guide and have raised any concerns with the landlord or agent.

**Signature of Applicant:**

**Full Name (in Block Capitals):**

**Date:**

*Completing this form does not commit the prospective tenant or landlord to a tenancy. A shared or single tenancy will not be created until **all** applicants have been qualified and signed the tenancy agreement.*

*Prospective tenants should be aware that any false statement made could result in early termination under ground 17 of the Housing Act 1996.*

## **TENANT'S APPLICATION GUIDE**

**These notes explain what you will need to do if you want to rent a property from us.**

*Please note that until we have accepted your application and received your deposit and first months' rent in cleared funds we are not contractually bound to let the property to you and we will continue to market the property.*

**Warning: If any false statement is made knowingly or recklessly by or at the instigation of a proposed tenant applying to rent a property from us the Landlord may be entitled to terminate the tenancy under Ground 17 in the Housing Act.**

### **Applying for a tenancy**

In order to rent a property from us you will need to go through the following steps; in some cases we may be able to combine some of these steps:

#### **Step 1: view the property**

- Having identified a property that interests you, we will arrange an appointment for you to view the property; you may be shown around by ourselves, by the landlord or by the current tenant.
- If you cannot keep a viewing appointment you must inform us in plenty of time; if you do not do so we reserve the right not to make any other appointments for you to see any property.
- If having viewed the property, you decide that you are interested in renting it, you should inform us immediately. At this stage you should check with us whether you have any special requirements or are unsure of any point relating to the property or the proposed tenancy.

#### **Step 2: complete application forms and provide proof of identity**

The next stage is to complete the necessary application forms and provide proof of identity and your current address. It normally takes between 7-10 working days to validate your application.

##### **Tenant's Application Form**

- We will require an application form for every person aged 18 or over who will be living in the property.
- Every box on the application form must be completed; you should write n/a in any box which does not apply to you. If the application form is not fully completed, we cannot process it and will return it to you. The delay this will cause may mean that you will lose the property.

##### **Proof of identity and residency at current address**

We require proof of identity and residency for each tenant in the form of:

- (1) Photographic ID such as a passport or photocard driving licence.
  - (2) Utility bill, council tax bill or bank statement showing your current address and dated within the last 3 months.
- You must provide us with the original of each document. A photocopy will then be taken and retained with your application.
  - If any tenant is self-employed, evidence of income (details of what we require will be provided).

#### **Step 3: Sign the tenancy agreement**

- If your application is successful and both parties confirm that the tenancy is to proceed, you will be contacted to agree a tenancy start date and the tenancy documents will be prepared.
- Once prepared, the tenancy documents will be sent to you for signature.
- You must return the signed documents to Mather Jamie prior to the moving in date.

**Our standard terms for all residential tenancy agreements are:**

- The tenancy will be an Assured Shorthold Tenancy.
- The tenancy will be for an initial fixed term of 6 months during which time neither side may terminate the tenancy; after the initial fixed term the tenancy may be terminated by the tenant giving one month's notice or the landlord giving two months' notice.
- The rent will be payable monthly in advance by bank standing order starting on the commencement date of the tenancy agreement.
- Other terms may be negotiated with the agreement of the landlord, tenant and ourselves.

**Step 4: Deposit & First Months' Rent**

Once you have signed the tenancy documents, you must pay the security deposit and first month's rent prior to the moving in date.

- We will require a deposit for the property equivalent to five weeks' rent.
- You must pay the deposit and first months' rent in cash, by cheque or by bank transfer.
- If you pay the deposit and first months' rent by cheque, we must allow 7 working days for it to clear and therefore we can only accept this form of payment if there are at least 8 clear days before the commencement of the tenancy.

**Step 5: Move-in day & key handover**

- We will arrange to meet you at the property to do the key handover and go through all tenancy and property documents with you.
- We will also take meter readings with you so that you can take over the utility accounts at the property.
- A schedule of condition of the property will be prepared by an independent inventory assessor prior to you moving into the property and you will be required to check through and sign this condition report on the key handover day.

**Step 6: During your tenancy**

- Once you have taken over the property the most important thing to remember is that the property is the landlord's private property. As a tenant you have the right to live in the property without interference by the landlord, but the landlord is entitled to expect that you will look after the property as they would if they were living in the property themselves.
- You should familiarise yourself with the terms of your tenancy and your obligations as tenant.
- Please report any property issues without delay to Mather Jamie on 01509 233433.

**DATA PROTECTION**

For information about how we handle your personal data please see our data protection privacy policy on our website: <https://www.matherjamie.co.uk/privacy-policy>