

Applicant's Name:

Property:

Move-in Date/Deadline for Agreement:


# Belvoir! The Lettings Specialist - Tenancy Application Form (v6.1)

(to be completed by EVERY person over the age of 18 - tenant or guarantor).

**THIS FORM CONTAINS IMPORTANT INFORMATION REGARDING THE WAY WE OPERATE.**

**YOU SHOULD READ IT CAREFULLY BEFORE DECIDING IF YOU WISH TO PROCEED WITH A TENANCY.**

## 1 What information do I need to provide?

- This form, completed in full.
- 1 piece of ID with your photo on (Passport or EEA/Swiss ID Card).
- 2 pieces of ID linking you to your current address. 
- If you are not from the UK, an EU country, or Switzerland, we will need to see documentation showing your right to remain in the UK.
- You should return this form to our office within **3 working days** of us giving it to you, **or we will assume you don't want the property any more**. You can scan and email it to [rugby@belvoirlettings.com](mailto:rugby@belvoirlettings.com). If you bring it to the office, please note we are not open to customers until 10am on weekdays.

These MUST be dated within the last 3 months. Bank statements, payslips, insurance docs, credit card bills, TV license, utility or council tax bills, letter from employer on letterhead, HMRC documents ARE ok.

## 2 What happens next?

- We conduct a credit check on you. We don't look at credit scores, but we DO look at unpaid debts, Judgements, Individual Voluntary Arrangements, or Bankruptcy – if you have any of these you must tell us before we find out ourselves.
- We seek a reference from your employer and from any previous landlords using the information you provide on this form.

## 3 Will I need a guarantor?

- You will need a guarantor if you are under 21, if you have been in the UK for less than 12 months, if you earn less than 30 times the rent on an annual basis, or if you have an indifferent credit history.
- The guarantor must be aged over 24 and earn 36 times the rent on an annual basis.
- The guarantor will be referenced and credit checked in the same way as described above.
- The guarantor will sign the tenancy agreement with you and will be expected to honour the tenancy agreement if, for any reason, you don't. The guarantor honours the whole tenancy and not just any initial term.

## 4 Items to note

- If you have County Court Judgements, Bankruptcies, or Individual Voluntary Arrangements registered against you it may prove impossible to grant you a tenancy.
- If you fail to disclose details about your credit history that are subsequently picked up by our searches, your application will be refused and your holding deposit will not be refunded.
- If you provide false or misleading information, your application will be refused and your holding deposit will not be refunded.
- The balance of the first month's rent and the deposit needs to be paid by bank transfer and cleared into our account at least 2 working days before the move-in date/Deadline for Agreement.
- The ultimate decision on whether to accept you as a tenant lies with the owner of the property, and not with Belvoir. If a Landlord chooses not to accept you, we cannot make them, as it is their property.

## 5 Who can move in?

- Only the people named on the tenancy agreement can move into the property. In the UK there are strict rules about the number of non-related people who can live in a property.
- If you move extra adults into the property without the landlord's consent, we will end your tenancy plus you will be liable for any fines the landlord incurs.

## 6 Will my holding deposit be refunded?

- Your holding deposit will be held until the move-in date/Deadline for Agreement and will then be deducted from the rent you owe when you move in, but is not refundable if you withdraw from the tenancy during the period in between.

- The only circumstances under which the holding deposit will be refunded is if the Landlord rejects the tenancy, despite you having passed the reference/credit checks, or if the Landlord cancels your tenancy before move in.
- **If you fail the referencing/credit checks, or you withdraw your application for any reason, or you fail to meet the agreed move in date, you will not get your holding deposit back.**

## 7 Important property related matters

- **Properties are let 'as seen', unless otherwise agreed at the point of reservation.** When you reserve the property, we will write down what has been agreed. Belvoir expects its Landlords to honour everything written down at the point of reservation, but does not guarantee anything not listed will be done.
- **Nothing you may have verbally discussed on the viewing is contractually binding.** If you want something agreed regarding the property (for example, permission for you to decorate) it must be WRITTEN DOWN or we make no guarantee it will be honoured.
- Once terms have been agreed, nothing can be changed. You cannot change the move-in date/Deadline for Agreement, and you cannot re-negotiate works to be done at the property prior to move in – you will lose all money paid if you are unable to keep to the originally agreed terms.
- Properties are cleaned by the Landlord prior to the tenancy. However, unless your property is brand new you should not expect the condition to be brand new. If someone has lived in the property before there WILL be marks on the walls (you've seen this on your viewing) and just because carpets may be cleaned does not mean that EVERY stain will come out.
- Unless otherwise stated, you are responsible for Council Tax, and all household bills. If you are renting a leasehold property, the Landlord will pay the ground rent and any service charge.
- The Landlord does not guarantee that any TV aerials or other reception equipment provided with the property are operational and will not pay for any work required to repair.
- The Landlord does not guarantee that any burglar alarms provided with the property are operational and will not pay for any work required to repair.
- If a telephone connection is not present, you will need to contact a provider to activate the line, and any charges incurred will be payable by you. This applies particularly to brand new properties.
- You should make your own enquiries regarding which providers can give you an internet connection at the property as Belvoir does not guarantee any advice given in this area. You can use whichever provider you want, but you must NOT install a satellite dish without the Landlord's written consent.
- Wheelie bins may also not be present at the property. Rugby Borough Council will only deal with the occupier of a property, and will only speak to you once you have moved in. You will need to contact them about this - [contactcentre@rugby.gov.uk](mailto:contactcentre@rugby.gov.uk).
- If your property has UPVC windows, your Landlord does not guarantee to provide you with keys for the locks, as the property is perfectly secure without them. He will make sure the windows are not locked though.
- You will need to arrange some good quality Contents Insurance as your Landlord does not insure your contents. If something goes wrong in the property and your things get damaged, YOU need to have insurance. You may be contacted by Let Alliance Insurance who offer special cover for Belvoir tenants.
- Any open fireplace in the property is an accessory to the main heating system and as such is not maintained by the landlord. If you wish to use it, you do so at your own risk, and the chimney will not be swept for you – you'll need to arrange this yourself and at your expense.
- Smoking is not permitted in any of our properties. We understand that some people smoke – please do so outside. In the event of smoking having taken place, the Landlord will seek to end your tenancy.
- Cellars are underground and therefore generally damp. They do not constitute habitable rooms. Levels of dampness in cellars will vary at different times of year. You should not be surprised at this when you move in.

## 8 How will I move into the property?

- **All tenants and guarantors must be present at move in.**
- Move in takes place at our office, not at the property, and at an agreed time. **We do not 'move in' at weekends.** If you want to physically start moving into the property on a Saturday morning, you need to schedule a move in with us for the Friday afternoon. If that means you need to take time off work, you will need to arrange this.
- By move in, you will need to have paid your first month's rent and the deposit. You should pay by electronic banking (sort code 20-73-48, account number 53709418, using the rental property address as the reference) but the money must be cleared in our account 2 working days before you move in. **We do not accept cash, cheque, or credit card at move in.**
- At move in, you will sign the contract and collect the keys.

- The owner of the property will not allow us to release the keys unless the above is complied with.
- For your own peace of mind, you should read utility meters at the point you move in and keep the readings for future reference. You should also advise Rugby Borough Council regarding the payment of Council Tax.

## 9 How will I pay rent?

- You will pay the first month's rent by bank transfer before move in as detailed above.
- Second and subsequent month's rent will be paid by standing order or bank transfer into an account we nominate.
- If you move in on the 12<sup>th</sup> of the month, rent will become due on the 12<sup>th</sup> of every subsequent month. You will be charged extra if rent is paid late, and this will be written into your tenancy agreement.

## 10 What will happen to my tenancy deposit?

- Your deposit will be held within a Government approved Tenancy Deposit Scheme, as is compulsory from 2007. You will be advised which of the schemes your Landlord has chosen to use when your tenancy commences. Further information regarding tenancy deposits and your rights can be found at [www.direct.gov.uk/en/tenancydeposit](http://www.direct.gov.uk/en/tenancydeposit).

## 11 Can I have a pet?

- You are not allowed to keep pets in the property unless you have the Landlord's prior written consent.
- If the Landlord does agree to a pet, this is at their absolute discretion, and will be on the condition that at the end of the tenancy, all carpets in the property are cleaned and treated for fleas. This applies in all cases irrespective of whether the carpets were cleaned prior to your tenancy, whether the carpets look clean at the end, whether you have cleaned them already, or whether the pet has only been in certain parts of the house.
- You will additionally be responsible for any other damage caused by the pet to the property or the garden.
- If you introduce a pet without the landlord's prior consent, you will be given notice to end the tenancy at the earliest opportunity.

## 12. YOUR DETAILS

Full Name (including middle names)	
Marital Status	Not Married    Married    Divorced*    *Circle as appropriate
Previous Surname & Date of Change	
Title	Mr   Mrs   Miss   Ms   Dr*    *Circle as appropriate
Nationality	
Date of Birth	
Male / Female	
Telephone Number	
Email Address	
Will this be your primary residence?	
Names all other adults who will live there	
Children's Names & Dates of Birth	
What pets will live there?	

**13. YOUR CURRENT ADDRESS**

Address			
Postcode			
Time at this address	From:	To:	
Tenure (tick)	Owned		Council Tenant
	Private Tenant		Live with Family
	Other (specify)		

**14. YOUR PREVIOUS ADDRESS** (we need all in the last 3 years – use a separate sheet if necessary)

Address			
Postcode			
Time at this address?	From:	To:	
Tenure (tick)	Owned		Council Tenant
	Private Tenant		Live with Family
	Other (specify)		

Previous Address			
Postcode			
Time at this address?	From:	To:	
Tenure (tick)	Owned		Council Tenant
	Private Tenant		Live with Family
	Other (specify)		

**15. CURRENT AGENT / LANDLORD DETAILS** (if you are currently in rented accommodation).

Name of Company or Landlord	
Tel	
Email	

**16. YOUR EMPLOYMENT**

Are you:	Employed		Receiving Pension	
	Self Employed		Unemployed	
	On Contract		Independent Means	

If you are employed, tell us about your **employer**. If self-employed, tell us about your **accountant**. If funding by a pension, tell us about the **pension provider**. If funding using independent means, we will need to see proof of financial well-being (bank statement with significant funds etc).

Name of Employer / Accountant	
Your Job Role	
Name of Contact for Reference	
Their Job Role	
Their Tel	
Their Email	

### 17. YOUR EARNINGS

Your annual salary		Or Hourly rate	
Is the position permanent?		Hours per week	
Your start date in this role?	Month ____ Year ____	Payroll number	
Is your employment likely to change during the tenancy?			

### 18. ADDITIONAL INFORMATION

Your National Insurance number	
Do you have any County Court Judgements, Bankruptcies, or Individual Voluntary Arrangements? If yes, complete details below.	
Details of any County Court Judgements, Bankruptcies, or Individual Voluntary Arrangements	

If you fail to disclose details of anything that is subsequently picked up by our searches, your application will automatically be refused and you will not get a refund.

### 19. NEXT OF KIN

Name		Phone Number	
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### 20. YOUR POST TENANCY ADDRESS

When registering your tenancy deposit, we are obliged to list an address where you can be contacted after the tenancy ends. This is a mandatory legal requirement. If you don't know where you will be, you could perhaps use the address of a family member.

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## 21. CONSENT FOR DATA PROCESSING

Some of our data processing requires your consent. Are you happy for us to carry out consent-based processes? These can include:

Contacting your employer and/or your current Landlord to request a reference	YES		NO	
Your new Landlord, and/or any of their professional representatives including but not limited to surveyors, estate agents, contractors for the purpose of fulfilling their contract with you:	YES		NO	

## 23. DECLARATION

- I confirm that the information supplied, to the best of my knowledge and belief, to be true and I consent to the information being verified by Belvoir or its appointed agent contacting the third parties identified by me on this form. I hereby authorise my employer and/or my current Landlord to reply to any reference request made.
- I understand that Belvoir or its appointed agent will conduct a credit check on me and that a record will be kept of that search. I understand I may request the name and address of the Credit Reference Agency to whom I may then apply for a copy of the information provided.
- I understand that the information provided by me on this form may be shared with third parties including, but not limited to, the Landlord, insurers, utility providers, the Local Authority. In the event of rental default it may be shared with other landlords, lettings agencies, managers of property, debt collectors or tracing agents, which could affect any future applications I make for tenancies, credit or insurance.
- I understand that providing false information may lead to early termination of any subsequent tenancy agreement. I am happy for Belvoir or Let Alliance to contact me in respect to this application if required. I have read and agree to be bound by the above terms.
- I understand this form is NOT an offer of tenancy. Once referencing has been completed, the owner of the property will need to formally accept the application. No tenancy will be offered until such formal acceptance is received by Belvoir.
- I confirm that I have received a copy of the DCLG How to Rent Leaflet. Another copy of which can be [downloaded here](#).
- As part of the legal process of letting a property, I am aware that Belvoir or its appointed agents are required to provide certain information prescribed by law. I agree to receiving this information and other documents and notices by email.
- **I understand and accept that any holding deposit paid is non-refundable in the event of my withdrawing from the rental process, failing referencing, or failing to meet the proposed Deadline for Agreement/move in date.**
- **I have read, understand, and accept the information contained on this application form.**

Signed		Name		Date	
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## WHAT HAPPENS NEXT?

We will conduct references and credit checks based on the information you have provided. If we need assistance from you, we will contact you. **Please do NOT chase us regarding the progress of your application.**