

# Application Form for a Private Rental Property Managed by Homes First

# The Application Process

## The process of applying to become a tenant is straightforward:

1. Complete an application form (one per adult) and return with:
  - ✓ one form of photo ID
  - ✓ two forms of proof of address (utility bills from the last three months are preferable)
  - ✓ three months bank statements
  - ✓ proof of ALL income (letters/wage slips, etc.)
  - ✓ Statutory Experian credit report (you can apply for this free of charge and the letter with the code (or an image of it) needs to be submitted)). This takes about a week, so please ensure that you do this at, or before, the point of submitting the application – <https://www.experian.co.uk/>
2. We will gain authorisation from the Landlord to proceed with your application. At this stage, the tenancy is still subject to satisfactory references.
3. You will be sent an email confirming that your application has been accepted, subject to references.
4. We will undertake references and credit checks. Please note this can take up to two weeks, depending on how quickly referees respond to our requests.
5. When all references are received, we will gain final authorisation from the Landlord to proceed with your tenancy, subject to contract. We will then draw up your tenancy agreement.

## Deposits

One months' rent deposit is payable on or before signing of the tenancy agreement and will be protected by The Deposit Protection Service (The DPS) of The Pavilions, Bridgewater Road, Bristol, BS99 6AA. No interest is payable on deposits. No tenant may use the deposit towards the payment of rent in full or in part at any time during or at the end of the tenancy. The deposit is returnable at the end of the Tenancy subject to compliance with all terms and conditions of the Tenancy Agreement and Landlord instructions.

## Application Fees

There are no fees due before taking up tenancy of the property.

## Cancellation by the Applicant

You can cancel your application at any time, but it is preferable that you do this as soon as you are aware that you do not wish to proceed.

## Cancellation by the Landlord

Should your application be accepted based on the information provided on the application form but the referencing process reveals information that you have not previously disclosed (e.g. a CCJ or damaging a previous rented property), the Landlord has the right to refuse to authorise your tenancy. It is therefore vital that you supply all information that may be relevant to your application.

## Completing the Form

Please complete this application form in block capitals in black ink and, if returning by post, send to the **TA & Commercial Lettings Team, 1 Grove Road, Eastbourne, East Sussex, BN21 4TW**. One form is required for each adult wishing to occupy the property. Answer every question in full – any omissions may delay your application. If a question does not apply to you, please write N/A in the box. There is space at the end to write additional comments.

### 1. Tenancy Details (if applicable for a specific property)

Property:  Postcode:

Tenancy length:  Start date:  Deposit:

Rent:  Frequency:

Smokers: Yes  No  I agree that smoking will not take place in this property (ticked & initialed):

Reason for this move:

Will this property you are applying for be your principle home? Yes  No  If no, please state how many nights per week you will reside at the property:

### 2. Your Details

Title (Mr/Mrs/Dr, etc.):  Forename:  Middle Name:

Surname:  Previous/maiden name:

Marital Status:  Date of Birth:  Age:  NI Number:

Home Tel:  Work Tel:  Mobile Tel:

Email\*:

\*For all written communications and to which you consent to accept service of notices and other documents given under, or in connection with, the tenancy.

### 3. Information Required For Deposit Protection Scheme

Address for tenant after the tenancy end (if known), e.g. a parent's address that is unlikely to change can be used:

Did anyone other than a tenant contribute towards the deposit? Yes  No  Amount?

Name:  Relationship:

Address:  Postcode:

Telephone:  Email:

#### Office Use Only

	Total Due	Amount Paid	Date Paid	Balance Due	Date Paid	Date Agreed for Payment
Deposit						
Fees						

Form rec'd  Initial: \_\_\_\_\_ Manager approved  Initial: \_\_\_\_\_ Landlord approved  Initial: \_\_\_\_\_

Comments:

ID  POA 1:  POA 2:  Credit Check

**4. Details of Additional Occupants** (please include middle names)

Full Name:		Date of Birth:		Relationship:	
Full Name:		Date of Birth:		Relationship:	
Full Name:		Date of Birth:		Relationship:	
Full Name:		Date of Birth:		Relationship:	
Full Name:		Date of Birth:		Relationship:	
Full Name:		Date of Birth:		Relationship:	
Full Name:		Date of Birth:		Relationship:	

Please state which tenant is to be the main contact for EHICL/Homes First during the application process and tenancy (including discussions over the return of the deposit at the end of the tenancy):

**5. Your Address History** (over the last three years) – please give all addresses; your credit report will verify the information you have given.

**5.1 Current Address**

Postcode:  Date Moved In:  Prospective Tenancy End Date:

Owner  Private Tenant  Council Tenant  With Parents  With Friends

Other  Please provide details:

Landlord or Letting Agency Name:  Rent pcm:

Landlord Address:

Telephone:  Fax:  Email:

**5.2 Previous Address**

Postcode:  Date Moved In:  Date Left:

Owner  Private Tenant  Council Tenant  With Parents  With Friends

Other  Please provide details:

Landlord or Letting Agency Name:  Rent pcm:

Landlord Address:

Telephone:  Fax:  Email:

**5.3 Previous Address**

Postcode:  Date Moved In:  Date Left:

Owner  Private Tenant  Council Tenant  With Parents  With Friends

Other  Please provide details:

Landlord or Letting Agency Name:  Rent pcm:

Landlord Address:

Telephone:  Fax:  Email:

#### 5.4 Previous Address

Postcode:  Date Moved In:  Date Left:

Owner  Private Tenant  Council Tenant  With Parents  With Friends

Other  Please provide details:

Landlord or Letting Agency Name:  Rent pcm:

Landlord Address:

Telephone:  Fax:  Email:

#### 5.5 Previous Address

Postcode:  Date Moved In:  Date Left:

Owner  Private Tenant  Council Tenant  With Parents  With Friends

Other  Please provide details:

Landlord or Letting Agency Name:  Rent pcm:

Landlord Address:

Telephone:  Fax:  Email:

#### 6. Solicitor's Details (if selling your current home)

Contact Name:  Firm:

Address:  Postcode:

Telephone:  Fax:  Email:

Date of Completion:  Equity (£):

#### 7. Employment Details (mobile numbers are not acceptable in this section of the application)

I am: Employed  Starting New Employment  *Proceed to section 7.1*

Self-employed  Business Owner  *Proceed to section 8*

Retired  Please attach details of pensions and proof of income. *Proceed to section 7.2*

Unemployed  Student  *Proceed to section 7.2*

#### 7.1 Current / New Employment Details (if you have a second job, please attach relevant details)

Company Name:

Address:  Postcode:

Contact Telephone:  Job Title:

Start Date:  Staff/Payroll Number:

Gross Annual Salary:  Guaranteed Commission/Bonus:

Full Time  Part-time  Permanent Temporary Contract  Number of months remaining:

#### Contact for Reference (HR department or other person who can confirm all of the above details)

Contact Name:  Job Title:

Contact Telephone:  Email:

*If you have been employed here for over one year, please proceed to section 9. If not, proceed 7.2.*

## 7.2 Previous Employment Details

Company Name:

Address:  Postcode:

Job Title:  Start Date:  End Date:

Gross Annual Salary:  Guaranteed Commission/Bonus:

Full Time  Part-time  Permanent Temporary Contract

**Contact for Reference** (HR department or other person who can confirm all of the above details)

Contact Name:  Job Title:

Contact Telephone:  Email:

*If this goes back over a year, proceed to section 9.*

## 7.3 Previous Employment Details

Company Name:

Address:  Postcode:

Job Title:  Start Date:  End Date:

Gross Annual Salary:  Guaranteed Commission/Bonus:

Full Time  Part-time  Permanent Temporary Contract

**Contact for Reference** (HR department or other person who can confirm all of the above details)

Contact Name:  Job Title:

Contact Telephone:  Email:

*If this goes back over a year, proceed to section 9.*

## 8. Self-Employment Details

### 8.1 Trading Details

Name of Business:

Type of Trade/Profession:

Company No:  Do you wish to carry out this trade from your rented property? Yes  No

If no, trading address:

Postcode:

If yes, please provide details as to what this will entail, e.g. deliveries, visitors, noise levels:

Gross Annual Salary:  Annual drawings/dividends:  Date started trading:

### 8.2 Accountant's Details (self-employed only)

Company Name:

Contact Name:

Address:  Postcode:

Telephone:  Fax:  Email:

If you have been trading for less than twelve months, or complete your own self-assessment, please attach business and personal bank statements for the last six months.

**9. Additional Financial Information** (please note that an affordability check will be carried out)

Other sources and amounts (over £50) of **monthly income**, e.g. tax credits, benefits, alimony, etc.:

Other sources and amounts (over £50) of **monthly outgoings**, e.g. rent, mortgage, loans, IVAs, alimony, etc.:

**10. Character Reference** (known for at least twelve months and not a friend, relative, co-applicant or person already named to supply a reference)

Name:

Profession:

Telephone:  Fax:  Email:

**11. Next of Kin or Emergency** (known for at least twelve months and not a friend, relative, co-applicant or person already named to supply a reference)

Name:

Relationship To You:

Address:  Postcode:

Telephone:  Fax:  Email:

**12. Credit History**

Do you have any adverse credit history (e.g. County Court Judgement (CCJ), Individual Voluntary Arrangement (IVA), bankruptcy, etc.)?

Yes  No  If yes, please attach full details, including dates, amounts and, if an IVA, provide the case manager's details.

**13. Rent Arrears**

Have you ever been in rent arrears?

Yes  No  If yes, please attach full details.

**14. Criminal Record**

Do you have a criminal record?

Yes  No  If yes, please attach full details.

# Terms and Conditions

## 1. Terms

All information given will be treated as strictly confidential. This application is not a contract, nor may it be construed as consent to occupy. Several applications may be considered for the same property and the Landlord reserves the right to consider any or none of the applicants. Due to the nature of the information supplied, an explanation may not be given if a tenancy is not approved. This application is subject to Ground 17 of the Housing Act 1996.

## 2. Property Availability

Every effort will be made to commence your tenancy on the start date agreed on application. However, in very rare situations due to circumstances beyond our control, it may be necessary to change the start date or even cancel the proposed tenancy if the property becomes unavailable to you. We stress that this is extremely rare and every effort is made to prevent such situations from occurring.

## 3. Tenancy Agreement

A sample tenancy agreement will be supplied to you during the application process to ensure legal advice can be sought if required.

## 4. Signing Tenancy Agreement

All persons making an application for tenancy, as well as guarantors, must be available to sign the tenancy agreement prior to commencement of the tenancy. In the case of joint tenancies, tenants are signing as jointly and severally liable. Guarantors are liable for all obligations not just rent.

## 5. Rent Payment

In addition to the deposit and fees, you will need to have paid your first month's rent in cleared funds before you commence your tenancy. This can be paid on the day by card, cash or bank transfer. A standing order form will be supplied to you on the day you collect your keys to complete with your bank details to pay your monthly rent in advance. It is your responsibility to ensure that the rent credits your Landlord's account on the day it is due, and therefore the standing order should be set up three days before the rent due date to allow the funds to clear in time.

## 6. Deposit

One month's rent deposit is payable on or before signing of the tenancy agreement and will be protected by The Deposit Protection Service (The DPS) of The Pavilions, Bridgewater Road, Bristol, BS99 6AA. No interest is payable on deposits. No tenant may use the deposit towards the payment of rent in full or in part at any time during or at the end of the tenancy. The damage deposit is returnable at the end of the Tenancy subject to compliance with all terms and conditions of the Tenancy Agreement and Landlord instructions.

## 7. Pets

If consent is given for pets at the property, either at the start or during the tenancy, you must have the property professionally cleaned at the end of the tenancy, as well as professional cleaning of all carpets. You will be responsible for any damage caused by the pet such as clawing of carpets, scratching on doors, damage to decor, soiling on carpets which cannot be removed by cleaning and damage to gardens. Please note this is not an exhaustive list.

## 8. Property Misdescriptions Act

Every effort has been made to ensure that the information you may have been given about the property for which you are making an application is correct. If there are any items which you are not sure about you must ask. You are invited to see and comment upon a copy of the inventory at the point of sign up.

## 9. Utilities and Services

It is your responsibility as the tenant to arrange for the transfer/setting up of the accounts and paying for council tax, water, gas, electricity, telephone, television, Sky etc. The Landlord is not responsible for supplying a working telephone line or television aerial. Consent from the Landlord is required to install Sky/Cable – if given, you are responsible for rectifying any damage that may be caused by installation.

## 10. Repairs

First will provide you with details of who to contact in the event of the need for repair the day you move in.

## 11. Gardens

It is the Tenant's responsibility to ensure the gardens and grounds are maintained at all times to a standard acceptable to the Landlord/Landlord's Agent. If the Landlord has the need to instruct a contractor to maintain the grounds or garden due to the Tenant's neglect, the cost will be borne by the Tenant.

## 12. Inspections

During the tenancy, Homes First may need to contact you to arrange an inspection visit at your property.

## 13. Tenant Insurance

The Landlord's insurance policy does not cover Tenant's possessions; therefore, we strongly advise that you insure your belongings with a reputable insurer.



## Declaration

I confirm that the information supplied is correct to the best of my knowledge. I have no objection to this information being verified by fair and lawful means, which will include contacting referees supplied.

I consent to the Landlord and their Managing Agents searching for information held by a credit reference agency and I understand that this search will be recorded and information relevant to this application will be passed to the Landlord of the property being applied for. All information gained will be treated as strictly confidential.

Details of how I conduct my tenancy may also be disclosed to the credit reference agency. This information may be used by other lenders in assessing applications from me and other members of my household and for occasional debt tracing and fraud prevention. I authorise the Landlord and their Managing Agents to use, release or obtain upon request any information gained during the process of my application and continued relationship to the Landlord, the Managing Agent, the Local Authority, utility companies.

I have read and agreed to the Landlord's terms and conditions of application for tenancy and discussed with a member of staff any point I have not understood.

Signed:

Full Name:

Date:

You may use the space below to add any further information relevant to your application: