

# Registration form & property application...

Letting Agency  
**Ashtons**

Property Address \_\_\_\_\_

Application Date \_\_\_\_\_

Anticipated Move in Date \_\_\_\_\_

## Applicant 1

Mr/Mrs/Miss/Ms \_\_\_\_\_

Current Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Years at this address \_\_\_\_\_

Email \_\_\_\_\_

Contact Telephone No \_\_\_\_\_

D.O.B \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Age \_\_\_\_\_

National Insurance Number \_\_\_\_\_

Do you smoke? YES/NO \_\_\_\_\_

Do you have any pets? YES/NO \_\_\_\_\_

Are you: Single / Married / Divorced / Separated / Widowed \_\_\_\_\_

Are you: House Owner / Tenant / Living With Parents \_\_\_\_\_

### PREVIOUS ADDRESS (3 years required)

1) Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

How long did you live there? \_\_\_\_\_

2) Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

How long did you live there? \_\_\_\_\_

### CURRENT LANDLORD DETAILS

We will contact your landlord for a reference

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

Reason for moving? \_\_\_\_\_

### EMPLOYMENT DETAILS

(Required before tenancy begins 5 weeks wage slips or 2 months)

#### Employment status;

Employed / Unemployed / Self-Employed / Retired

#### Type of employment;

Full time / On contract / Agency Work / Part time

You are required to of been in employment for 3 months at least or to be able to show that your current employment is full time and will remain for the duration of your tenancy.

Employer/College Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Employer/College tel number \_\_\_\_\_

Email \_\_\_\_\_

Position Held/Course attending \_\_\_\_\_

Current Monthly Salary after tax £. \_\_\_\_\_

Length of time at current work place \_\_\_\_\_

## Applicant 2

Mr/Mrs/Miss/Ms \_\_\_\_\_

Current Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

Years at this address \_\_\_\_\_

Email \_\_\_\_\_

Contact Telephone No \_\_\_\_\_

D.O.B \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Age \_\_\_\_\_

National Insurance Number \_\_\_\_\_

Do you smoke? YES/NO \_\_\_\_\_

Do you have any pets? YES/NO \_\_\_\_\_

Are you: Single / Married / Divorced / Separated / Widowed \_\_\_\_\_

Are you: House Owner / Tenant / Living With Parents \_\_\_\_\_

### PREVIOUS ADDRESS (3 years required)

1) Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

How long did you live there? \_\_\_\_\_

2) Address \_\_\_\_\_

\_\_\_\_\_ Postcode \_\_\_\_\_

How long did you live there? \_\_\_\_\_

### CURRENT LANDLORD DETAILS

We will contact your landlord for a reference

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

Reason for moving? \_\_\_\_\_

### EMPLOYMENT DETAILS

(Required before tenancy begins 5 weeks wage slips or 2 months)

#### Employment status;

Employed / Unemployed / Self-Employed / Retired

#### Type of employment;

Full time / On contract / Agency Work / Part time

You are required to of been in employment for 3 months at least or to be able to show that your current employment is full time and will remain for the duration of your tenancy.

Employer/College Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Employer/College tel number \_\_\_\_\_

Email \_\_\_\_\_

Position Held/Course attending \_\_\_\_\_

Current Monthly Salary after tax £. \_\_\_\_\_

Length of time at current work place \_\_\_\_\_

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## BENEFITS & CLAIMS

(we will not accept any claim for benefit unless accompanied with 2 forms of ID and 2 proofs of benefit)

This section needs to be completed if the applicant is intending to claim housing from this address, please note any benefits you are claiming at present and the amount \_\_\_\_\_

When did you start claiming \_\_\_\_\_

All tenants wishing to claim benefits at any of the properties offered to them by Ashtons are reminded that by submitting a claim this does not guarantee that your rent will be paid either in full or even part, should it be decided that benefits will not be paid towards your rent (the amount stated on the lease) the tenant name that is on the lease will be eligible to pay any shortfall. You are reminded that a pre tenancy determination will have to be done before anyone who wishes to claim benefits can move in, this is so that the potential tenant can have a clear idea of the rental value of the property and the limit to which benefit will pay. Please Note; No claim for benefit will be considered without proof of ID and national insurance.

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## CHILDREN

Please list any children that are under the age of 18 that will be living in the property and if there are any children under the age of 18 that we be living in the property but in full time employment, they will need to be named on the lease.

Surname	Forename	D.O.B	Relationship
1) _____	_____	_____	_____
2) _____	_____	_____	_____
3) _____	_____	_____	_____

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## REFERENCES

To take on a property it is necessary for us request 2 written character references, the references required need to strictly of a nature stipulating the qualities to which the referee can attribute to the prospective tenant, if you have difficulties in securing yourself these references please inform a member of the lettings team.

Ideas for references (strictly professional)

**Previous Employer / Solicitors / Social worker / Teacher / Probation officer / Director of a company / Previous Landlord / Housing association / Bank Manager / Doctor**

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### NEXT OF KIN - APPLICANT 1

To take on a property we require details of a next of kin

Name \_\_\_\_\_

Relationship \_\_\_\_\_

Address \_\_\_\_\_

Telephone number \_\_\_\_\_

### NEXT OF KIN - APPLICANT 2

To take on a property we require details of a next of kin

Name \_\_\_\_\_

Relationship \_\_\_\_\_

Address \_\_\_\_\_

Telephone number \_\_\_\_\_

# What happens next...

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## WHAT TO DO IF YOU LIKE THE PROPERTY

1. Fill out this application form
  2. Provide two written references (employer and existing landlord)
  3. Provide two proofs of photo ID
  4. Provide proof of income, either 2 month or 5 weeks wage slips or copies of benefit books and letters from dss.
  5. Copy of 3 Months Bank Statement
  6. One recent utility bill (this is to show payments previously paid and proof of address)
  7. Ashtons administration/credit/reference check fee of £150 for the first person and £50 for every person thereafter.
- Any person over the age of 18 living at the property will need to be referenced and checked. If you are required to have a guarantor, an additional £50 referencing fee will be required.
8. £150 Reservation Fee. This will act as part payment towards the first months rent and will act as a holding deposit for the property. Please note: these reservation fees are non-refundable should you change your mind at a later stage or your credit and reference checks fail. We will refund £150 should the owner take the property off the market.

Please declare any bad credit history or any reason why you would fail your credit and reference check to avoid your application failure and the loss of your holding deposit and reference money.

The above money requirement may change at the property owners request... please check with your Ashtons member of staff before committing as any holding money is non - refundable.

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## NOTICE TO ALL HOUSING BENEFITS CLAIMANTS

Before we can arrange a viewing for any housing benefit claimant we do require the following in our office;

1. Proof of national insurance number
  2. 2 months latest wage slips or 5 weeks wage slips.
  3. 2 months latest bank statements
  4. Proof of current balance
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## NOTICE TO ALL HOUSING BENEFITS TENANTS

Due to recent changes in housing benefit laws Ashtons regret to inform any tenants wishing to claim housing benefit for a property from ourselves, you will be required to pay

- |  |   |
|--|---|
| 1. x1 month rent equivalent as holding deposit               | 5. Benefit books including child benefit books where applicable |
| 2. x2 month rent in advance                                  | 6. Evidence of working tax credit                               |
| 3. Ashtons administration £150 (+£50 per additional person). | 7. 2 Forms of ID, Passport, driving licence.                    |

We may require a guarantor who is earning in excess of £20,000 per annum and owns their own property. This is purely in respect of the new legislations in regards to the way that housing benefit is paid, if you can provide proof that housing benefit will be paid direct to ashtons then the above may not be completely necessary, sorry for any inconvenience this may cause, Ashtons.

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# Guarantor application...

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As a guarantor it is required that you must be earning in excess of £15,000 Per annum

## PERSONAL DETAILS

Mr/Mrs/Miss/Ms Name \_\_\_\_\_  
 2nd Name (if joint tenancy/couple) \_\_\_\_\_  
 Current Address \_\_\_\_\_  
 \_\_\_\_\_ Postcode \_\_\_\_\_  
 Years at this address \_\_\_\_\_  
 Telephone Numbers (include area code) \_\_\_\_\_ Mobile \_\_\_\_\_  
 D.O.B \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Age \_\_\_\_\_ 2nd app D.O.B \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Age \_\_\_\_\_  
 National Insurance Number \_\_\_\_\_  
 Do you smoke? YES/NO \_\_\_\_\_  
 Do you have any pets? YES/NO Please state breed \_\_\_\_\_  
 Status; Single / Married / Divorced / Separated / Widowed \_\_\_\_\_  
 House Owner / Private Tenant / Living With Parents / Council Tenant \_\_\_\_\_

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## PREVIOUS ADDRESS-(if different from the above)

1) Address \_\_\_\_\_ Postcode \_\_\_\_\_  
 How long did you live there? \_\_\_\_\_  
 2) Address \_\_\_\_\_ Postcode \_\_\_\_\_  
 How long did you live there? \_\_\_\_\_

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## EMPLOYMENT DETAILS (Required before tenancy begins 5 weeks wage slips or 2 months)

**Employment status;** Employed / Unemployed / Self- Employed / Retired / Student

**Type of employment;** Full time / On contract / Agency Work / Part time

You are required to of been in employment for 3 months at least or to be able to show that your current employment is full time and will remain for the duration of your tenancy.

Employer Name \_\_\_\_\_  
 Employer Address \_\_\_\_\_  
 Position Held \_\_\_\_\_ Current Monthly Salary after tax \_\_\_\_\_  
 Length of time employed at current work place \_\_\_\_\_ Employer telephone number \_\_\_\_\_

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## REFERENCES

It is required as a guarantor we request one written reference.

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## AMOUNT TO BE GUARANTEED

Current property monthly rent figure £ \_\_\_\_\_

Name \_\_\_\_\_ Signed \_\_\_\_\_ Date \_\_\_\_\_

# Declaration...

**Please read the following very carefully & sign**

I hereby confirm that the information i have given in this application form is to the best of my knowledge true in every aspect and have no objections to the information being verified by whatsoever means are deemed necessary, i understand that the above maybe consulted with a credit referencing firm and also used if i wish to apply for a tenancy at any time in the future. By signing this form i agree to my information being shared with referencing firms and any companies or people that i have put forward myself to act as referees. I confirm that in the event of myself defaulting on the rental agreement that any such default will be recorded with a crediting firm which will make it increasingly difficult to apply for credit at any time in the future. I hereby acknowledge that the information provided above will be used to assess my application for the desired tenancy. It is hereby recorded that if tenancy be granted the information given on this form is found to be false or corrupted that this will be grounds for the landlord or acting agent to terminate the tenancy. I hereby agree to you storing my information on your computer system, i do hereby state that to the best of my knowledge that i am in a position to proceed with as tenancy should this application be deemed successful. I agree that the deposit required is available and understand that withdrawal from the proposed tenancy will be seen as a breach of contract and hereby agree that any holding deposits will be kept by the Landlord/Agent for breach of contact .I agree that if i find a property via Ashtons and my application is successful that i will place a deposit to hold the desired property for the amount of time agreed by the landlord, if by this time i have not taken up the tenancy, i agree that the agents will have the rights to use the deposit to compensate the landlord for rent loss, also i understand that if a tenancy is taken up by Ashtons the deposit will be held by Ashtons as stakeholders and will not be returned until the tenancy has ended, the property has been inspected successfully, all rent is paid in full and all household bills have been paid,NB; The landlord will be consulted before the deposit is returned.

PLEASE NOTE: WE CAN NEVER GUARANTEE MOVING IN DATES SO PLEASE ENSURE REMOVAL VANS ARE NEVER BOOKED AS UNFORESEEABLE CIRCUMSTANCES MAY ARISE AND CAN DELAY MOVING DATES AND EXCHANGES OF KEYS.

If you understand and agree please can you sign below so that we can begin to find a suitable tenancy for you, thank you for taking the time to read this thoroughly.

**APPLICANT 1**

Name \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_

**APPLICANT 2**

Name \_\_\_\_\_

Signed \_\_\_\_\_

Date \_\_\_\_\_