

Registration form & property application...

Letting Agency
Ashtons

Applicant 1

Mr/Mrs/Miss/Ms _____

Current Address _____

_____ Postcode _____

Years at this address _____

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 _____

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 _____

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 _____

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 _____

Reason for moving? _____

EMPLOYMENT DETAILS

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

Employment status;

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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 _____

Position Held/Course attending _____

Current Monthly Salary after tax £. _____

Length of time at current work place _____

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.

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) _____	_____	_____	_____

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

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...

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. One recent utility bill (this is to show payments previously paid and proof of address)
6. Recent Bank Statement of the account the rent will be paid from.
7. One month rent to pay in advance.
8. One month equivalent rent as holding deposit
9. Ashtons administration/credit/reference check fee of £150.

Please note: We can not accept credit or debit card payments, we can only accept cheques made payable to 'ashtons lettings' 5 days prior to the tenancy start or cash on the day.

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.

WHAT TO DO NEXT IF YOU WANT TO RESERVE THE PROPERTY

In most circumstances the £150 Ashtons administration/credit/reference check fee is required plus £150 towards the 1st months rent. 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.

NOTICE TO ALL HOUSING BENEFITS CLAIMANTS

Before we can arrange a viewing for any housing benefit claimants, we require the following documents; where applicable

- | | |
|--|--|
| 1. Proof of national insurance number | 5. Benefit books including housing benefit books |
| 2. 2 months latest wage slips or 5 weeks wage slips. | 6. Evidence of working tax credit |
| 3. 2 months latest bank statements | 7. 2 Forms of ID, Passport, driving licence. |
| 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
2. x2 month rent in advance
3. Ashtons administration and legal fee £150.

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.

Guarantor application...

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 _____

REVIIOUS ADDRESS-(if different from the above)

1) Address _____ Postcode _____

How long did you live there? _____

2) Address _____ Postcode _____

How long did you live there? _____

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 this tenancy.

Employer Name _____

Employer Address _____

Position Held _____ Current Monthly Salary after tax _____

Length of time employed at current work place _____ Employer telephone number _____

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 _____