

## Application for Residential Letting

Please complete this form in capitals and return to Bonds Estate Agent (online) Ltd.

### 1. THE PROPERTY YOU ARE APPLYING FOR

**Address:**

**Rent per month:** £       **Deposit:** £

**When would you like to move in?**       **What length of contract do you require initially?**

**Where did you hear about us?**

### 2. PERSONAL DETAILS

#### 1st Applicant

**Title:**  Mr / Mrs / Miss / Other:

**Surname:**

**Forename(s):**

**Current Address:**

Postcode:       How long at this address:

Previous addresses (we need 3 years address history in total please):

**Nationality:**

**Marital Status:**

**Date of Birth:**

**Home Tel:**

**Work Tel:**

**Mobile:**

**NI Number:**

**Email:**

We will use this email address to communicate with you during the tenancy.

#### 2nd Applicant

**Title:**  Mr / Mrs / Miss / Other:

**Surname:**

**Forename(s):**

**Current Address:**

Postcode:       How long at this address:

Previous addresses (we need 3 years address history in total please):

**Nationality:**

**Marital Status:**

**Date of Birth:**

**Home Tel:**

**Work Tel:**

**Mobile:**

**NI Number:**

**Email:**

We will use this email address to communicate with you during the tenancy.

**Primary Applicant:**

\* See notes overleaf

**Do any intended occupants:** Smoke: Yes  No  Have Pets: Yes  No  Please specify pets:

**Will the deposit be paid by anyone other than the tenant(s)?** Yes  No  **If yes please state full name and contact details below:**

Full Name:       Address:

Home Telephone:       Mobile:       Email:

## 2. PERSONAL DETAILS CONTINUED

### 1st Applicant

Are you:  Homeowner  Council Tenant  
 Private Tenant  Living with Parents  
 Other (Please Specify Below)

If private tenant please provide name and address of Landlord/Landlord's Agent:

Tel:	Fax:
Email:	

Current Rent: £

Are you aware of any previous adverse credit history? Yes  No

If Yes please give details:


### Next of kin:

We need this for inclusion in your tenancy agreement, this should not be your partner if they are a joint applicant.

Name:
Address:
Tel:

### 2nd Applicant

Are you:  Homeowner  Council Tenant  
 Private Tenant  Living with Parents  
 Other (Please Specify Below)

If private tenant please provide name and address of Landlord/Landlord's Agent:

Tel:	Fax:
Email:	

Current Rent: £

Are you aware of any previous adverse credit history? Yes  No

If Yes please give details:


### Next of kin:

We need this for inclusion in your tenancy agreement, this should not be your partner if they are a joint applicant.

Name:
Address:
Tel:

## OTHER PERSONS

Please give the full names and dates of birth for ALL other persons who will occupy the property (In addition to the above named):

Name	Date of Birth

## 3. SPECIAL REQUESTS / REQUIREMENTS

	Agent's notes
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#### 4a. EMPLOYMENT DETAILS self employed go to 4b

##### 1st Applicant

Employer:

Address:

Postcode:

Position Held/Department:

Full Time  Part Time  Temporary Contract

Gross Salary (before tax):

£  Per Year

Average Commission/Overtime:

£  Per Year

Employment Commencement Date:

Are you still in a Probationary Period? Yes  No

If so, when does it end?

Who can we contact to confirm the above?

Name/Department

Telephone:  Fax:

Email:

Address (if different from above):

Income of any Other Source:

##### 2nd Applicant

Employer:

Address:

Postcode:

Position Held/Department:

Full Time  Part Time  Temporary Contract

Gross Salary (before tax):

£  Per Year

Average Commission/Overtime:

£  Per Year

Employment Commencement Date:

Are you still in a Probationary Period? Yes  No

If so, when does it end?

Who can we contact to confirm the above?

Name/Department

Telephone:  Fax:

Email:

Address (if different from above):

Income of any Other Source:

#### 4b. SELF EMPLOYED

Name of Your Business:

Nature of Your Business:

Business Address:

Postcode:

How long have you been in business?  Average Earnings: £  Per Year

Accountant: Name:

Address:

Postcode:

Telephone:  Fax:  Email:

We will contact your accountant for confirmation of these details.

## 5. TERMS AND DECLARATION

### **Application Procedure & Tenants Fees:** (please read carefully).

If you wish to apply to rent a property please observe the following procedure.

Bonds Estate Agent (Online) Ltd charge the following fees in respect of administration and references: Single Applicant £120 (£100+vat)  
Two Applicants £240 (£200+vat) Each additional applicant thereafter £120 (£100+vat). Full details on website.

A tenancy will be offered to you subject to contract and more specifically, subject to the following conditions:

- A fully completed application form has been submitted together with the appropriate fee.
- Payment of £200 (minimum) Holding Fee to reserve the property. You will be asked to pay this at the same time as the Application Fee.
- The landlord has accepted the offer.
- A satisfactory search has been carried out by an independent credit referencing agency (details on request).
- Satisfactory references have been obtained.

If your application is rejected prior to acceptance and/or seeking references, all monies are refundable. If your application is accepted (subject to references) you will be required to pay a minimum of £200 as a Holding Fee, upon receipt of which the property will be reserved for you. In some instances in order to reserve a property you may be asked to pay a higher Holding Fee or occasionally the full Deposit. If you are successful then upon commencement of the tenancy the Holding Fee will be used as part of your first rent payment to the landlord.

Once you have been provisionally accepted by the landlord (subject to references and contract) the Application Fee and Holding Fee (and Deposit if taken) become non-returnable unless the landlord withdraws the property due to their own unforeseen circumstances. If you choose to withdraw after acceptance, or undeclared adverse information is uncovered during referencing, then you will forfeit all fees (plus a reasonable proportion of the Deposit, if taken, which reflects the landlord's lost rent for the period between provisional acceptance and the date of rejection). Before moving in to a property payment of the first months rent and deposit must be made by bank transfer, debit or credit card (handling charge applies to credit cards). Funds must be cleared before keys can be released.

If in any doubt as to what is included within the let (i.e. furniture, appliances etc.) you should seek further clarification prior to submitting your application.

You may be asked to provide a Guarantor in some cases. Please note a Guarantor Fee of £120 (£100+vat) would then be payable.

The tenancy you are applying for is a fixed term. If after the expiry of a fixed term both parties wish to extend the tenancy, a fee of £90 (£75+vat) will be payable for renewing or extending the tenancy agreement on each occasion, irrespective of the length of the extended period or the type of agreement.

The full cost of any extension is £120 (£100+vat), however you share this cost 50/50 with your landlord.

A fee of £60 (£50+vat) is payable to the agent seven days prior to moving out. This is to cover the tenant's share of the final inventory check.

### **\*Primary Applicant**

Applications by 2 or more parties will be asked to name a Primary Applicant who will then become our first (but not necessarily only) point of contact for matters relating to the Tenancy. We also reserve the right to repay the whole deposit to the Primary Applicant at the end of the Tenancy.

### **Declaration:**

I hereby confirm that the information provided by me is to the best of my knowledge true. I consent to this information being verified by contacting the third parties detailed in this form. I understand that the results of the findings will be forwarded to the landlord and may be accessed again at any time in the future. I agree that Bonds Estate Agent (Online) Ltd or their approved agent may search the files of a Credit Reference Agency and IDS Ltd, the insurance industry's data collection agency, which will keep a record of that search. I understand that 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 also understand that in the event of my defaulting on the rental payment, information may be recorded with the Credit Reference Agency and IDS Ltd, who may supply the information to other credit companies or insurers in the request for responsible granting of tenancies, insurance and credit.

I understand that in the event of any default by me in respect of the covenants in my tenancy agreement with my landlord, the information contained therein may be disclosed to one or more tracing companies and/or debt collection agencies in order to recover monies due or to trace my whereabouts. Information will also be disclosed to relevant utility companies and the like.

I understand that personal information within this form may be released to companies associated with Bonds Estate Agent (Online) Ltd for the purposes of providing related services such as insurance and utilities. See section 7 for full details.

I understand that Bonds Estate Agent (Online) Ltd may sometimes receive commission or payments from third parties in connection with goods or services recommended or provided by the agent to the tenant. Further details may be found on our website.

The information provided in this form by me is information as described in Ground 17 of the Housing Act 1996 and I understand that if any information within this application is found to be untrue, it is grounds for termination of the tenancy. I also understand that any default in the payment of rent will affect any future application for tenancies, credit or insurance.

Signed  
**1st Applicant:**

Signed  
**2nd Applicant:**

**Date:**

## 6. PROVING YOUR IDENTITY

### (Money Laundering – Proceeds of Crime Act 2002)

We now have a legal obligation to obtain proof of identity for any clients who are dealing with us for the first time.

This includes Landlords, Tenants and Guarantors.

The legislation is aimed to combat financial crime and protect all parties concerned, from fraud.

### Giving Us Proof

**In Branch (preferred method):** Original documentation can be brought to the branch where we can copy and return them immediately.

**By Post:** In order to comply with the legislation we require legally certified copies of documents from the list below. To have a document certified, it must be copied by a solicitor, bank manager, doctor or accountant. The name, address and signature of the certifier must be placed into the document together with the date of certification and an official company stamp.

We accept no liability for the loss or return of any original documents and so these should NOT be posted to us.

### To confirm your Identification:

- Passport (signed & current)
- Valid Photo-card driving licence (including provisional) (UK or EU)
- National Identity Card
- Valid Armed Forces Identity Card
- Valid Police Warrant card / badge
- Government Agency ID card
- Valid Airport employees security Identity pass
- Citizen Card (proof of 18+ age)
- Current valid EEA Member State ID card
- Northern Ireland Voters Card (with photo)
- Construction Industry Tax Exemption Certificate with photo
- University ID Card
- Known employer ID Card with photo

### To confirm your address:

- A driving licence showing the current address
- A recent (no older than 3 months from date of issue) gas, electric, water, landline telephone bill or credit card statement
- A recent Council Tax Bill (no older than 3 months from date of issue)
- A letter on headed paper from the personnel/human resources department of the employer confirming current address - this letter must be signed and dated by the payroll department or the financial director and contain the printed name and position of the signatory
- Documentation confirming the applicant is receiving housing benefit
- A current Postal Bank Statement (online printout not accepted)
- A current TV Licence
- A current Mortgage Statement
- A current homeowner's household insurance policy schedule
- A current Tenancy Agreement

### Proof of Home ownership

- Copy of your Current Buildings Insurance Certificate
- Copy of your most recent Service Charge / Ground Rent Demand from the blocks Managing Agent (in the case of flats / apartments)
- A copy of your most recent mortgage statement
- A copy of your Title Deeds if available

If you have specifically been asked to provide proof of Homeownership, at least one of the above should be provided.

### Important:

#### **The following are NOT acceptable for proof of address:**

Financial Statements (eg. credit card / Documents from HM Revenue & Customs / Letters from Solicitors or Accountants / NHS Medical card / Mobile Phone Bill).

The same document cannot be used to confirm both ID and address. You must provide 2 separate documents.

If you jointly own a property or are applying for a joint tenancy, we will need to confirm the name and address of each of you.

If you do not have any of the above please contact the office immediately.

### Right to Rent

#### **(Section 22 of the Immigration Act 2014)**

We have a legal obligation to ensure that every adult occupier of rented accommodation has a legal right to reside in the UK.

British citizens, citizens from the European Economic Area (EEA) and Swiss nationals have an automatic right to reside. In most of these cases the ID documents requested above will suffice as proof of your Right to Rent without further documentation being required. However, on occasion further evidence may be requested.

For all other nationals, we shall require documentary evidence of either an unlimited right to reside, or a time-limited right to reside in the UK.

All documents being provided must be the originals and be presented at the office for verification, in person, by the document holder themselves.

If you are unable to prove your right to rent in the UK then the law prohibits us from providing you with accommodation.

## 7. YOUR CONSENT

Please note the following permissions which we wish you to provide in relation both to the information you enter on this form when you register with us and of your residence at an address let to you under our agency.

By agreeing to the terms outlined, you indicate your consent to your personal information being passed to our Utility Management Partner, Hallmark Corporate Services Limited who will attend to the continuity of your energy and service supply. You also consent to Hallmark Corporate Services Limited offering you the opportunity to sign up to the services of its preferred utility supplier, British Gas.

By agreeing to the terms outlined, you indicate your consent to receiving email marketing, telephone marketing, postal marketing and or text messages from our Utility Management Partner, Hallmark Corporate Services Limited and its selected third party utility providers, such as TenTel.

I confirm I have read and understood the above information, including the privacy notice, and consent to comply with the terms outlined.

Signed <b>1st Applicant:</b>	<input type="text"/>
Signed <b>2nd Applicant:</b>	<input type="text"/>
<b>Date:</b>	<input type="text"/>

### Privacy notice

For the purposes of the Data Protection Act 1998 (the "Act"), the data controller is Bonds Estate Agent (Online) Ltd of Linhay, Greys Green Farm, Rotherfield Greys, Henley-On-Thames, Oxfordshire, RG9 4QG

We use the personal details that you submit to provide you with our services. You may give us personal details about you by filling in this form or by corresponding with us by phone, email or otherwise. In addition to the information you give us on this form, we may also collect additional information (for example, details of your property, current energy providers) as necessary to provide our services and to deal with your queries.

### Disclosure of your personal details

We may pass your personal details to our Property Management Partner, Hallmark Corporate Services Limited to enable us to provide you with our services.

In turn, Hallmark may pass your personal details on to selected third party service providers to enable these providers to provide you with energy and other utility services that you request.

In order to proceed with your application we must share your information with:

- (i) credit reference agencies and other companies for use in credit decisions, for fraud prevention and to pursue debtors; and
- (ii) other third parties (including law enforcement bodies and Government agencies) if we are under a duty to disclose or share your personal details in order to comply with any legal obligation, or to defend or exercise our legal rights. We must also provide your details to utility providers who currently supply the property you are applying for and who may require your forwarding address when you eventually leave.

### Marketing information

We would also like to use your personal details:

- (i) to tell you about other goods and services that we offer that are similar to those that you have already asked us to provide or have enquired about; and
- (ii) to provide you, or permit selected third parties to provide you, with information about goods or services we feel may interest you. Those third parties include our Property Management Partner, Hallmark Corporate Services Limited and Hallmark's preferred energy and other utility supplies. For the purposes of the scheme "utilities" includes gas, Electricity, Water, Council tax and Telecommunications.

### Accessing your information

The Act gives you the right to access information held about you. Your right of access can be exercised in accordance with the Act. Any access request may be subject to a fee of £10 to meet our costs in providing you with details of the information we hold about you.

Please tick this box ONLY where you DO NOT wish to receive a Utility Pack from Hallmark Corporate Services Limited in order to be offered the opportunity to sign up to the services of Hallmark Corporate Services Limited's preferred utility supplier, British Gas.

We would like to send you occasional newsletters, bulletins and promotional offers directly from Bonds Estate Agent. We would consider these to be of real benefit to tenants but if you prefer us not to please tick here

Full details of our privacy policy can be found on our website. Please send any questions, comments, complaints or requests regarding this privacy notice to: The Directors, Bonds Estate Agent (Online) Ltd, Linhay, Greys Green Farm, Rotherfield Greys, Henley-On-Thames, Oxfordshire, RG9 4QG