



Application Form – Residential Lettings.

We require the following information – this will allow us to send you the tenant referencing application form from LegalforLandlords. In providing this information, you are confirming that you are happy for a reference to be undertaken on yourself to determine suitability for the property you are applying for. As part of the reference process, a credit check will be made.

If your application is successful there are certain points of contact which will be required during your tenancy see information overleaf. By signing this form you have opted in to certain personal data relating to yourself being forwarded to a third party. At this point you can opt out of the process.

Property Applied For: _____

Applicant: Mr / Miss / Mrs / Ms/ Other _____

Full Name: _____

Date of Birth: _____

Passport Number(s): _____
[Of all adults living at property]

Email Address: _____

Current Address: _____

Post Code: _____

Telephone Number: _____

Mobile Number: _____

Income (please circle): Employed * / Self-Employed* / Independent Means* / Benefits / Other

*Employer/Contract length: _____

Job description: _____

N.B. LegalforLandlords usual income criteria for assessing affordability is for applicants to be in a position to demonstrate an income of 2 ½ times the rent. There are other means of demonstrating affordability. These should be discussed with our representative during the viewing. If you have any queries, please do not hesitate to phone us, prior to submitting your application.

Do you have Children? If so, please give their ages: _____

Do you have pets? If so, please describe them: _____

Do you smoke? _____ Do you have adverse credit history? _____

Additional Information: _____

Signature _____ Date _____

BELL

ROBERT BELL & COMPANY

**TENANT
SHOP**

Helping tenants by taking the stress out of moving!

Your new home

In preparation for your move, Robert Bell & Company has arranged for Tenant Shop's accredited concierge team to call you to discuss the setup of your household services. Tenant Shop helps you;

- Set up your broadband, TV and phone from a range of leading suppliers to ensure you have arranged the best package for you ahead of move-in. Tenant Shop potentially offer up to 50% off the standard pricing*
- Ensure you have the correct cover in place to protect your liabilities as a tenant against any accidental damage to your home
- Set up your gas and electricity account to help you choose the best available tariff and payment option from a choice of suppliers
- Make savings on other products such as removal firms

To help you setup your household services, Tenant Shop will call you.

Opt In Opt Out

*offers subject to availability

PROPERTY NOTIFICATIONS

To help with the move-in process we have teamed up with Tenant Shop to streamline the registration process for your new property by notifying the local council, water and energy suppliers of your move. We will use software supplied by Tenant Shop to notify all the necessary organisations that you have arrived and provide your contact information, moving in date and meter readings where applicable.

Tenant Shop will call you to clarify the current suppliers to your new property. The reverse will happen when you move out.

I have read the above fair processing notices.

Signed: _____ Print Name: _____ Date: _____



Data Protection

Tenant Shop Limited, registered office Inchora House, Building X92, Cody Technology Park, Farnborough, Hampshire, GU14 0LX is fully compliant with the data protection act 2018 and is registered with the Information Commissioners Office registration number Z305733X. Tenant Shop limited will only use your information for the purposes set out above.

Tenant Shop is a trading style of Tenant Shop Limited which is an appointed representative of Albany Park Limited, which is authorised and regulated by the Financial Conduct Authority. Financial Services Register number for Albany Park Limited is 304130 and 741081 for Tenant Shop Limited trading as Tenant Shop. This is regarding Insurance products only. You can alter your options, exercise the right of restricted processing or opt out at any time by emailing:

customerservices@mytenantshop.co.uk TS353 Exp10/19

INFORMATION FOR PROSPECTIVE TENANTS

1. Any property viewed and applied for is taken on an **AS SEEN** basis. Any questions in respect of the property need to be addressed prior to application.
2. All applicants must be over 18 years of age.
3. If an application is approved in principle, credit checks will be made and references obtained. This process can take between 5 and 10 days. Applications must be accompanied by proof of identification for all adults who will be living at the property. Acceptable documents for tenants within the EEA or Switzerland are one of the following: British/EEA Passport (current or expired), Valid Biometric immigration document, Certificate of Naturalisation as a British Citizen OR: two of the following, Birth Certificate, letter dated within the last three months from an employer, letter from a UK educational institution, Full or Provisional Driving Licence (with counterpart). Tenants from other countries will need to provide: valid passport/travel document, Biometric immigration document, Residence Card, Immigration Status Document issued by the Home Office. A yes response from the landlords checking service.
4. You may be asked to provide a Guarantor if you are on a low income, unemployed or have significant breaks in employment. Those in receipt of Housing Benefit will be asked to provide a Guarantor who is prepared to be referenced. **WE DO NOT ACCEPT THE RENT ASSIST SCHEME.**
5. An application does not guarantee acceptance, until you have received written confirmation (subject to contract letter) from Robert Bell & Company do not make any arrangements to move.
6. If a Tenancy is granted, the initial month's rent and the deposit must be paid in cash, by credit transfer, Banker's Draft or Building Society Cheque. Personal or Company cheques will only be accepted if 10 working days are allowed for clearing. Card payments may be accepted for Rent & Deposits but only from cards marked "Debit". No monies will be accepted outside the office of Robert Bell & Company.
7. Tenancy Agreements are Assured Shorthold for an agreed fixed period – usually 6 months. Details of the deposit for each property (5 weeks rent) are available in the property brochure. The deposit is transferred to The Deposit Protection Scheme as stakeholders. No interest will be paid to landlord, tenant or agent.
8. Rents during the tenancy are payable in advance by Standing Order.
9. Please note that joint tenants are jointly and severally liable. This means if your partner/spouse/colleague leaves the property, the rent is still due in full on the due date from the remaining tenant(s).
10. Tenants may wish to have insurance in place for their personal possessions and for accidental damage. Please note there are various insurance policies and providers available and we do not sell or endorse any particular policy.
11. Energy performance ratings are available for all properties, to be read, on request by prospective tenants.
12. **HOW TO RENT** – The checklist for renting in England has been produced by the Department for Communities and Local Government. It provides you with guidance regarding renting a property. Full details can be read and downloaded from our website www.robert-bell.org. If you do not have access to a computer or require a hard copy of this please contact our offices on 01522 538888 / 01507 522222 and we will provide you with a hard copy.
13. Payments for rent and deposits should be made by BACS where possible.
14. Your deposit will be held in the Tenancy Deposit Scheme – www.tenancydepositscheme.com
15. During your tenancy should you have a maintenance issue and Robert Bell and Company are managing from time to time your details will need to be passed to our registered tradesman to contact for maintenance access.
16. Please note the relevant privacy statement for all detailed on this form can be found on their relevant websites. Robert Bell and Company's privacy statement can be found at www.robert-bell.org.

INFORMATION FOR PROSPECTIVE TENANTS

17. Other – this selection is for any other relevant information for example bank details for deposit return etc. The applicant / tenant agrees that Robert Bell and Company can hold this.

I have read and understand the information contained on this form.

Signed **Date**