



RESIDENTIAL LETTINGS APPLICATION FORM

We are pleased you are interested in the following residential rental opportunity and in order for us to progress the application and discuss this with your prospective landlord, we require the following information.

Tick as appropriate

- I/we hereby apply for to rent the following property (subject to referencing, landlords instruction and contract):
- I/we consent to LegalforLandlords referencing and credit check (they will send a separate referencing form to complete)
- I/we have provided the identity documents required (see Prospective Tenants Information for details):
- I/we have read understood and agree to the Prospective Tenants Information overleaf:

Signed: Date:

Signed: Date:

Please complete

Property applied for:		
Proposed Rent:	£..... pcm	
Proposed Start Date:		
Proposed Deposit:	£.....	
Tenants Details:	<i>Tenant 1</i>	<i>Tenant 2</i>
Title:	<i>Mr / Mrs / Miss / Ms / Other:</i>	<i>Mr / Mrs / Miss / Ms / Other:</i>
Full Name:		
Date of Birth:		
Passport Number:		
Current Address:		
	<i>Postcode</i>	<i>Postcode</i>
Phone Numbers:	<i>Home Work Mobile</i>	<i>Home Work Mobile</i>

Email:	
Do you have Children?	Yes / No <i>If so, please provide ages:</i>
Do you have pets?	Yes / No <i>If so, please describe:</i>
Do you smoke?	Yes / No
Number of vehicles to be at the property	<i>Provide details if any are caravans or commercial vehicles.</i>
Current housing status	<i>Tenant / Own house / With family / Student / Other:</i>
Current income:	Employed / Self-Employed / Independent Means / Benefits / other: <i>LegalforLandlords assess affordability usually at 2 ½ times the rent. We are used to dealing with circumstances where this is not meet and you should discuss this with our staff when applying.</i>
Do you have adverse credit history or other relevant information?	
Name and contact details for next of kin:	<i>For use in case of emergency.</i>

PROSPECTIVE TENANTS INFORMATION

1 APPLICATION

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.

All applicants must be over 18 years of age.

2 PROPERTY

The property should be viewed and is applied for and taken on an AS SEEN basis. Any questions in respect of the property need to be addressed prior to application.

3 JOINT TENANTS

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).

4 TENANCY

Tenancy Agreements are Assured Shorthold for an agreed fixed period – usually 6 months. To terminate after the fixed term it will require one months written notice from the tenant or two months from the Landlord.

5 IDENTITY DOCUMENTS

Applications must be accompanied by proof of identification for all adults who will be living at the property.

For tenants within the EEA or Switzerland:

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.

6 GUARANTOR

You may be asked to provide a Guarantor (who is prepared to be referenced) if you are on a low income, unemployed or have significant breaks in employment, in receipt of Housing Benefit.

7 DEPOSITS

Your deposit (usually 5 weeks rent) will be held in the Tenancy Deposit Scheme (www.tenancydepositscheme.com) or you will be notified if a different scheme is used by your Landlord. No interest is payable to the tenant or landlord.

8 PAYMENTS

The initial rent and deposit will be required prior to the commencement date. Payment must be made by BACS (details provided on acceptance), or card payment provided this is a debit card. If you wish to pay by an alternative method, you must first seek approval.

Rents during the tenancy must be paid by standing order.

9 INSURANCE

Tenants may wish to have insurance in place for their personal possessions and for accidental damage. We do not sell or endorse any particular policy.

During your application process you may receive information from LegalforLandlords and Tenant Shop offering you certain products. You are not obliged to take these products. If you wish to opt out it would not affect your application or your tenancy with us.

10 HOW TO RENT

The government has produced a guide for renting and this is available on our website or you can ask in our offices.

11 DATA PROTECTION PRIVACY NOTICE

By submitting this application form you consent to Robert Bell and Company processing your data and further data collected from referencing providers, references, social media or other searches, tenancy documents, inventories, inspections, utility providers, and maintenance contractors for the provision of letting and managing the property.

Robert Bell and Company use the information you provide primarily for the purposes connected with managing the tenancy and for related purposes including providing information of legitimate interest to you. Our use of this data is subject to your instructions, contractual obligations, legal obligations, data protection law and our duty of confidentiality.

Please note that Robert Bell and Company or your prospective landlord may be required to pass on such information deemed necessary to third parties including but not limited to; landlords, joint tenants, contractors, legal providers, insurers, deposit protection scheme, utility companies, local authorities, debt collection agencies, inventory clerks, HMRC. All such third parties are required to maintain confidentiality in relation to your files.

You have a right of access under data protection law to the personal data that we hold about you. We seek to keep that personal data correct and up to date and keep it secure. Let us know if you believe the information we hold about you needs to be corrected or updated or wish to discuss your rights under the data protection law.

To see our full privacy policy please visit:
<https://www.robert-bell.org/privacy-policy>