TENANT ASSESSMENT APPLICATION FORM

*The information contained in this application will be used by Chaneys Chartered Surveyors for Credit and Employment Referencing with regard to letting a property. All applicable information must be provided. Each applicant that will be paying a share toward the rent is required to fill out an application form.*

1. **Property Details**

|  |  |
| --- | --- |
| Address:  |  |
| Rent (per calendar month) |  |
| Tenancy Commencement |  |
| Length of Lease  |  |

1. **Individual Applicant Details**

*To be completed by the applicant*

|  |  |
| --- | --- |
| Please tick one | Mr[ ]  Mrs[ ]  Miss[ ]  Ms[ ]  Dr[ ]  Other [ ]  |
| Full Name (including middle) |  |
| Date of Birth |  |
| Marital Status |  |
| Maiden Name (if applicable) |  |
| Telephone (mobile) |  |
| Telephone (landline) |  |
| Email |  |
| Do you have any pets? | Yes [ ]  No [ ]  |
| Do you smoke? | Yes [ ]  No [ ]  |
| Emergency Contact Details |  |
| Name |  |
| Telephone Number |  |

1. **Dependants**

Will children be living at the property? Yes [ ]  No [ ]

If yes please provide the following information for each child:

|  |  |
| --- | --- |
| i. Name |  |
| Date of Birth |  |
| ii. Name |  |
| Date of Birth |  |
| iii. Name |  |
| Date of Birth |  |

1. **Current Address**

|  |  |
| --- | --- |
| House Number/Name |  |
| Street and Town |  |
| Postcode |  |
| Please tick one box: | Owner [ ]  Rented [ ]  Living with Parents [ ]  Council Tenant [ ]  |
|  | Other [ ]  *If ‘other’, click here to explain…* |
| Time at this address | Years: | Months: |

*Please provide one of the following documents as proof of residency and tick the box below to confirm your choice:*

Utility Bill [ ]  Bank Statement [ ]  Council Tax [ ]

1. **Previous Address**

*Please include this information if you have lived at your current address for less than three years, otherwise leave blank*

|  |  |
| --- | --- |
| House Number/Name |  |
| Address |  |
|  |  |
| Please tick one box: | Owner [ ]  Rented [ ]  Living with Parents [ ]  Council Tenant [ ]  |
|  | Other [ ]  *If ‘other’, click here to explain…* |
| Time at this address | Years: | Months: |

1. **Personal Income Details**

|  |  |
| --- | --- |
| Please tick one | Employed [ ]  Self Employed [ ]  Unemployed [ ]  Student [ ]  Retired [ ]  Payment in Advance [ ]  |
| Date for start of employment |  |
| Job Description |  |
| Annual Gross Income |  |
| Payroll/Pension Number |  |
| Additional Annual Income |  |
| Source of Additional Income |  |
| Are your circumstances likely to change during the length of the tenancy? | Yes [ ]  No [ ] *If Yes, please explain…* |

1. **Employer Referencing Details**

*If you are employed, self-employed or retired give details of your employer, accountant or pension provider (alternatively you may provide proof of pension) below and authorise them to reply to the enquiries which may be made to verify this information.*

|  |  |
| --- | --- |
| Employer, Accountant or Pension Provider |  |
| Address |  |
|  |  |
| Referee Contact Name |  |
| Job Title |  |
| Landline Telephone  |  |
| Mobile Telephone |  |
| Email Address |  |

1. **Landlord Referencing Details**

*Complete this section if you have indicated that you are living, or have previously lived, in rented accommodation.*

|  |  |
| --- | --- |
| Name |  |
| Address |  |
|  |  |
| Referee Contact Name |  |
| Job Title |  |
| Landline Telephone  |  |
| Mobile Telephone |  |
| Email Address |  |

1. **Bank Details**

|  |  |
| --- | --- |
| Bank  |  |
| Address |  |
|  |  |
| Account in the name of |  |
| Account number |  |
| Sort Code |  |
| Duration of account held |  |

1. **Applicant’s Consent**

The information which I have given in this Application Form is true to the best of my knowledge. I consent to this information being verified by fair and lawful means, which I understand will involve contacting referees and licensed credit reference agencies. I understand the resulting verified information would be forwarded to the Agency and Landlord. The results may also be accessed again if I apply for a Tenancy in the future.

I consent to Chaneys Chartered Surveyors searching information held by a credit reference agency and agree that the credit referencing bureau will keep a record of that search and the results from that search. The results of that search may show how I conduct my payments including rental payments and this may also be disclosed to the agency and may affect future applications. All such information which is revealed may be used by other lenders for the purpose of assessing applications from me and/or members of my household and from time-to-time such information may be used for debt tracing and fraud prevention.

I hereby expressly consent to my personal details including any forwarding address at the determination of any Tenancy being passed to the Landlord and/or to the utility companies and/or to the local authority.

Otherwise all information will be treated a confidential.

I agree that information supplied by me will be held in accordance with the Company’s notification under the Data Protection Act 1998, that you may record sensitive date as defined in the Data Protection Act 1998 and I understand that I have the right to ask for a copy of the information held about me subject to the payment of an administration fee that will be notified to me upon application, though it will not exceed the amount set by statute. I have the right to request that the information on me be amended if it is found to be incorrect.

I have received, read and understood Chaneys Chartered Surveyors’ Breakdown of Lettings Fees for Tenant’s information sheet.

Please sign and date below, to confirm your agreement to the above

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Breakdown of Chaney’s Lettings Fees for Tenants**

The following fees will apply if you rent a property through Chaneys Chartered Surveyors. Please read in full, including page 2, which identifies the steps undertaken to initiate a new Tenancy.

**Before the Tenancy**:

Should you express interest in a property we are marketing and wish to proceed, we will initially seek an upfront application depositof **£250**. This will be deducted from the final deposit sum required at the start of the tenancy. **Please note** that if you withdraw from the tenancy application stages, or if the references fail then the **application deposit will not be refunded**.

It is important that you let us know of any adverse credit history or CCJ’s before the referencing is undertaken.  Failure to do so will risk losing your application deposit.

**New Tenancy Fees:**

For preparing the new Tenancy Agreement, obtaining references for 1 applicant and finalising all associated administration: **£360.00** per property.

There will be an extra charge to reference additional applicants and/or guarantors: **£24.00** per person

We do not charge an additional cost for the Inventory and/or check in procedure at commencement of the Tenancy.

**Fees which may apply during or at the end of the Tenancy:**

Amendments / Addendums to the tenancy agreement: **£36.00**

Early Termination Fee: **£360.00**, subject to the Landlord’s approval to an early surrender of the Tenancy.

Tenancy Renewal Fee: **£120.00**

Periodic Admin Fee: **£60.00**

Check Out Fees: A fee will be charged, but these are variable depending on the size of the property and whether it is furnished or unfurnished.  The Check Out is also undertaken by an independent Inventory Specialist and we charge at their set prices. Please contact a member of staff for further information and we will provide clarification as to the fee based on the specific property that you are interested in (0118 972 2333).

Any outstanding fees at the end of the tenancy will be deducted from the deposit.

**All fees above are inclusive of VAT**

**Check Out/Inventory Fees**

Both the Check In and Check Out Inventories are undertaken by an impartial third party. The landlord covers the cost of the Check In and the tenant pays for the Check Out. We typically use Sally Carter Property Services as our third party inventory specialist. Their current cost breakdown is below.

Please note that these could be subject to change, outside of our control. Should Sally Carter decide to increase their prices then we will compare the new prices with other inventory companies to make sure they remain competitive…

Sally Carter Property Services

[www.sallycarterpropertyservices.com](http://www.sallycarterpropertyservices.com)

Scale of Current Charges

**Check Out**

1 bed house or flat £65.00

 2 bed house or flat £85.00

 3 bed house or flat £95.00

 4 bed house or flat £105.00

 5 bed house or flat £130.00

The above charges are based upon the property having been prepared for inventory, check out or check in and in reasonable decorative order with a reasonable amount of contents. Pictures are taken. No Vat is charged.

Exceptions to this, properties exceeding five bedrooms and executive properties by separate negotiation.