

## RESIDENTIAL LETTING TENANT APPLICATION FORM

Applicants are also required to complete the Registration Form regarding fees, and the Bank Status Inquiry Form.

Property Address: .....

Monthly Rent: £ ..... for ..... months Anticipated Start  
(Please state when you would like  
tenancy to commence.)

Deposit Required: £ .....

Pet Deposit £ .....

TOTAL DEPOSIT

£ .....

GRAND TOTAL inc 1st MONTH £ .....

Applicant's Name: .....

Date of Birth: ..... Marital Status: .....

Number of Dependants: ..... Age of Dependants: .....

Any Pets (specify): ..... Number of Smokers: .....

Applicant's Current Address: .....

Post Code: ..... Length of Time at This Address: .....

Tel Number: ..... Mob Number: ..... Email Address: .....

Previous Address (If less than 1 year at current address.): .....

Post Code: .....

Status at Present Address: Owner  Tenant  Council  Parents

Landlord / Agents Reference (or Character Reference \*\*)

Name: ..... Position: .....

Address: ..... Post Code: .....

Telephone Number: ..... Fax Number: .....

\*\* If no Landlord, a Character Reference is required. Please provide information for a non-relative, non-employment related person that has been acquainted with you for longer than 1 year. \*\*

Employment:    Employed        Self-Employed        Retired        Student      
                  Unemployed        Other (Please Specify)

Company Name/  
(Or Accountant Details  
if self-employed.) .....

Address: .....

POST CODE

Telephone No. .... Fax No. ....

Date Started: ..... Position Held: .....

Salary: ..... month / year    Contact Name: .....

*(If currently employed for less than 1 year at the above, then please provide previous employers details.)*  
.....

Company Name: .....

Address: .....

Telephone No. .... Fax No. ....

Date Started: ..... Position Held: .....

Contact Name: .....

Credit Check: In signing this application form you hereby give consent for Hazells & Co. to undertake an electronic credit check on you. We will also contact your employer / accountant and existing landlord (where applicable) for referencing purposes.

Signed: .....

Date: .....

- Please Note:
1. If a student or retired, please provide written proof of income. A guarantor may be required.
  2. Cleared funds are required prior to release of the keys to the property.

**Amounts Due for this Property:**

Property Address: .....

	<i>Application Fees:</i>	<i>£</i>	.....	<i>Due with Completed Application</i>
<i>First Month's Rent:</i>	£	.....		
<i>Security Deposit:</i>	£	.....		
<i>Other:</i>	£	.....		
<b>TOTAL:</b>	£	.....		<b><i>Due on or before signing Tenancy Agreement. Must be cleared funds or banker's cheque.</i></b>



**PRIMARY APPLICANT**

**RESIDENTIAL LETTING PAYMENT - REGISTRATION AND SETTING UP FEE**

*(This form is for the primary applicant only, additional applicants must use a separate form.)*

Applicants are also required to complete the Tenants Application Form

Mr/Mrs/Miss/Ms ..... of .....

.....

hereby pays the sum of £150.00 plus VAT (total £176.25) being the registration/setting up fee in respect of the prospective tenancy of:

.....

This fee is **NON RETURNABLE** and includes charges made in respect of obtaining references, which may include a credit check. Should the references obtained be unacceptable to the landlord for any reason, then you will be informed of this and no further correspondence entered into.

**I CONFIRM THAT THE ABOVE CONDITIONS ARE ACCEPTABLE**

**Signature:** ..... **Date:** .....

**Print Name:** .....

Received sum of £150.00 (plus £26.25 VAT)

Signed ..... Date: .....

For Hazells Chartered Surveyors

**SECONDARY APPLICANT(s)**

**RESIDENTIAL LETTING PAYMENT - REGISTRATION AND SETTING UP FEE**

*(This form is for secondary applicants only.)*

Applicants are also required to complete the Tenants Application Form

Mr/Mrs/Miss/Ms ..... of .....

.....

hereby pays the sum of £45.00 plus VAT (total £52.88 being the registration/setting up fee in respect of the prospective tenancy of:

.....

This fee is **NON RETURNABLE** and includes charges made in respect of obtaining references, which may include a credit check. Should the references obtained be unacceptable to the landlord for any reason, then you will be informed of this and no further correspondence entered into.

**I CONFIRM THAT THE ABOVE CONDITIONS ARE ACCEPTABLE**

**Signature:** ..... **Date:** .....

**Print Name:** .....

Received sum of £45.00 (plus £7.88 VAT)

Signed ..... Date: .....

For Hazell Chartered Surveyors