

Cornmarket, Louth, LN11 9QD | 01507 350500 | www.movewithmasons.co.uk

RESIDENTIAL TENANCY APPLICATION FORM

An application form must be completed for each individual applying. Please complete this form in full as it provides us with the information we need to process your application quickly and return it to us as soon as possible. Please print the details clearly and ensure email addresses are given. **Your application can not be processed if it is not fully completed and signed.**

Further to the implementation of The Tenant Fees Act 2019, the application process is entirely at the landlords' expense. Proceeding with the application is therefore at the landlord's specific instruction.

By law you are now required to provide evidence of your "right to rent" which will involve bringing suitable documentation into the office for us to verify and take a copy of. (Acceptable documents include; UK passport, EEA passport or identity card, permanent residence card, Home Office immigration status document.) Evidence is required for all adults over the age of 18 who will be living at the property either as a tenant or occupant. If you are unable to provide this information, please contact our office where we can advise on other documents which can be used as evidence. Again, your application can not be processed without this information.

Please provide **three months current bank statements & three months wage slips** (or a contract of employment), to enable us to carry out your references. If your credit score is low, then your application will not be processed any further until either supporting information or a guarantor is provided.

The Tenant Fees Act 2019 caps the deposit at no more than five weeks rent. To ensure that increased wear and tear on the property, as a result of having pets, is accounted for, we may negotiate a 'pet rent' at our client's discretion.

There is likely to be further interest in this property, so please note, that we may reference more than one applicant at a time. If you are unsure about the process or have any queries, then please do call us or visit our office and we will be pleased to assist you.

We handle and store your personal data, strictly in accordance with GDPR rules. Please see our privacy notice on our website – www.masons-surveyors.co.uk/pages/privacy-policy

Please sign at the bottom of page 4 and return all pages, plus your supporting documents to our office.

M A S O N S

EST. 1850

PROPERTY INFORMATION – (Of the property you are applying for)

Address:

Postcode:

Proposed Tenancy start date:

Desired length of Tenancy:

Total rent p/cm:

Deposit Amount:

APPLICANT INFORMATION

Full Name (including title):

Address:

Postcode:

Day Number:

Mobile Number:

Email Address:

Date of Birth:

NI Number:

At your current address are you:

The property owner? ☐ A tenant? ☐ Living with family? ☐ Living with friends? ☐

Other? Please state:

Time at this address:

ALL OTHER OCCUPANTS DETAILS (INCLUDING CHILDREN) – If more space is needed please use overleaf

Full Name:

Date of Birth:

Full Name:

Date of Birth:

Full Name:

Date of Birth:

PETS

Yes ☐ No ☐ If yes, please specify breeds & ages:

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PREVIOUS REGISTERED ADDRESSES - If more space is needed please use overleaf

N.B. we **must** have your **last 7 years** of addresses for credit & background searches.

Address:

Postcode:

Time at this address:

Address:

Postcode:

Time at this address:

Address:

Postcode:

Time at this address:

EMPLOYMENT STATUS

Full Time ☐ Part Time ☐ Self Employed ☐ Unemployed ☐ Retired ☐

Job Title:

Name of Employer:

Gross Annual Income:

Overtime (If applicable):

Length of Employment:

Address of employer:

Postcode:

Person of Contact (Line Manager / HR):

Authorised email address:

CHARACTER REFEREE (N.B. this **must not be a family member & **needs to** be different to your employment referee)**

Full Name (including title):

Email address:

CURRENT OR PREVIOUS LANDLORD / LETTING AGENT

Name of Agent / Landlord:

Address:

Postcode:

Mobile Number:

Email Address:

BANK DETAILS

Bank Name:

Address:

Postcode:

Name of Customer:

Account Number:

Sort Code:

Do you have any hire purchase or loan agreements? Yes ☐ No ☐

If yes, please provide details:

Have you, your spouse or any other party relating to this application ever been insolvent, bankrupt or made agreements with creditors? Yes ☐ No ☐

If yes, please provide details:

Do you, your spouse or any other party relating to this application have any criminal convictions? Yes ☐ No ☐

If yes, please provide details:

CONSENT AGREEMENT

Please read, answer the questions (delete as applicable) then sign below to confirm your agreement

YES/NO I agree to the storage of personal data by Masons & Partners LLP. Our privacy policy is found on our website - www.masons-surveyors.co.uk/pages/privacy-policy

YES/NO I consent to Masons seeking personal data from my existing landlord or landlord's agent (if applicable), or other relevant referees upon written request.

YES/NO I consent to an online credit search.

YES/NO I agree that Masons may pass my name and contact number to 'iammoving.com', for the purposes of registering the Tenant with the gas, water and electricity suppliers and the relevant local authority for the payment of council tax. 'iammoving.com' tenant switching service will contact you to have your utility supplies switched to the cheapest suppliers.

I hereby certify that the information provided on this application is accurate and true to the best of my knowledge.

I acknowledge that there may be other applicants for the same property and the final decision whether I will be accepted for the property will be at the landlord's/agent's complete discretion.

Signed:

Print name:

Date: