

Completing your form:

Forms are available in Word Document, PDF and paper format, and can be edited with your details. We can accept application forms in any of these formats, however the form must be complete, all pages included, and fully legible.

Application forms: important information

- Complete all sections in full, drawing a line through any parts which are not applicable to you. Please ensure you have entered your details correctly.
- All applicants over the age of 18 must fill out a copy of this form. An applicant is considered to be anyone who will reside in the property.
- If there are more than two applicants, an additional copy of this form will be required.
- Documents are an essential part of your application and must be included with your application for it to be put forward for consideration.

How to return your form:

Forms must be returned via email to lettings@whitakers.co.uk or to one of our branches. We will need to see a copy of your ID in branch.



PROPERTY APPLICATION CHECKLIST

- | | |
|----------------------|---------------------------|
| ✓ COMPLETE YOUR FORM | ✓ CHECK YOUR DETAILS |
| ✓ CHECK REQUIREMENTS | ✓ SUBMIT FORM & DOCUMENTS |

Whitakers' other application forms:

- Pre viewing forms are for viewing requests only. Should you wish to apply for the property, you must complete this form. Applicants must have submitted this form to be considered to have put forward an application.
- If you require a guarantor for your tenancy, you will need to ask your guarantor to fill in the separate guarantor form. If you are unsure if you require a guarantor, please contact us so we are able to advise you.

Date application completed:	Property address:

APPLICANT DETAILS

	LEAD APPLICANT	SECOND APPLICANT
Title		
First names		
Surname		
Previous names		
Marital status		
Date of birth		
NI number		
Country of citizenship		
Immigration status		

CONTACT DETAILS

	LEAD APPLICANT	SECOND APPLICANT
Phone number		
Email address		

	LEAD APPLICANT	SECOND APPLICANT
Current address		
How long have you lived at your address?		
Is this property rented?		
If renting: name of your landlord/ agents		
If renting: phone number & email address for references		
Do you have any rent/ mortgage arrears?		
Reason for moving		
Have you been served notice to leave your property?		
If served notice, under what grounds?		

PREVIOUS ADDRESS HISTORY: LAST THREE YEARS REQUIRED

Address(es) for Applicant One:	From	To	Rented?
Address(es) for Applicant Two:	From	To	Rented?

PLEASE COMPLETE IF EMPLOYED	LEAD APPLICANT	SECOND APPLICANT
Are you in employment?		
Employer name		
Employer address		
Contact for employer		
Employer contact number and email address		
Salary (detail if varied, weekly, monthly or yearly)		
Frequency paid		
Permanent or temporary		
Number of contracted hours		
Length of time at employer		

COMPLETE <u>ONLY</u> IF YOU HAVE BEEN WITH YOUR EMPLOYER LESS THAN THREE YEARS	LEAD APPLICANT	SECOND APPLICANT
Employer name (previous)		
Employer contact number and email address (previous)		
Yearly salary (previous)		
Length of time at employer		

LEAD APPLICANT BENEFIT DETAILS

BENEFIT TYPE(S)	AMOUNT	FREQUENCY

SECOND APPLICANT BENEFIT DETAILS

BENEFIT TYPE(S)	AMOUNT	FREQUENCY

ANY OTHER INCOME:
PLEASE DETAIL

LEAD APPLICANT

SECOND APPLICANT

INCOME SOURCE(S)

AMOUNT

PLEASE DETAIL:

LEAD APPLICANT

SECOND APPLICANT

COUNTY COURT
JUDGEMENTS
(WHETHER SATISFIED
OR NOT)

BANKRUPTCY

RENT OR MORTGAGE
ARREARSANY OTHER ADVERSE
CREDIT

Do you intend to have any pets in the property?	
Do you have the full deposit available?	
Does any member of the household smoke?	

	NEXT OF KIN/ EMERGENCY CONTACT
Name	
Relationship	
Mobile number	
Email address	

COMPLETE IF APPLICABLE	GUARANTOR DETAILS
Full name	
Address	
Are they a homeowner?	
Employment status	
Phone number	
Email address	
National insurance number	
Will they be helping towards your rent?	

What is the total number of occupants that will be living in the property?	
Will there be any other occupants over the age of 18 in this household?	
How many children will be living in the property?	
Relationship between applicants:	

COMPLETE IF APPLICABLE TO PROVIDE BRIEF DETAILS OF CHILDREN LIVING IN THE PROPERTY	Month of birth	Year of birth
Child 1		
Child 2		
Child 3		
Child 4		
Please add additional children here if required.		

OTHER INFORMATION

CRIMINAL RECORD	LEAD APPLICANT	SECOND APPLICANT
Please give details of any unspent criminal convictions		
Please give details of any licences still in force		

Please add any additional information you wish to include about your application in this box:

REQUIRED DOCUMENTS

Documentation required list:

Last three months bank statements (for each applicant)

Proof of identity in the form of a driving licence AND a birth certificate OR a passport (for each applicant)

Proof of income for the last three months (for each applicant). This may be in the form of wage slips, proof of benefits or income statement

Proof of address (for each applicant). This should be in the form of a utility bill or contract dated within the last three months

Please be advised that we cannot accept photographs of supporting documents, and we will need to see a copy of your identification in branch. Please also note that an incomplete application may result in your application being rejected or delayed.

Further required information:

Completed guarantor form (if applicable).

Signed consent to obtain a landlord reference and process your information (consent form).

Key information

- Once an application has been accepted, contracts must be signed within 15 days.
- We may consult social media while assessing your application.
- All our residential tenants' deposits are protected and held by the Deposit Protection Service. Each property requires a deposit, and this will be equivalent to 5 weeks' rent at the time the tenancy was taken.
- Whitakers Estate Agents are members of UKALA and client money is protected under their Client Money Protection Scheme.
- Whitakers Estate Agents are also a member of the Property Redress Scheme and The Property Ombudsman.

*You can view full details of the schemes we are members of at:
www.whitakers.co.uk/pages/deposit-protection*

Your information and what we do with it

In order to meet our legal obligations, we will share information with the following when assessing your suitability for a property:

- Credit Reference Agencies
- Right to Rent and Fraud Prevention Agencies
- Former and/ or current Landlords as well as the prospective Landlord
- Your current or past Employer.

We will also provide information to the following agencies as required both during the tenancy and after the tenancy ends:

- Local Authorities, police, and government agencies
- Deposit Protection Services
- Utility Companies, Insurance Companies, the Court Services and any other agency that may require your details in connection with the tenancy.

Your personal information will be retained for the duration of the tenancy and may be retained for 10 years after the tenancy has ended. The data will be kept for 12 months from the date of application if not accepted and then destroyed.

Charges

One week's rent will be required as a holding deposit. The holding deposit will be payable only when the landlord would like to proceed with your application. Please ask for details.

Privacy policy

See full details of our privacy policy at: www.whitakers.co.uk/pages/privacy-policy

APPLICATION CONSENT

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Please complete the form below for each applicant once you have read through the information relating to how we share and manage your data.

I/WE hereby certify that the information provided is accurate to the best of my/ our knowledge.

APPLICANT ONE CONSENT FORM

Applications:

This allows us to process and deal with your application. Please give your consent by ticking this box, or marking the box with an 'X' if completing in PDF or Word format.

If consent is not given, and it is your right not to consent, we may not be able to grant the tenancy applied for.

Tenancy:

During the course of the tenancy we may communicate with you by phone, email, letter, SMS or in person. Please give your consent by ticking the appropriate boxes or marking the box with an 'X' if completing in PDF or Word format.

We may not be able to grant a tenancy if you do not give permission.

	TICK TO CONSENT	<input checked="" type="checkbox"/> APPLICATIONS	<input checked="" type="checkbox"/> PHONE	<input checked="" type="checkbox"/> EMAIL
		<input checked="" type="checkbox"/> IN PERSON	<input checked="" type="checkbox"/> SMS	<input checked="" type="checkbox"/> LETTER

Signature of consent:

Please give your consent for us to carry out references/ checks (if your application proceeds) by signing.

NAME	SIGNATURE	DATE	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

APPLICANT TWO CONSENT FORM

Applications:

This allows us to process and deal with your application. Please give your consent by ticking this box, or marking the box with an 'X' if completing in PDF or Word format.

If consent is not given, and it is your right not to consent, we may not be able to grant the tenancy applied for.

Tenancy:

During the course of the tenancy we may communicate with you by phone, email, letter, SMS or in person. Please give your consent by ticking the appropriate boxes or marking the box with an 'X' if completing in PDF or Word format.

We may not be able to grant a tenancy if you do not give permission.

	TICK TO CONSENT	<input checked="" type="checkbox"/> APPLICATIONS	<input checked="" type="checkbox"/> PHONE	<input checked="" type="checkbox"/> EMAIL
		<input checked="" type="checkbox"/> IN PERSON	<input checked="" type="checkbox"/> SMS	<input checked="" type="checkbox"/> LETTER

Signature of consent:

Please give your consent for us to carry out references/ checks (if your application proceeds) by signing.

NAME	SIGNATURE	DATE	
<input type="text"/>	<input type="text"/>	<input type="text"/>	