



Date:  /  /  Address of Property:

Are you acting as a guarantor for the property? Yes  No  What is your relationship to the tenant?

#### Personal Details:

Date of Birth:  /  /

Title:  Mr  Mrs  Miss  Ms

Marital Status

Surname:

Number of Children:

First Name(s):

Ages: Male  Female:

Home Tel:

Smoker?: Yes  No

Work Tel:

Any Pets?: Yes  No

Mobile Tel:

National Insurance Number:

E-mail Address:

Have you ever had any adverse credit history against you? Yes  No  *If yes please provide details*

Do you have any other regular commitments over £100 per month? Yes  No  *If yes please provide details*

Do any intended occupants a) Smoke Yes  No  b) Have Pets Yes  No  *If yes please provide details*

#### Current Address

#### Name & address of landlord (if applicable)

Address:

Name:

Address:

Postcode

Time at current address:  years  months

Postcode

Current Rent: £

Telephone:

Status:  Owner /  Rented /  Council Tenant /  \* Private Tenant /  With Parents /  Other:

*\* If private tenant, please provide the name and address of Landlord or Landlords Agent above.*

#### Previous Address - please provide address for last 3 years, use continuation section at the back if necessary.

Address:

Name:

Address:

Postcode

Time at this address:  years  months

Postcode

Current Rent: £

Telephone:

Status:  Owner /  Rented /  Council Tenant /  Private Tenant /  With Parents /  Other:



#### Employment Details

Employment Status  Employed / Self Employed / Contract / Temporary / Retired / Unemployed / Student / Other

Is your employment status likely to change in the near future? Yes  No  If yes please detail below

##### a) Employer

Name of Employer:  Address:   
Position held / Department:    
Length of Employment:    
Basic Salary:  Per Year Postcode   
Average commission/overtime:  Per Year Telephone:   
Income of any other source:  Fax:

*Who can we contact at the above?*

##### b) Self - Employed

Name of Business:  Address:   
Nature of Business:    
How long established:    
Postcode   
Telephone:  email:  fax:

(Please enclose last two years audited accounts).

Accountant / Auditor Details:

#### Tenancy

Rent:  Bond:   
Will you be responsible for payment of the rent? Yes  No   
If no, please give details:   
Expected length of tenancy:  Months Proposed Commencing Date:



### Personal Reference

Name of referee:  Address:

E-mail Address:

Fax Number:

Telephone:  Postcode

### Next of Kin Excluding Spouse

Name:  Address:

Telephone:

Postcode

### Bank Details

Name of bank:  Address of branch:

Sort Code:

Account Number:

Postcode

### Additional Occupants

please list names of all prospective tenants including ages and date of birth if over 16.

Name	Age	Date of Birth	Smoker / Non Smoker
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### Pets

please list any pets and type of pet and please see list of charges.

### Additional Information.



#### Please Note

All applications are subject to contract. An application does not guarantee the tenancy.

Please pay your application fee as soon as possible (see list of charges) and complete and sign the above form to enable us to process your application.

If you decide not to proceed with the application at anytime, your fees will not be refunded.

A fee of £200.00 will reserve the property for you. This will form part of your deposit should you proceed with the tenancy, however, should you decide not to proceed or your application not be successful, the fee will be forfeited to cover costs incurred. The fee will be refunded to you, should the landlord withdraw the property.

Once we have received your application form and the fees, we will take the property off the market, but it will be held as "under application" until the credit and referencing is carried out and the tenancy agreement has been signed. If these are not completed within the specified timescale, the property will be put back onto the market. If you should fail the credit or referencing or should you withdraw your application before the tenancy agreement is signed, the application and reservation fees are non-refundable.

We may make enquiries through a credit reference agency and contact your employer, previous landlord and personal reference regarding this reference.

It will speed up the process if you could speak to all your referees to let them we will be contacting them and ask them to reply as quickly as possible.

We will also need to see proof of identity, before you move into the property, therefore please provide your passport or driving licence, along with a utility bill.

You are required to pay a deposit, which will be held by us and will be repaid to you, without interest, at the end of your tenancy less any sums which are due to the landlord.

We reserve the right to retain any interest or benefit from such funds held in the clients' account. We are members of the Tenancy Deposit Scheme (TDS) and should a dispute be made regarding deductions from the deposit, their independent Case Examiner will take over the dispute and apportion the monies accordingly.

The deposit is up to twice the monthly rent. This is to cover damages to the property. You must not use this deposit to pay your rent.

Upon commencement of a tenancy, the tenant will be required to pay one month's rent along with the full amount of the deposit. This needs to be cleared funds or cash on the start date of the tenancy.

Once we have received all the necessary paper work and monies, we will make an appointment for you to collect the keys to the property which will be no later than the start date of the tenancy.

Lettings are strictly for a minimum of six months.

Once you have signed the tenancy agreement, you are legally bound by the terms of the agreement. Your landlord is under no obligation to release you from the tenancy agreement early.

The landlord will retain buildings insurance. You must insure your own personal possessions and this should include accidental damage to the landlord's possessions.

You are responsible for all the utility bills, council tax, television licence, telephone and any other subscription services such as sky or cable. You must ask permission before erecting a sky dish.

Two copies of the inventory will be given to you at the start of your tenancy. You must check this carefully and make notes of any discrepancies. One copy should be returned to the Landlord within one week from the start of the tenancy. If this is not returned within a week, we will assume that it is correct in every detail when used to check the property at the end of the tenancy.

#### What happens next?

Complete this form and enclose payment as soon as possible.

Once we receive your fees and holding deposit, we will stop marketing the property and process your application.

It will take up to a week for your references to be approved - please contact your referees to ask them to respond quickly.

We also require proof of identity, we will therefore need to see your current passport or photo driving license and utility bills.



### List of Charges

**Application fee ( non refundable):**

Single person .....	£180.00
Company .....	£250.00
Couple or 2 sharer .....	£240.00
Family (couple with children under 18).....	£240.00
Each additional share .....	£75.00
Guarantor .....	£60.00

Tenancy renewal fee ..... £65.00

Early termination fee ..... Subject to approval by landlord.

You must also pay one calendar months rent until a new tenant has been found.

Change of tenant where 1 or more tenants wish to leave the property mid tenancy and therefore find a replacement, subject to the landlord's approval. £100 for the incoming tenant (to cover the new agreement and TDS registration with possible credit and reference fees). £200.00 Penalty fee to the out going tenant.

Pet fee - £50 - £80. This is non refundable in cases where pets are accepted into the property. This will vary depending on the size of the animal. The fee is to be taken at the start of the tenancy. You will also have to pay £100 on top of deposit, which will be refunded at the end of the tenancy, should no damages be made.

Locked out of property .....	£60.00	to use master key
Loss of keys .....		Cost of locksmith and duplicate keys
Rent arrears/reminder letter .....	£25.00	

Failure to allow entry to the property in accordance with the terms of this agreement, for which the tenant shall be liable to pay for with (no less than) the sum of £75.00

Failure to allow the landlord or the landlords agents nominated Corgi engineer access to the property to comply with the gas safety regulations, for which the tenant shall be liable to pay for with (no less than) the sum of £75.00

Failure by the tenant to pay any instalment of rent on the due date requiring the landlord or the agent to issue a demand for the overdue payment for which the tenant shall be liable to pay for with (no less than) the sum of £25.00 in connection with the costs incurred by the landlord or the agent in sending such a demand.

Failure to leave the property in clean condition, will result in the Landlord/Agent having to have the property cleaned and the costs being deducted from the bond. The following Cleaning and Gardening charges will apply:-

These costs will vary but as a general guide:

Cleaning - the cost of professional cleaning will be covered by the tenant.		
Gardening will vary, but a minimum charge of .....	£40.00	
Window cleaning .....	£20.00	minimum
Cleaning of oven .....	£40.00	
Curtains taking down, dry cleaning and re hanging including drop off and collection .....	£40.00	per pair
Carpets .....	£60.00	for lounge
.....	£40-£60	for each bedroom
.....	£40.00 - £60.00	Hall/Stairs and Landing

I enclose my administration fee of ..... & the bond/holding deposit, which I understand will not be refundable if my application is not accepted.

**All payments to R S Welch Barclays Bank 80284017 sort code 20-48-46**  
The Old Surgery, Kirkstall House, 75 Commercial Road, Kirkstall, Leeds LS5 3AT.

I confirm that the supplied information is to the best of my knowledge and belief, true, and may be verified.  
DATA PROTECTION ACT: information provided by you on this form may be verified and held by North Properties in its computer records.  
I confirm that the progress of this application may be made available to agents, landlords and co-applicants.  
I also hereby authorise the above named Bank or Building Society to respond to status enquiries made in respect of this application.

Signature of Tenant: .....

Date: .....