



INDIVIDUAL APPLICATION FORM

The application form presented to you at the viewing must be returned to our office within twenty-four hours once the holding deposit has been paid. If it has not, the property will be put back on the market and we will start showing other prospective tenants. If any additional jobs are required prior to commencement of tenancy they need to be put into writing when handing in the application (section 8). Tenants are responsible for the payment of all bills to include Council Tax, Water Rates, Electricity, Gas and TV Licence.

WHAT WE REQUIRE FROM YOU:

- Proof of income (3 months' pay slips or bank statements) all applicants must earn at least two and a half times the monthly rent or a guarantor could be required.
- Photo identification
- Proof of address (other than bank statement)
- Before collecting keys we will require one month's rent in advance and the specified bond/ deposit
- A £100 holding deposit which will be deducted from the first month's rent upon completion
- All funds must be cleared before keys are handed over. Preferred payment method is internet transfer.

DECLARATION:

I hereby confirm that I have read and understood the above requirements for renting a property through Matthew James Property Services. I understand that the holding deposit I have paid is non-refundable and will be withheld if I do not take a property for whatever reason and that it may be withheld if I do not pay all outstanding funds within seven days of application (unless otherwise agreed in writing). The application for this property is subject to references and contract. It is not an offer of tenancy.

1. DETAILS OF APPLICATION

Property		Proposed Rent		Length of lease	
Proposed move in date		Bond		Fee's	
				Balance Due	

2. APPLICANT'S DETAILS

Title	First Name	Initials	Surname	Other Name	Date of birth
Children	Ages	Pets	Breed	Smoker	Yes / No

Name Printed	Signed	Date

**BANK TRANSFERS: Acc Name: Matthew James Property Services
Sort Code: 30-92-33 – Account No.: 44829662**

3. CURRENT ADDRESS OF THE PROSPECTIVE TENANT

Address (1)

Period at address

Years

Months

Tel No. (inc. code)

Email

Mobile

Owner Council Tenant Private Tenant Living with parents / relatives

Landlord / Agent Name (if applicable)

Address

Postcode

Tel No.

Email or Fax

Have you any County Court Judgements, Court Decree, Bankruptcy or Administration Orders? Yes No
 (if Yes, please give details on separate sheet)

3.2 PREVIOUS ADDRESS (ES)

Address (2)

Postcode

Period at address

Years

Months

Address (3)

Postcode

Period at address

Years

Months

4. EMPLOYMENTEmployed Self Employed On Contract Student Independent Means

Please give details of current Employer / Pension Administrator / Auditor / Solicitor (delete as appropriate)

Company Name

Contact Name / Position

Address

Postcode

Tel

Fax

Email

Job title

Salary

Start Date

Any other income

Is this position permanent Yes No Will your employment change before the proposed tenancy starts? Yes No If Yes, please provide details.**4.2 PREVIOUS EMPLOYMENT**

If you have not been in your current employment for at least 18 months, please provide details (attach separate sheet if necessary)

Company Name

Address

Tel

Fax / Email

Start Date

End Date

5. BANK DETAILS

Company Name

Address

Postcode

Account Name

Account Number

Sort

6. NEXT OF KIN (Excluding other applicants for this property)

Name		Address		Postcode	
Tel		Mobile		Relationship	

7. ANY OTHER RELEVANT INFORMATION

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8. LIST OF ANY REPAIRS OR REQUESTS

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9. DECLARATION (Homelet referencing terms)

I hereby confirm that the information provided by me is to the best of my knowledge correct. I consent to this information being verified by contacting the third parties detailed in this form. I understand that the results of the findings will be forwarded to the landlord and may be accessed again should I default on my rental payment or apply for a new tenancy agreement in the future. I agree that Matthew James Property Services or their approved agent may search the files of a credit reference agency and IDS Ltd the insurance industry's data collection agency, which will keep a record of that search. I understand that I may request the address of the Credit Reference Agency to whom I may then apply for a copy of the information provided.

I also understand that in the event of my defaulting on the rental payment that any such default may be recorded with the Credit Reference Agency and IDS Ltd, who may supply the information to other credit companies or insurers in the quest for the responsible granting of tenancies, insurance and credit.

I understand that in the event of any default by me in respect of the covenants in my tenancy agreement with my landlord, the information contained herein may be disclosed to Matthew James Property Services and / or one or more tracing companies and / or debt collection agencies in order to recover any monies due or to trace my whereabouts. I understand that the information provided by me may be transferred to a country outside of the EU for the purposes only of processing this referencing application, notwithstanding such transfer, Matthew James Property Services will remain the Data Controller for the purposes of this application. The information provided in this form by me is information as described in Ground 17 of the Housing Act 1996 and I understand that if any information within this application is found to be untrue, it is grounds for termination of the tenancy. I also understand that any default in the payment of rent may affect any future application for tenancies, credit or insurances.

Name Printed	Signed	Date

I hereby authorize the above named Bank or Building Society to respond to status enquiries made in respect of this application.