

STUDENT 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 in section 8 of the form

WHAT WE REQUIRE FROM YOU:

- For financial security you will need to provide a UK based guarantor who is in full time employment, earning three times the monthly rent and owning their own property. If a suitable guarantor cannot be supplied you will need to pay all rent for the whole contract up front.
- Proof of identification, photo identification and proof of residency (bank statement is not sufficient)
- £100 reservation fee which will be deducted off the first month's rent upon completion
- Before moving into the property we will require one month's rent in advance, and a bond.
- All funds must be cleared before keys are handed over. Preferred method of payment is internet transfer.
- Proof of indemnity insurance for accidental damage to landlords possessions.

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

PLEASE NOTE: WE CAN NOT ACCEPT CASH PAYMENT FOR RENT OR BOND
If cash is paid directly into our account a fee of 3% will be paid by you
BANK TRANSFERS: Acc Name: Matthew James Property Services
Sort Code: 30-92-33 – Account No.: 44829662

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

2. APPLICANT'S DETAILS				
First Name	Initials	Surname	Other Name	Date of Birth
Children	Age	Freelance	Smoker	No

Name Printed	Signed	Date

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3. CURRENT ADDRESS OF THE PROSPECTIVE TENANT:

Address (1)

Period at
address

Years

Months

Tel No. (inc. code)

Email

Mobile

Owner
relatives

Council Tenant

Private Tenant

Living with parents /

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. UNIVERSITY INFORMATION:

Please give details of the course you will be taking whilst you are resident at the property

University

Address

Postcode

Start
dateLength of
course

Studying

Any other income - Please give details of any income or sponsorship you will receive below

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5. BANK DETAILS:

Company Name		Address		Postcode	
Account Name		Account Number		Sort	

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

Name		Address		Postcode	
Tel		Mobile		Relationship	

7. ANY OTHER RELEVANT INFORMATION:

8. LIST OF ANY REPAIRS OR REQUESTS:

9. DECLARATION (Homelet referencing terms):

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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. Personal information collected from you will be shared with fraud prevention agencies who will use it to prevent fraud and money laundering and to verify your identity. If fraud is detected, you could be refused certain services, finance or employment. 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 is the data controller for the lettings application and tenancy, but the tenant referencing will be completed by HomeLet, who are part of the Barbon Insurance Group Limited and for the purposes of referencing, Barbon is the Data Controller. 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.		

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