

## APPLICATION FOR RESIDENTIAL TENANCY

Thank you for choosing to rent a property through Tim Martin and Company.

Our full terms and conditions of application are detailed in this form and when you sign this application you are acknowledging that you have read and understood these terms.

Please note that submitting an application does not guarantee a tenancy as the Landlord may request more than one application be taken before a final decision on tenancy is made.

### SUPPORTING DOCUMENTS:

This application form should be completed in full, signed and returned with the following documents in original format:

- **PROOF OF IDENTIFICATION**  
E.g Driving Licence, Passport or Electoral Identity Card
- **PROOF OF CURRENT ADDRESS**  
E.g Driving Licence (if not used for ID), Bank statement, Utility Bill or Telephone (not mobile) bill
- **REFERENCE LETTER FROM EMPLOYER ON HEADED PAPER**
- **A WRITTEN LANDLORD'S REFERENCE** (if applicable)
- **LAST THREE MONTHS PAYSLEIPS**
- **LAST THREE MONTHS BANK STATEMENTS**
- **FULL EXPERIAN OR EQUIFAX CREDIT REPORT**  
Completed no more than 48 hours before submission of application.

Applicants should be in full-time employment or of Independent Means i.e. you have sufficient savings or pension income to pay the rent for the length of tenancy.

If you are in receipt of Housing Benefits then you will need to provide Evidence of benefits. You must also provide a Guarantor and the Guarantor must be in full-time employment meeting the income to rent ratio.

If you are self-employed please provide a letter on headed paper from your Accountant confirming your annual earnings or provide your last 3 years Self-Assessment Returns.

All those over the age of 18 (Dependant or otherwise) must be named on the lease agreement. Identity documents and proof of address will be required for each person entering the agreement.

All leases are for a period of 12 months and are reviewed annually unless otherwise stated.

Applicants must meet the minimum income to rent ratio of 2.5 x annual rent e.g. if the rent is £600.00 per month then you need to earn over £18,000 to apply for the property. The rent may be split over two or more applicants subject to each applicant completing an application form and providing their supporting documents.

If you do not meet the ratio then a Guarantor will be required. A Guarantor must meet the minimum ratio of 3 x annual rent e.g. if the rent is £600.00 per month then they need to earn £21,600. They must also provide the above detailed supporting documents and sign a Guarantor Agreement.

**The Process:**

- Once you have completed this Application Form we will refer your application to the Landlord for his consideration.
- Should more than one application be received for the property then all applications will be referred to the Landlord for his consideration to allow the Landlord to choose his preferred applicant.
- If you are approved by the landlord, we will send you a copy of the Tenancy Agreement for review and you will be expected to sign the agreement in our office within five working days. Upon signing of the lease, the amount of the deposit and first month's rent shall be payable.
- If you have been asked to provide a Guarantor they will need to accompany you to our office to sign the Guarantor Agreement when you are signing the lease.
- The deposit shall be held and secured through the Tenancy deposit Scheme. The deposit is held to cover damage, breakages and any other liabilities as detailed in your tenancy agreement. It is refundable at the end of Tenancy providing all is in good order.
- Payment can be made by Building Society Cheque, Bankers Draft or Bank Transfer (in other words by cleared funds). We do not accept personal cheques for this purpose. However, debit / credit card payments are accepted.
- Where you, the Tenant, is more than one person then the Tenancy Agreement applies to all of you together and each of you on your own. Each of you can be held fully responsible for payment of all rent and all liabilities falling on a Tenant as well as for the consequences of any breach of the Tenancy Agreement. All applicants over the age of 18 must be named on the Tenancy Agreement.
- You will be responsible for informing all utility companies (gas, electricity etc.) at the start of tenancy and arranging final readings/ accounts at the end of tenancy.
- Pets are not normally allowed. If you have a pet please discuss this before completing an Application.
- For health, safety and insurance purposes smoking is not permitted in any of our rentals.
- You are strongly advised to take out your own personal contents cover as your possessions are not covered under any insurance put in place by the landlord.

**1. PROPERTY**

Address of the Property you wish to rent:

\_\_\_\_\_

Proposed Tenancy Start Date \_\_\_\_\_

**2. PRIMARY APPLICANT DETAILS**

<b>Title:</b>	<b>Date of Birth:</b>
<b>First Name:</b>	<b>Home Tel:</b>
<b>Surname:</b>	<b>Work Tel:</b>
<b>Middle Name(s)</b>	<b>Mobile Tel:</b>
<b>Previous Name:</b>	<b>Email:</b>

Please provide addresses covering the last three years:

<b>Current Address:</b>	<b>Post Code:</b>
	<p>Are you:</p> <p>A Property Owner <input type="checkbox"/>    A Private Tenant <input type="checkbox"/>    A Housing Executive Tenant <input type="checkbox"/></p> <p>Living with Friends <input type="checkbox"/>    Living with Parents <input type="checkbox"/>    Other (please specify) <input type="checkbox"/></p> <p>_____</p>
How long have you lived at this address?	
Why are you leaving this property?	

<b>Previous Address (1):</b>	Post Code:	
	Are you: A Property Owner <input type="checkbox"/> A Private Tenant <input type="checkbox"/> A Housing Executive Tenant <input type="checkbox"/> Living with Friends <input type="checkbox"/> Living with Parents <input type="checkbox"/> Other (please specify) <input type="checkbox"/> _____	
How long have you lived at this address?		
Why are you leaving this property?		
<b>Previous Address (2):</b>	Post Code:	
	Are you: A Property Owner <input type="checkbox"/> A Private Tenant <input type="checkbox"/> A Housing Executive Tenant <input type="checkbox"/> Living with Friends <input type="checkbox"/> Living with Parents <input type="checkbox"/> Other (please specify) <input type="checkbox"/> _____	
How long have you lived at this address?		
Why are you leaving this property?		

### 3. OTHER OCCUPIERS

Please name below any additional Tenants entering this agreement and / or any children who will be occupying the property. Please remember all those over age the of 18 will be named on the lease agreement.

Name	Date of Birth	Relationship

**4. LANDLORD OR LETTING AGENT DETAILS**

If you are currently renting your home please provide your current landlord's details. If you have rented in the last three years but are not currently renting, please provide your previous landlord's details. If your property was managed by an agency then please provide the Agency's details.

<b>Landlord / Agent Name:</b>	
<b>Address:</b>	
<b>Contact Tel No:</b>	Mobile: _____ Home: _____
<b>Email:</b>	
<b>Address of Property you are renting / rented:</b>	
<b>Date tenancy started:</b>	_____
<b>Length of tenancy:</b>	_____
<b>Rent Amount:</b>	_____
	Have you ever had any late or missed rent payments? If so, please detail: _____

**5. EMPLOYMENT DETAILS**

Please give details of your current employer. If you are self-employed, please provide your accountants details.

<b>Name of Employer:</b>	
<b>Employer Address:</b>	
<b>Contact Name:</b>	
<b>Contact Position:</b>	

<b>Contact Business Tel:</b>	Mobile telephone numbers not acceptable
<b>Contact Business Email:</b>	
<b>Are you employed:</b>	Full Time <input type="checkbox"/> Part Time <input type="checkbox"/>
<b>Is your position:</b>	Permanent <input type="checkbox"/> Temporary <input type="checkbox"/>
<b>Job Title:</b>	
<b>Date employment commenced:</b>	
<b>Gross Annual Salary:</b>	
<b>Do you receive bonuses:</b>	
<b>Do you have any other form of income?</b>	Yes <input type="checkbox"/> No <input type="checkbox"/>  If Yes, Please detail:

**6. BANK DETAILS**

<b>Name of Bank:</b>	<b>Branch:</b>
<b>Account Number:</b>	<b>Sort Code:</b>

**7. OTHER DETAILS**

Do you have any County Court Judgements, Bankruptcy or IVA's in your name? **YES / NO**

If yes, please provide details:

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Do you have pets? **YES /NO**

If yes, please provide details:

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**8. CONFIRMATION**

Please confirm that you are satisfied with the condition of the property.

I found the property to be in good condition when I viewed and I am prepared to accept the property in its current condition: **YES**  **NO**

If you answered **NO** to the above statement, please indicate below what you require to be attended to in the property before you would move in as changes can be difficult once a landlord has agreed to an application. This is not a guarantee that the Landlord will agree to complete any or all of your requests.



**DECLARATION AND CONSENT**

All boxes must be ticked and the declaration signed to allow Tim Martin and Company to process your application.

- I have read and understand the Terms and Conditions as detailed in this application form.
- I confirm that all the information supplied in this application is true and correct to the best of my knowledge and will be the basis of any contract between myself, Tim Martin and Company Estate agents or the Landlord.
- I acknowledge and agree to Tim Martin and Company Estate Agents consulting with Landlords, Guarantors and Employers as part of this application process.
- I understand that the information provided in this application including information received from Landlords, Guarantors and Employers will be shared with the property Landlord as part of the application process.
- I understand that Tim Martin and Company Estate Agents let properties as seen and any requests with regard to the condition of the property must be included in section 8 of this application.

**SIGNED :** \_\_\_\_\_ **DATE:** \_\_\_\_\_