

Tenant Application Form

CELADOR ESTATES

RESIDENTIAL LETTINGS & PROPERTY MANAGEMENT

Tel / Fax: 0151 287 0735 | Office Mob: 07910 522 124
Email: info@celadorestates.co.uk
Web: www.celadorestates.co.uk

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IMPORTANT INFORMATION ABOUT THIS FORM:

If you have viewed one of our properties and wish to make an application you must complete this form. Upon completing the form please return it to us as soon as possible. To speed up your application we recommend you deliver the completed form to us in person at the appropriate branch, and at the same time provide the supporting documents as detailed below. Branch details including address and contact telephone numbers can be found on our website www.celadorestates.co.uk. Alternatively you can post the completed form, or scan and email it to us direct at info@celadorestates.co.uk.

SUPPORTING DOCUMENTS:

You must provide us with two types of identification. Any two of the following documents will be accepted: your birth certificate, your full driving license, your passport or your new style national insurance card. We also need to see at least two recent bills in your name, gas, electric, council tax etc. They need to be less than 3 months old and addressed to you at your current address.

PROOF OF INCOME OR CLAIM: We also require sight of your recent pay slips & in some cases personal bank statements. If you are receiving housing benefit then proof of your claim is required. We need to see the originals of all the above documents and these must be presented to us in person. We may require to take photocopies of some or all of the above documents.

CREDIT CHECKS:

As standard we require a credit check to be carried out for all tenants. We will be conducting this credit check with a licensed credit reference agency. The check covers a credit history search which identifies defaults, CCJ's, bankruptcies, repossessions and poor payment records; Address search which locates undisclosed associated addresses & residence history; Voters Roll check; Fraud Check; Income Validation. A credit check shall be carried out for each applicant applying (ie joint tenancy), and where applicable for the guarantor. The fee for this check is covered in the administration fee.

GUARANTOR:

If a guarantor is required for the property you are applying for then they must complete a separate form "GUARANTOR APPLICATION FORM"- downloadable from our website www.celadorestates.co.uk. This form will need to be completed by the guarantor and submitted as part of your application. Please contact us to find out if a guarantor is required for the property.

ADMINISTRATION FEES:

To process your application we require a payment of £90. If there are multiple applicants then each applicant must pay this fee. If a guarantor is required for the property then they also must pay £90 for their application to be processed. These payments must be made in advance and we cannot process any application until payment has been made in full. Payment covers the administration costs for processing the applications and includes any credit checks. The fees are non-refundable. You can reserve the property you are applying for if you wish. For full details please see the end of this form.

**FILL OUT THIS FORM CLEARLY, IN BLOCK CAPITALS AND PREFERABLY USING BLACK INK.
COMPLETE ALL AREAS OF THE FORM THAT ARE APPLICABLE TO YOU.
IF YOU HAVE ANY QUERIES PLEASE CONTACT US AND WE WILL BE ABLE TO HELP.**

A). Property Details (enter the details of the property you wish to apply for)

1). Postcode :	2). House number:
3). Flat number:	4). House name:
5). Street:	6). District:
7). Town:	8). County:

B). Rental Details

1). Is this a Joint Application? Yes <input type="checkbox"/> No <input type="checkbox"/>	2). If Yes enter the number of tenants applying <input type="text"/> *
<i>If this is a joint application then each tenant applying must complete and submit their own tenant application form.</i>	<i>* This is the number of tenants applying, and not the number of occupiers. See Section Q for information on intended occupiers – e.g. Children.</i>
3). Total rent per month / week : £ (Delete as appropriate)	4). Share of rent per month / week : £ (Delete as appropriate)
5). Tenancy term in months : (Typically 6 months – please call us to confirm)	6). Preferred Tenancy Start Date: (enter the date you would like to move into the property)

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C). Your Relationship to any Joint Applicants *

*Only provide details of joint applicants. **Do Not** include details of other intended occupiers – e.g. Children, dependants etc.
For information on this see **Section Q**.

Joint applicant (First Name)	Joint applicant (Surname)	Share of Rent (£)	Your relationship to them
1).			
2).			
3).			
4).			
5).			

D). Applicant Details (Please enter your personal details)

1). Title*: Mr Miss Mrs Ms Other	
2). First Name(s):	3). Middle Name(s):
4). Surname:	5). Date of birth*:
6). Nationality:	
7). Sex: Male Female	8). Number of dependants:
9). Marital Status: Single Married Divorced Separated Widow(er)	
10). Any previous surnames:	11). Maiden Name (if applicable)
12). Passport Number.	13). Driving Licence Number:
14). Employment Type: Full time employed Part time employed Temporary/Contract Unemployed Self-Employed Retired Student Housewife/Home maker Payment in advance	
15). Employment status: Junior Management Unskilled Supervisor Semi-skilled Skilled Senior Management Other Not applicable	
16). If 'other' or 'not applicable' please provide details:	
17). Occupation:	
18). Are you a smoker? Yes No	19). Do you have any Pets? Yes No
20). Can we contact You regarding this application? Yes No	21). Home phone number:
22). Work phone number:	23). Mobile phone number:
24). Email Address:	25). National Insurance Number:

E). Adverse Credit data

1). Do you have any adverse data, for example CCJ's, Voluntary arrangements, etc? Yes No

2). If Yes, please provide details here:

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F). Affordability Details

1). Your Gross annual income: £ <i>(This is the figure before tax).</i>	2). Any additional sources of income?:	Yes	No
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Please provide below details of the source(s) of any additional income:

3). Do you receive any Housing benefit ? Yes No

Enter Details:

Amount per annum?: £

4). Do you receive any Income support? Yes No

Enter Details:

Amount per annum?: £

5). Do you receive any Unemployment benefit? Yes No

Enter Details:

Amount per annum?: £

6). Do you receive any Sickness benefit Yes No

Enter Details:

Amount per annum?: £

7). Do you receive any Retirement pension? Yes No

Enter Details:

Amount per annum?: £

8). Do you receive any Disability allowance? Yes No

Enter Details:

Amount per annum?: £

9). Do you receive any other additional income? Yes No

Enter Details:

Amount per annum?: £

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G). Your Employer Details

1). Is your employment likely to change shortly? Yes No (If Yes provide details of your future employer below)	
2). Your Job Title:	3). Start date: Month - Year -
4). Your Employers company name:	
5). Your Payroll number:	
Address of your employer	
6). Postcode:	7). Building number:
8). Unit number:	9). Building Name:
10). Street:	11). District:
12). Town:	13). County:
Work Reference	
14). Referee - name:	15). Referee -job title:
16). Referee Daytime phone number:	17). Referee Mobile phone number:
18). Referee Fax number:	19). Referee Email address:
Please ensure you provide either a fax number or email address.	
20). Please provide any relevant additional Information:	

H). If Self employed provide your Company and Accountant Details

1). Do you have an accountant?: Yes No If No provide 6 months business bank statements as proof of income.	
2). Your company name:	
3). Your company Address:	
4). Ref number for your company (registration number)	
5). Accountants company name:	
6). Name of person to contact at your accountants:	
7). Postcode:	8). Building number:
9). Unit number:	10). Building name:
11). Street:	12). District:
13). Town:	14). County:
15). Their Daytime phone number:	16). Their Mobile phone number:
17). Their Fax number:	18). Their Email Address:
Please ensure you provide either a fax number or email address.	

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I). Your Pension Provider (please enter these details if applicable)

1). Do you have proof of pension? Yes No If Yes please provide your annual statement of pension	
2). Pension providers name:	
3). Contact name:	
4). Pension reference number:	5). Postcode:
6). Building no:	7). Unit number:
8). Building name:	9). Street:
10). District:	11). Town:
12). County:	13). Daytime phone number:
14). Fax number:	15). Email address:
16). Additional information:	

NOTE: Please supply the addresses to cover your last 3 years of residency (This will include your current address). If you have lived at more than 3 addresses during the last 3 years please attach the details of these addresses to this form.

J). Your Current Address

1). Postcode:		2). House number:	
3). Flat number:		4). House name:	
5). Street:		6). District:	
7). Town:		8). County:	
9). Is this a Foreign address? Yes No			
10). Time at address From: Month - Year -		To: Month - Year -	
11). Living status: Furnished Tenant Unfurnished Tenant Own home Living with parents Other			

K). Your 1st Previous Address

1/.Postcode:		2/. House number:	
3/. Flat number:		4/.House name:	
5/. Street:		6/. District:	
7/. Town:		8/. County:	
9/. Is this a Foreign address? Yes No			
10/. Time at address From: Month - Year -		To: Month - Year -	
11/.Living status: Furnished Tenant Unfurnished Tenant Own home Living with parents Other			

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L). Your 2nd Previous Address

1/. Postcode:	2/. House number:
3/. Flat number:	4/. House name:
5/. Street:	6/. District:
7/. Town:	8/. County:
9/. Is this a Foreign address? Yes No	
10/. Time at address From: Month - Year -	To: Month - Year -
11/. Living status: Furnished Tenant Unfurnished Tenant Own home Living with parents Other	

M). Details of your Current Landlord / Letting Agent

1/. Landlord / Letting Agent name:	2/. Contact name:
3/. Is this your current or previous landlord/letting agent	<input type="checkbox"/> Current / <input type="checkbox"/> Previous (please circle)
Please enter below address and contact details for the landlord/agent.	
4/. Postcode:	5/. Building number:
6/. Unit number :	7/. Building name:
8/. Street:	9/. District:
10/. Town:	11/. County:
12/. Daytime phone number:	13/. Mobile phone number:
14/. Fax number:	15/. Email address:
16/. Enter the address of the property you rented from them:	

N). Your Bank Details

1/. Do you hold a Current account?: Yes No <i>If Yes please enter the details below</i>	
2/ Sort code: <input type="text"/> <input type="text"/> <input type="text"/>	3/. Name of bank:
4/. Branch address:	
5/. Account name :	6/. Account No.: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
7/. Time with bank: (years)_____ (months)_____	8/. Cheque guarantee card held: Yes No

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R). Guarantor Details

Please contact us to find out if a guarantor is required for the property. If a guarantor is required for your application then they must complete a separate guarantor form as part of your application. This form is downloadable from our website. **IMPORTANT NOTE:** A guarantor must be a UK homeowner, in full time employment with a UK bank account and be able to guarantee the full rent for the full term of the tenancy.

1/. First Name(s):	2/. Surname:	3/. Relationship to you
4/. Postcode:	5/. House/Flat Number/Name:	6/. Street:
7/. District:	8/. Town:	9/. County:
10/. Home Phone:	11/. Mobile Number:	12/. Email Address:

S). Your Next of Kin

1/. First Name:	2/. Surname:	3/. Relationship:
4/. Postcode:	5/. House/Flat Number/Name:	6/. Street:
7/. District:	8/. Town:	9/. County:
10/. Home Phone:	11/. Mobile Number:	12/. Email Address:

T). Declaration and Consent of the applicant

I hereby confirm that I am over 18 years of age and the information I have provided is to the best of my knowledge true and accurate at the time of completion. I hereby agree that the letting agent / landlord(s) may make whatever enquiries he/she/they deem necessary in connection with my application for this tenancy. I consent to the information I have provided being verified by fair and lawful means, which will involve contacting referees and licensed credit reference agencies, and understand the resulting verified information would be forwarded to the letting agent / landlord, and the results may be accessed again should I apply for another tenancy in the future.

I agree that the letting agent / landlord and the credit referencing bureau will keep a record of that search and the results from that search. The results of that search may show how I conduct my payments including rental payments and this may also be disclosed to the agency and may affect future credit applications. All such information which is revealed may be used by other lenders for the purpose of assessing applications from me and/or from members of my household and from time-to-time such information may be used for debt tracing and fraud prevention. I authorise my employer, bank, building society, personal referee, guarantor, accountant, current or previous landlord or letting agent to provide information about me, any prior tenancy history, and any employment / financial affairs as appropriate to the Letting Agent's / Landlord's enquiries.

I accept that due to the confidential nature of this application I may not be permitted access to the references, or be given any explanation should my references prove unsatisfactory. I hereby consent to my personal details including any forwarding address at the determination of any tenancy being passed on to the landlord and / or utility companies and / or local authority. Otherwise all information will be treated as confidential.

I acknowledge that my application may be refused if the letting agent or landlord is unable to obtain satisfactory references, or if any of the information I provide is incorrect or false. I agree that information supplied by me will be held in accordance with the Company's notification under the Data Protection Act 1998. That you may record sensitive data as defined in the Data Protection Act 1998 and I understand that I have the right to ask for a copy of the information held about me subject to the payment of an administration fee that will be notified to me upon application, though it will not exceed the amount set by statute. I have the right to request that the information on me be amended if it is found to be incorrect.

I agree that any fee I pay to Celador Estates for processing this application is non-refundable. I understand that the landlord of the property makes the final decision on tenant selection. I understand that Celador Estates may be instructed by the landlord to process multiple applications for the property and /or continue to market the property during the application process. I understand that I have the option to pay a holding deposit for the property, which will remove it from the market during the course of my application.

Your Signature:

Date:

Administration Fees: To complete your application we require a payment from you of £90 per applicant / per letting. This payment must be made in advance and covers the administration costs for processing your application which includes any credit checks. This fee is non-refundable.

Reserving the property – Holding Deposit: In some cases we may be required by the landlord of the property to process multiple applications or continue to market the property during your application process. Should you wish to reserve the property you are applying for we require that you pay a 'holding deposit' of £100. This deposit removes the property from the market. Should you then take the property this deposit will be deducted from the first months rent. If the landlord declines to grant tenancy this deposit will be refunded to you. However, the deposit will be forfeit if you decide not to proceed for any reason, or if you fail to provide complete and accurate information in your application.