



## **Home From Home**

### **Application for Tenancy (Houses/Apartments)**

This form must be completed and signed before any application for tenancy can be formally considered. Applicants are reminded that in addition to the reference information requested herein, they **must** also provide proof of identification.

We charge a 'Reference Fee' of **£78 (inc. VAT)** per person. This fee is to cover the costs of processing your tenancy request and, therefore, is non-refundable; however, it will be reimbursed should the landlord or agent withdraw for any reason. Each individual prospective tenant must complete an 'Application For Tenancy' and pay the 'Reference Fee' as appropriate. NB: A guarantor will be charged the 'Reference Fee'.

If your application is successful you will be required to pay advance rent and a security deposit before the commencement of a tenancy and a 'Check-in Fee' of **£150 (inc. VAT)**. This deposit will be held by us as stakeholders. The deposit will not be returned until your tenancy is ended, and only then, provided the obligations of your tenancy have been met in full, the final household bills are paid (we may require proof) and the property is returned in a satisfactory condition. NB: Before the deposit is refunded we will also have to consult with the landlord. A 'Check Out' Fee of **£78 (inc. VAT)** will be payable.

**Please complete all the details required below:**

<b>Property</b>
Property you wish to apply for: <hr/>
Rent: £
Deposit: £
Move in Date:
Length of Tenancy:

<b>Additional Requirements</b>
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<hr/>
<hr/>
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**About You**

Title:	Mr / Miss / Ms / Mrs	Other (please specify)
Forename:	Surname:	
Current Address:		
Postcode:		
Years at address:		
(If you have lived at this address for less than 3 years, please complete the 'Previous Addresses' section below).		
Home Tel:	Work Tel:	
Mobile:	Email:	
DOB:	<input type="text"/>	NI No: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Tax Code:		

**Current Occupancy Status:**

Owner  Private Tenant   
 Living with relatives  Council Tenant

**Current Marital Status:**

Married  Separated   
 Divorced  Widowed   
 Single

**Current Employment:**

Employed  On Contract   
 Self Employed  Student   
 Retired/Independent Means

**If Employed:**

Is your current post a permanent one? Yes / No  
 Is your employment to change in the near future? Yes / No

<b>Please state the reasons why you are moving:</b>	<b>Please give details of any adverse credit history:</b>

<b>Previous Adresse</b>	1	2	3
Address:			
Postcode:			
Years:			

**Children** Please list anyone under the age of 18 who will be living with you

Forename	Surname	Date of Birth	Relationship

<b>References</b>	Please give as many references as possible		
	<b>Current Landlord</b>	<b>Personal Reference</b>	<b>Next Of Kin</b>
Address:			
Postcode:			
Tel No:			
Email:			
<b>Current Employer</b>			
Name:		Position:	
Address:			
		Gross Salary	
Postcode:		Start Date:	
Tel No:			
Email:			

<b>Bank</b>	
Bank Name:	Account No: <input type="text"/>
Address:	Account Name: <input type="text"/>
	Sort Code: <input type="text"/>
Postcode:	Telephone No: <input type="text"/>
<i>If you are self-employed, please note that we will also require the name and address of your accountant.</i>	

**Declaration.** All applicants are advised to read the following very carefully before signing.

I/we hereby confirm that the information provided by me/us is, to the best of my/our knowledge, true and I/we have no objections to the information being verified by whatever means deemed necessary. I/we understand that the results of the findings will be forwarded to an appointed credit referencing agency and to the appointed agent and/or the landlord and may be accessed again should I/we apply for a tenancy agreement in the future. I/we agree that Home From Home or their agents, may search the files of a credit reference agency which will keep a record of that search. I/We also understand that no details of the search will be given to me/us by the letting agent, but that I/we may request the name and address of the credit reference agency to whom I/we may apply for a copy of any information provided. I/we also confirm that, in the event of my/our defaulting on the rental agreement, any such default may be recorded with the credit reference agency and may affect any future application for credit I/we make. I/We hereby authorise the above named bank or building society to respond to status enquiries made in respect of this application. I/we hereby acknowledge that the information, provided above, will be used to assess an application for tenancy. I/We agree to the information provided being stored on computer. I/we confirm that we are in a position to proceed with the tenancy should this application prove successful.

Signature: \_\_\_\_\_ Date:

Re: Tenancy Agreement References requested from Home From Home

Date:        /        /

I-----of-----

(Your name)

(Your current address)

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(Your current address - continued)

hereby authorise you to release to Home From Home information relating to my employment, income or previous tenancies.

Please respond promptly to facilitate processing of my current application for rented accommodation. Thank you.

Yours faithfully,

(Sign & date here)

(Print name)

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