

TENANCY APPLICATION FORM



YOUR CONTACT DETAILS

YOUR NAME

D.O.B

NI NUMBER

CURRENT ADDRESS

DATES AT CURRENT ADDRESS

POSTCODE

MOBILE

ALTERNATIVE PHONE

EMAIL

IMPORTANT: WE WILL SEARCH AGAINST THIS ADDRESS. YOU MUST HAVE REGISTERED ON THE ELECTORAL ROLL. PLEASE CONFIRM THIS IS IN ORDER: YES/NO

IF LESS THAN THREE YEARS PLEASE STATE YOUR PREVIOUS ADDRESS

POSTCODE

NEXT OF KIN – must be someone NOT included in this tenancy application ie parents, siblings

RELATIONSHIP TO YOU

NAME & ADDRESS

POSTCODE

TEL

EMAIL

EMPLOYER

COMPANY NAME AND ADDRESS

YOUR POSITION IN THE COMPANY

START DATE OF EMPLOYMENT

HUMAN RESOURCES CONTACT AND EMAIL ADDRESS

SALARY PER ANNUM

YOUR BANK

ACCOUNT NUMBER

SORT CODE

ADDRESS

POSTCODE

PREVIOUS LANDLORD		
NAME	ADDRESS	
TEL	EMAIL	
GUARANTOR DETAILS		
RELATIONSHIP TO YOU	NAME & ADDRESS	
		POSTCODE
TEL	EMAIL	
ADDITIONAL INFORMATION		
CHILDREN: YES / NO AGES:	PETS: YES / NO PLEASE SPECIFY	SMOKER: YES / NO
ABOUT THE PROPERTY VIEWED		
PROPERTY APPLIED FOR		
IS YOUR APPLICATION DEPENDENT ON ANY REQUESTS FOR CHANGES TO THE PROPERTY (See below) YES / NO		
<p>ie ADDITIONAL FURNITURE, REMOVAL OF FURNITURE, PAINTING etc - PLEASE LIST. Please note that your request will be put to the landlord and is by no means guaranteed. Therefore if your application is dependent on this request, please clearly state so and DO NOT pay a holding fee as any payment received is non-refundable. Please note we cannot hold the property if your tenancy is dependent on this request and no holding fee is paid.</p> <p>IF NO PLEASE SPECIFY ANY SPECIFIC REQUESTS HERE</p>		
<p>Please note that any requests will be put in writing to the landlord but Sherlock Homes cannot guarantee that these requests will be authorized. We will advise of the landlords decision at the earliest opportunity.</p>		
LENGTH OF TENANCY REQUIRED 6 / 12 MONTHS	IDEAL MOVE IN DATE	
DECLARATION		
SIGNED	DATE	
PRINT NAME		

ALL SECTIONS MUST BE COMPLETED IN FULL

Guidance notes for Applicants



The granting of a tenancy is strictly subject to referencing and contract. If proceeding with an application, the sum of £300.00 holding fee will need to be taken and held against the property. This will be deducted from the final amount due. After this, if the applicant decides they no longer want to rent the property this amount will **NOT** be refunded.

If the landlord decides that they no longer want to rent the property through no fault of the applicants, i.e. not declaring information that would be harmful to the application or change the landlords mind about renting to the applicant, then the holding balance **WILL** be refunded to you via cheque within 5 working days of the landlords decision.

On paying the holding balance, the applicant has 48 hours to get all documents to Sherlock Homes Properties Limited for processing, failure to do so will prolong the process and may also delay the move in date. Any delay will mean that you will be liable for the rent and other tenancy obligations from the tenancy start date but will not be entitled to move into the property. Moreover, the landlord may decide to continue to market the property until these documents are received.

Guarantors are required for all applications unless the landlord agrees another method of security. Any Guarantor will be required to be able to cover the full affordability of the property (30x The Rent per annum) per tenancy.

STAGE 1 – TENANT MUST COMPLETE & PROVIDE:-

- Online Application. (Will be sent to you via email. Should you require a Right to Rent Check you will be charged an additional £19.20 charge for **RIGHT TO RENT CHECK** as per **The Immigration Act 2014**. This charge is payable direct to the referencing company)
- Sherlock Homes Application Form
- TDS - The Dispute Services - Deposit Scheme form (if managed)
- Proof of Photograph ID – passport or driving license
- Proof of Address – utility bill or an official letter dated within 3 months
- Proof of Earnings - 3 months' pay slips and 1 months bank statements dated within 3 months

STAGE 2 - SHERLOCK HOMES WILL GATHER:

- Continuing Guarantee and supporting documents, to include:-
- Photo ID/proof of signature (passport, driving license) and proof of earnings/funds (3 consecutive month's worth) or proof of home ownership (must be permanent UK resident)

Application Fee: *

£275.00 for the first or lead applicant and £100 for each additional tenant.

Guarantor Fee

£100.00 per guarantor

Pet Clause

£150.00 per tenancy

Deposit Fee

£30.00 per tenancy

Please pay to:- Lloyds Bank Plc, PO Box 1000, BX1 1LT

Account name: Sherlock Homes Properties Ltd

Account number: 02567346 Sort code: 30 90 16

Deposit Due - due within 7 working days of signing the moving in Statement

Rent Due - due within 7 working days of signing the moving in statement

(If tenancy commences before 15th of the month, the rent is calculated pro rata. If tenancy commences after 15th of the month the 1st months' rent is pro rata in addition to the 2nd month's rent in full).