



## Applicant Declaration Form

<b>Property Information</b>	Move in Date: _____
Application date: _____	Rent PCM: _____
Property Address: _____	Term: 12/6/OTHER: _____
Post Code: _____	Negotiator: _____

<b>PERSONAL DETAILS:</b> MR/MRS/MISS/MS/DR./OTHER First Name: _____ MiddleName: _____ Surname: _____ DOB: _____ AGE: _____ Mobile Number: _____ Home Number: _____ Email: _____ Current Address: _____ _____ Postcode: _____ OWNER/TENANT/FAMILY/OTHER Nationality: _____ Visa Period: (if applicable) _____	<b>NEXT OF KIN: (MUST NOT BE INCLUDED ON THE TENANCY)</b> Name: _____ Address: _____ _____ Post code: _____ Contact Number: _____ Relationship: _____
<b>CURRENT LANDLORD INFORMATION:</b> Name: _____ Number: _____ Email: _____	<b>TENANCY INFORMATION:</b> Names of all occupiers and Children (not included in Tenancy) _____ AGE _____ _____ AGE _____
<b>EMPLOYMENT INFORMATION:</b> FULL TIME /PART-TIME/SELF-EMPLOYED/ZERO HOURS Employer Name: _____ Position: _____ Basic Salary: _____ Bonus: _____	<b>GUARANTOR DETAILS</b> Name: _____ Address: _____ _____ Post code: _____ Email: _____
<b>SPECIAL CONDITIONS:</b> (These conditions will be put forward to the Landlord but are by no means guaranteed— if your offer is based on this, please state so)	<b>FINANCIAL INFORMATION:</b> (The amount due must be settled within 14 days of your offer being accepted) £ _____ Holding Balance(1 Weeks Rent) £ _____ Security Deposit (5 weeks Rent) £ _____ 1 Months Rent/s (minus holding balance) £ _____ Total amount: _____
<b>PETS:</b> YES/NO Breed _____ How many: _____	<b>DECLARATION:</b> I have read, understood and agree to the Terms and Conditions detailed on this form: Name _____ Signed _____ Date _____

Sherlock Homes request that you pay a **Holding Sum** over once your offer has been accepted by the Landlord. This is non-refundable should you wish to withdraw from this agreement once the offer has been accepted.

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Applicants are independently assessed by a credit referencing company who will make searches about you with credit reference agencies. Those agencies will record details of the search whether or not your application proceeds. The credit referencing company may use credit-scoring methods to assess your application and to verify your identity. The results of the referencing will be provided to the Landlord to assist them in deciding whether to accept your application. We will not be able to enter into any correspondence regarding the inaccuracy of any checks carried out by the referencing agency and you will only be entitled to see these in so far as they do not disclose information about you or the views of any other person. The acceptance of a Holding Deposit, tenancy Application Fee in no way constitutes an agreement by the Landlord to rent the property to you on any specific terms or at all.

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**Guarantor** You will be asked to provide one or more guarantors. Any guarantor will need to reside in the UK, be in full time employment, be a property owner and pass a reference check. If we ask for a guarantor and as result of a poor reference check on you then any failure to provide a suitable guarantor who satisfies the above conditions on your part will be deemed a withdrawal of your application and you will lose Holding deposit as set out under Withdrawal and Refusal.

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**Withdrawal and Refusal** if the referencing agency does not agree that you are suitable to take a tenancy of the Property or any part of your application is found to be inaccurate or you seek changes to the terms of your offer the Landlord is not prepared accept, or you withdraw your application once the referencing process has begun then you will forfeit your Holding Sum in full. You must disclose any adverse credit or CCJ (County Court Judgements) that may hinder your application form in advance of paying the holding balance. Failure to do so will result in you losing the holding balance.

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**Changing the Terms** should you wish to change the terms of the original offer for the same property and the Landlord accepts the revised terms, the Holding Deposit will be held under the same terms and conditions as detailed in this document. In the event that any subsequent offers on the property are not accepted by the Landlord and you wish to transfer the monies to an offer on an alternative property via Sherlock Homes and the terms for a tenancy are agreed, the Holding Deposit will be held under the same Terms and Conditions.

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**Deposit**, all tenancies will require payment of a tenancy deposit equivalent to five weeks rent. The amount may be adjusted depending on your individual financial circumstances, the number of occupiers and other factors. The Deposit will be held by Sherlock Homes or

the Landlord in line with the current legislation on Deposits.

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**Rent**, If tenancy commences before 15<sup>th</sup> of the month, your rent will be calculated on a pro-rata basis to the end of the month for your first month's rent payment. If the tenancy commences on or after the 15<sup>th</sup> of the month, we will ask you to pay on a pro-rata basis to end of the month as well as to include your second month's rent.

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**Monies Due** Sherlock Homes must be in receipt of cleared funds for the 1<sup>st</sup> months' rent/s, the tenancy deposit and all other outstanding monies due, within 7 days of the offer being accepted. This must be paid by bank transfer.

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**Moving In** it is the Tenant's responsibility to arrange the transfer of utilities and services (telephone, internet, gas, electricity, water, council tax etc.) into their own name(s). To help ensure a smooth transition, you will receive a call from our switch over provider.

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**Inventory and Check Out Report** If a checkout report is compiled, you have 7 days to check and return the inventory report once you have moved in to the property if you are to dispute or have any further comments to add to the report.

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**Renewal/ Extension** Should terms be agreed by both parties to extend the tenancy the contracts

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**Landlord Reference** if requested and providing Sherlock Homes was managing the tenancy, we can supply onward references for tenants and permitted occupiers at the end of the tenancy.

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**Complaints** we are members of The Property Ombudsman (TPO) we abide by their code of practice. TPO registration number is L00501. We will disclose any information relating to the property should they request it.

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I am happy for HomeLet to contact me about tenants referencing and insurance products Sign & date: \_\_\_\_\_

**58 Beech road, Chorlton, Manchester, M21 9EG – 0161 881 8228**

**Return forms to [lettings@sherlockhomes4u.com](mailto:lettings@sherlockhomes4u.com)**