



www.lexallan.co.uk

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PLEASE PRINT CLEARLY IN BLOCK CAPITALS

TENANCY APPLICATION

PROPERTY BEING APPLIED FOR: _____

TITLE MR/MRS/MISS/OTHER: _____ SURNAME: _____

FIRST NAME(S): _____

DATE OF BIRTH: _____ NATIONAL INSURANCE NUMBER _____

NATIONALITY _____ RESIDENT IN THE UK FROM WHEN? _____

STATUS: SINGLE / MARRIED / SEPARATED / LIVING WITH PARTNER / WIDOWED

PRESENT ADDRESS: _____

_____ POST CODE: _____ DATES FROM: _____ TO: _____

PREVIOUS ADDRESS: _____

_____ POST CODE: _____ DATES FROM: _____ TO: _____

TEL NOS: (HOME) _____ (WORK) _____ (MOBILE) _____

E-MAIL: (PERSONAL): _____ (BUSINESS): _____

IMPORTANT NOTE: All applicants will be required to present their passport to one of our offices as proof of identity and nationality. We also require one further form of ID to confirm your current address. Copies of the original will not be accepted.

IF THIS APPLICATION IS TO FORM PART OF A JOINT APPLICATION PLEASE STATE YOUR RELATIONSHIP TO THE OTHER APPLICANTS _____

RESIDENTIAL STATUS:

HOUSE OWNER / PRIVATE TENANT / COUNCIL TENANT / LIVING WITH RELATIVES / LODGER

IF YOU ARE A HOME OWNER: NAME & ADDRESS OF MORTGAGE LENDER: _____

_____ ACCOUNT NUMBER: _____

IF YOU ARE A TENANT: NAME OF LANDLORD OR LETTING AGENT: _____

ADDRESS: _____

TEL: _____ FAX: _____ EMAIL: _____

Continued.....

EMPLOYMENT STATUS:

EMPLOYED / SELF EMPLOYED / RETIRED / UN-EMPLOYED / STUDENT / INDEPENDENT MEANS

APPROXIMATE NET MONTHLY INCOME: £ _____

IF YOU ARE EMPLOYED: NAME OF EMPLOYER: _____

ADDRESS FOR REFERENCE: _____

TEL: _____ FAX: _____ E-MAIL: _____

NAME FROM WHOM REFERENCE SHOULD BE SOUGHT: _____

YOUR PERIOD OF EMPLOYMENT IN CURRENT JOB: _____

POSITION HELD: _____ PAY ROLL/EMPLOYEE REF No _____

PART TIME OR FULL TIME: _____ PERMANENT OR TEMPORARY: _____

IF YOU ARE SELF-EMPLOYED: TRADING NAME _____

NATURE OF BUSINESS _____ DATE STARTED TRADING _____

NAME OF YOUR ACCOUNTANT: _____

ADDRESS: _____

TEL: _____ FAX: _____ E-MAIL: _____

CHARACTER REFERENCE

A CHARACTER REFEREE (NOT FAMILY OR EMPLOYER) IS REQUIRED WHO HAS ASSOCIATED WITH YOU FOR A LEAST 5 YEARS.

NAME: _____

ADDRESS: _____

TEL: _____ FAX: _____ E-MAIL: _____

HOW IS THIS PERSON KNOWN TO YOU?: _____

NEXT OF KIN / EMERGENCY CONTACT (or alternative contact if living with next of kin)

NAME : _____ RELATIONSHIP: _____

ADDRESS: _____

TEL: _____ FAX: _____ E-MAIL: _____

We are required by law to provide a post tenancy contact address for your deposit registration. Your next of kin address will be used for this purpose. If you would prefer to use an alternative address then please provide details.

ALTERNATIVE ADDRESS: _____

NAME & ADDRESS OF BANK (FULL ADDRESS MUST BE PROVIDED): _____

ACCOUNT NUMBER: _____ SORT CODE: _____

NAME THE ACCOUNT HELD IN: _____

NOTE : THESE DETAILS MUST BE PROVIDED SO THAT A STANDING ORDER CAN BE SET UP FOR RENTAL PAYMENTS. THE ACCOUNT MUST ALSO BE A CURRENT ACCOUNT NOT A SAVINGS ACCOUNT

ARE YOU PAYING THE SECURITY DEPOSIT YOURSELF? **Y/N** If a third party is paying the security deposit on your behalf then please supply their details. **NAME OF THIRD PARTY** _____

ADDRESS: _____

GENERAL INFORMATION

PLEASE GIVE DETAILS OF ANY CURRENT OR PROPOSED HIRE PURCHASE AGREEMENTS OR LOANS:

HAVE YOU EVER BEEN BANKRUPT OR INSOLVENT?: YES/NO

HAS A COUNTY COURT JUDGEMENT EVER BEEN REGISTERED AGAINST YOU?: YES/NO

HAVE YOU EVER APPLIED FOR A INDIVIDUAL VOLUNTARY AGREEMENT? YES/NO

HAVE YOU EVER BEEN SUBJECT TO A DEBT MANAGEMENT PLAN YES/NO

HAVE YOU EVER BEEN EVICTED FROM A PROPERTY YES/NO

IF YES TO ANY OF THE ABOVE, PLEASE GIVE DETAILS:

DO YOU HAVE ANY CONVICTIONS (OTHER THAN DRIVING OFFENCES) ? YES/NO

IF YES, PLEASE GIVE DETAILS _____

DO YOU HAVE CHILDREN?: YES/NO AGE(S): _____ SEX(S): _____

DO YOU HAVE PETS?: YES/NO TYPES: _____

ARE YOU A SMOKER? YES/NO PIPE/CIGAR/CIGARETTES: _____

WHAT IS THE REASON FOR YOU WISHING TO RENT?: _____

HOW DID YOU HEAR OF US? (please choose)

NEWSPAPER / INTERNET/ RECOMMENDATION / FRIEND / YELLOW PAGES / KNEW OF US/ OTHER

If Newspaper or Internet which one? _____

PRE MOVE-IN

NOTE: Under NO circumstances whatsoever will Lex Allan be able to release keys at the commencement of a tenancy unless we are in receipt of the first months rent and the security deposit. The security deposit will equate to one and a half month's rent or two month's rent for Furnished Properties. The first months rent and deposit must be in paid to us a minimum of two working days prior signing the tenancy agreement. Payment can be made by debit card, Bankers Draft or Building Society Cheque. Bank details for a direct transfer are available on request. We will not accept payment by cash, credit card or personal cheque. The security deposit is returnable at the termination of the tenancy, subject to all the tenants covenants being fulfilled.

As part of the application I authorise the Agent to:

- carry out credit searches and reference checks and to contact employers, banks, referees, guarantors and credit reference agencies as appropriate.
- use the information obtained with third parties to assess credit ratings, make insurance decisions, for fraud prevention and tracing / debt collection.
- handle all information obtained in strictest confidence and in accordance with the principles of the Data Protection Act 1998.

I understand that I can request the details of any credit reference agencies used so that I can verify with them the information provided.

I understand that if I default on my tenancy obligations, this information may be released (per Section 35 of the Data Protection Act 1998) to authorised debt recovery agencies and could affect any future applications I make for tenancies, credit and insurance.

It is imperative that all parties are present at the signing of the lease and they must bring the original copies of any identification supplied as part of this application. If all parties are not present with original ID we cannot move you into the property.

NOTE: It is the tenants responsibility to ensure that they have adequate contents insurance under a Tenants Specialist Policy. Please ask one of our consultants if you require information on policies available to Lex Allan Lettings clients.

I hereby declare that all my answers are true to the best of my knowledge and agree that the above statements shall form the basis of the Tenancy Agreement.

Completing this form does not commit the prospective tenant or landlord to a tenancy.

SIGNED: _____ DATE: _____

PRINT NAME: _____

ADMINISTRATION FEES

SUBJECT TO CONTRACT

The in-going tenant will be responsible for the fees incurred in obtaining references and drawing up the Tenancy Agreement which will amount to £150.00 for a single application or £200.00 for an application with more than one tenant. The application will not be processed until this fee has been received. Cheques should be made payable to 'LEX ALLAN'. If the application is unsuccessful a charge of £60.00 will be retained from the administration fee. In the event of a Guarantor being required to support the application there will be an additional charge of £25.00, this fee is non refundable. Should the application be withdrawn by the applicant or they fail to complete the transaction within a reasonable period (normally 2-3 weeks) then the administration fee will be retained in full. Should the application be transferred to another property at the request of the applicant, we reserve the right to charge an additional administration fee. Further fees may be applicable if the tenancy is renewed after the initial term. Full details can be found at www.lexallan.co.uk. All fees are inclusive of VAT

I understand these Terms and Conditions and enclose the appropriate fee.

SIGNED: _____ DATE: _____

PRINT NAME: _____