



4a Tor Hill Road, Torquay, Devon, TQ2 5RA

Tel: 01803 212816 Mob: 07590 894 379

www.easylettd.co.uk

info@easyletagents.co.uk

TENANT 1 NAME _____

TENANT 2 NAME _____

ADDRESS APPLIED FOR _____

WHEN WOULD YOU LIKE THE TENANCY TO START?

RENT _____ £ (per week / month)
DEPOSIT _____ £
ADMINISTRATION FEE _____ £
TOTAL _____ £

Acknowledgement: We understand that all monies paid to Easylet in respect of this application are non-refundable in the event that we withdraw our application prior to the tenancy commencing regardless of if the application form has been submitted. If Easylet reject our application all monies paid less the costs incurred up to that point will be refunded to us.

The above acknowledgement should be completed within 48hrs of viewing the property.

Please note that all our properties are strictly non-smoking.



PTO

HOW TO PROCEED:

Step 1: Place a holding deposit and/or administration fee to secure the property for yourself. On signature of the Tenancy Agreement this will be used as payment towards the monies due. The full amount of the Holding Fee will be forfeited if the tenancy doesn't go ahead by the agreed date.

Step 2a: Take the Guarantor form to the Guarantor for them to complete and sign. They will need to provide photographic ID i.e. Driving Licence or Passport along with a utility bill dated within the last 3 months. Original ID will be returned with the Tenancy Agreement. Make arrangements with them to either hand it back to you or send back direct to the office by either post, email or fax.

Step 2b: If you do not have a homeowner guarantor we recommend that you contact us to discuss other options available.

Step 3: Complete your own application form and return it to the office with a passport size photograph of each tenant to be named on the Tenancy Agreement. Without this completed application form we are unable to process your tenancy.

Step 4: We will draw up the tenancy agreement and send it to your Guarantor. Your Guarantor will need to sign and date the Guarantor part of the Tenancy Agreement in front of a Witness who will also sign it. This will need to be returned to the office as a matter of urgency. It must arrive before the date of commencement of the Tenancy.

Step 5: Ensure that all deposits, rent in advance and administration fees are paid on or before the moving date and arrange for the signing of the Agreement and the release of the keys.

We are members of:



Their contact details are:

Premiere House, 1st Floor, Elstree Way, Borehamwood, Hertfordshire WD16 1JH,
Phone: 0333 321 9418, Email info@theprs.co.uk

Deposits are protected with:



Mydeposits, 1st Floor, Premiere House, Elstree Way, Borehamwood, Hertfordshire
WD16 1JH, Phone 0333 321 9401

We are not currently members of a Money Protection Scheme.

JOINT TENANT APPLICATION FORM

CONFIDENTIAL

This application will form part of the tenancy agreement of the property that you wish to rent, if any information is found to be incorrect, your application will be declined, or if later found will be grounds for repossession of the property.

All questions on this form must be answered.

All tenancy agreements are a minimum of 6 months

APPLICANT 1 DETAILS

Surname First Name

Address

.....

Telephone No Mobile No

Email address

Date of birth National Insurance No.....

Employer's name

Address

.....

Telephone Number..... Email:.....

How many hours a week do you work?

How long have you work here?

Will you be in receipt of:

Housing Benefit YES/NO

Universal Credit YES/NO

Are you under 22 years old and been subject to a care order? YES / NO

Do you have proof of this? YES / NO Do you receive DLA Middle Rate Care Component? YES / NO

Other.....

Are you having deductions from any of your benefits YES / NO

Car owner YES / NO

Driving Licence No..... Registration.....

Are there any Court Judgements pending or outstanding against you? YES / NO

(If YES, please give further details. Use separate page if required)

.....

.....

Have you had any criminal convictions / cautions in the past 10 years? YES / NO
(If YES, please give further details. Use separate page if required)

.....
.....

Are you now or have you previously been put on the Sex Offenders Register? YES / NO

Do you have any previous or current anger management issues? YES / NO

Are you undergoing any treatment for alcohol or drug dependency or any form of mental illness YES / NO

If so please give details.....

.....

Who is your medical professional/support worker/sponsor

How do we contact them if we feel you need extra support

Do you have any outstanding debts? YES / NO

(If YES, please give further details. Use separate page if required)

.....
.....

Are you in arrears with your rent at your current accommodation? YES / NO

(If YES, please give further details. Use a separate page if required)

.....
.....

Are you currently or have you ever been subject to the following?

DECLARED BANKRUPTCY YES / NO

DEBT RELIEF ORDER (DRO) YES / NO

INVOLUNTARY SOLVENCY (IVA) YES / NO

Do you have any Pets? YES / NO What type of Pet(s)?

(Where the accommodation is suitable we will consider pets. A licence will be required for each pet at a cost of £100 per pet. Please note: No pets of any kind allowed in shared accommodation)

CURRENT ACCOMMODATION

Present Landlords/Agents name

Landlords/Agents address

.....

Telephone No..... Email.....

Do you have any ongoing disputes with your current Landlord/Agent YES/NO

If YES please state the nature of the dispute.....

If you have been at your current address for less than three years please state previous address:

Previous Landlords/Agents name and address

Address.....

.....

Telephone No Email

How long were you at this address? years months

Next of Kin

Address

Contact details

REFERENCES

Personal Referee (This must not be Family, or anybody mentioned anywhere else on this form)

Name

Address.....

Telephone Number Email

Housing Support Officer (Name).....Phone number.....

Social Workers (Name).....Phone number.....

Please provide one original identification document from each list (A) and (B) one of which must be a photo id.

- (A) Wage Certificate
 - Childcare Certificates
 - Income Support/Job Seeker’s Allowance Notification
 - Working Families Tax Credit Notification
 - Wage Slips/Pension Slips
 - National Insurance Card
 - Television Licence
 - Paid Utility Bill
 - Bank/Building Society Statements
 - Benefit Payment Books
 - other
- (B) Birth Certificate
 - Driving Licence (photo)
 - Passport
 - Marriage/ divorce papers
 - other

All information requested in this application plus the FULL DEPOSIT, Admin Fee and one month’s rent in advance must be received prior to the signing of the Tenancy Agreement and the release of the keys.

By law, the Deposit needs to be protected. We also carry out a credit reference check on your Guarantor. The fees are covered within the administration charge.

If there any other matters not mentioned above that you would like to bring to our attention relating to your application for this accommodation, please write them below:

.....
.....
.....

PLEASE READ THESE IMPORTANT NOTES BEFORE SUBMITTING YOUR APPLICATION FORM

- A. Your application will be assessed on the basis of information supplied, if your circumstances change we **MUST** be notified immediately using the separate form available.
- B. Persons who will be living at the property and are already 18 years of age and over must also complete the Applicant section.
- C. All properties managed/owned by us are strictly NON SMOKING.
- D. If you have a medical condition that means you need an overnight carer, you must declare it on this form.

In Case of Emergency

Please give us contact details of someone who you would like us to contact in case of an emergency. This person ideally will know the details of any medical conditions, doctors surgery that you are registered with, support workers and how to contact your family.

Name..... Phone number

Email

Who is this person in relationship to you ie friend, Mother etc

WARNING - IT IS A CRIMINAL OFFENCE TO GIVE FALSE INFORMATION VERBALLY OR IN WRITING OR TO OMIT ANY RELEVANT INFORMATION DELIBERATELY TO ENABLE AN APPLICANT TO GAIN PROPERTY. IF INFORMATION IS PROVED TO BE FALSE AFTER A PROPERTY HAS BEEN LET, OR RELEVANT INFORMATION HAS BEEN DELIBERATELY OMITTED, YOU WILL BE LIABLE TO LEGAL PROCEEDINGS.

WE REPORT ALL SUCH CASES TO THE POLICE. WE CHECK ALL APPLICANTS AGAINST THE LANDLORDS REFERENCING SERVICE DATABASE.

Easylet Property Management UK Ltd holds your details in accordance with the General Data Protection Regulation 2018. We may share this information with other parties authorised to act on your behalf, but not with any external agencies with no right to receive them. Please let us know if you would like to see the full policy details.

DECLARATION – I DECLARE THAT THE PARTICULARS GIVEN BY ME ON THIS FORM ARE TRUE IN ALL RESPECTS AND I HEREBY AUTHORISE THE EASYLET PROPERTY MANAGEMENT UK LTD TO MAKE ENQUIRIES IN CONNECTION WITH MY APPLICATION FOR HOUSING WITH OTHER AGENCIES I.E. DOCTOR/HEALTH VISITOR, CURRENT/FORMER LANDLORD, SOCIAL WORK DEPARTMENT, MORTGAGE LENDER AND TO TAKE UP ALL NECESSARY REFERENCES. I UNDERSTAND THAT ALL MONIES PAID TO EASYLET IN RESPECT OF THIS APPLICATION ARE NON REFUNDABLE IN THE EVENT THAT I WITHDRAW MY APPLICATION PROIR TO THE TENANCY COMMENCEMENT. I ALSO UNDERSTAND THAT IF I HAVE BEEN GIVEN THE OPPORUNITY TO VIEW THE PROPERTY AND DECLINE BUT STILL CHOSE TO GO AHEAD WITH THE TENANCY I WAIVE THE RIGHT TO CLAIM THIS AS A REASON TO REJECT THE PROPERTY ONCE THE TENANCY AGREEMENT HAS BEEN SIGNED.

Name:.....

Sign:.....

Date:.....

APPLICANT 2 DETAILS

Surname First Name

Address

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Telephone No Mobile No

Email address

Date of birth National Insurance No.....

Employer's name

Address

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- National Insurance Card
- Television Licence
- Paid Utility Bill
- Bank/Building Society Statements
- Benefit Payment Books
- other

(B) Birth Certificate

- Driving Licence (photo)
- Passport
- Marriage/ divorce papers
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Name:.....

Sign:.....

Date:.....

HOW TO PAY US:

- 1. By Bank Transfer using the details below:**

Easylet Property Management UK Ltd

Santander Plc

Sort Code 09-01-56

Bank Account Number 32377488

Reference: Please quote your surname.

- 2. Cheque payable to: Easylet Property Management UK Ltd, and send to Easylet, 4a Tor Hill, Torquay TQ2 5RA. Please note if you are paying by cheque that payment must be made in enough time for the cheque to clear the bank before the tenancy starts.**
- 3. Ping us on 07590 894379**

RECEIPT FOR HOLDING DEPOSIT AND/OR ADMINISTRATION FEE

Name of Landlord	Mr G Cox
Landlords' Address	Easylet, 4A Tor Hill Road Castle Circus, Torquay TQ2 5RA
Received from (Name)	
The Sum of	£
Being a Holding Deposit and/or administration fee for a Tenancy for:	

This deposit and/or administration fee is accepted on the conditions set out below:

1. If the person seeking the Tenancy decides not to proceed with the Tenancy, for any reason, the holding deposit and/or administration fee will not be returned.
2. The Guarantor is a home owner unless specifically exempted as noted below.
3. All information requested within the Tenant and Guarantor application form must be provided within 5 days from this date. If the date that the property is being held till is less than 5days from receipt of the Holding Deposit then the application must be received a minimum of 2 days before the date held. Failure to provide this information will result in the forfeiture of this holding deposit and/or Administration fee.
4. This deposit and/or Administration fee will hold the above property up to _____

Landlords' signature (or Agent – if applicable)	
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Dated:	
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Tenant signature	
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Notes

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RECEIPT FOR HOLDING DEPOSIT AND/OR ADMINISTRATION FEE

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8. This deposit and/or Administration fee will hold the above property up to _____

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--	--

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Tenant signature	
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Notes
