



4a Tor Hill Road, Torquay, Devon, TQ2 5RA
Tel: 01803 212816 Mob: 07590 894 379
www.easyletltd.co.uk
info@easyletagents.co.uk

TENANT NAME _____
(All our rooms are strictly single occupancy only – with exception of the West Wing which is self contained.)

ROOM 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.

Please note that all our properties are non-smoking.



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.

PTO

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.

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

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.

TENANT APPLICATION FORM

CONFIDENTIAL

All questions on this form must be filled in.

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.

Which room does your application apply to?

.....

How long do you require the accommodation for:

6 months (minimum term of Assured Shorthold Tenancy)

12 months

24 months

36 months

Longer Term

APPLICANT DETAILS

SurnameFirst Name

Address

.....

Telephone NoMobile No.

Email address

Date of birthNational Insurance No

NEXT OF KIN

NamePhone number

Address

.....

Parent 1 (If different to above)

NamePhone number

Address

.....

Mobile No/email address

Date of birth

Parent 2

NamePhone number

Address

.....

Mobile No/email address

Date of birth

EMPLOYMENT

Employer's name.....

Address.....

.....

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

How many hours a week do you work?

How long have you work here?

CURRENT ACCOMMODATION

Present Landlords/Agents name

Landlords/Agents address.....

.....

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

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

.....

.....

Previous Landlords/Agents name

Address

.....

Telephone No.....Email

How long were you at this address? YearsMonths

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

Please state the nature of any ongoing disputes with your current Landlord/Agents

.....

.....

.....

PERSONAL INFORMATION

Are you a vehicle owner YES / NO

If yes, please give details of: Car Reg. NoDriving Licence No.....

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

Have you had any criminal convictions / cautions in the past 10 years? YES / NO

If yes, please give details and dates below:

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

Do you have any outstanding debts / loans? YES / NO

If yes, please give details below:

.....
.....

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

DECLARED BANKRUPTCY YES / NO

DEBT RELIEF ORDER (DRO) YES / NO

INVOLUNTARY SOLVENCY (IVA) YES / NO

Do you currently have any savings? YES / NO

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

Are you undergoing any treatment for alcohol or drug dependency or any form of mental illness (if so please give details) YES / NO

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

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

REFERENCES

Personal Referee (This must not be Family or anybody already mentioned on this form)

Name.....

Address.....

Telephone Number.....Email

How many months deposit available (minimum 1 months rent)
How many months rent in advance available
Total amount payable
When would you like the tenancy to start

Please name someone that would act as Guarantor (this must be a home owner)

Name
Address
.....
Telephone No Email address

Holding Fee

We will ask you to pay a Holding Fee when you have viewed a property that you would like to rent from us, this will usually be equal to the Administration Fee and/or Deposit. This will, on signature of the Tenancy Agreement, become the payment towards the Fees due.

Administration Fee

The Administration Fee will be equal to one week's rent and is calculated by Monthly Rent X 12 months / 52 weeks. This charge is for carrying out referencing on you and your Guarantor, for drawing up the Tenancy Agreement, securing your deposit with a government approved scheme and providing an ingoing inventory.

Deposit

The Deposit is equal to a minimum of one month's rent but may be more dependent on your circumstances. There will be an additional £100 requested per pet for properties that allow pets. There will be a penalty of £50 per occasion that an unauthorised pet is found in the property. Deposits are registered and insured through Mydeposit.co.uk.

Acknowledgement: We understand that all monies paid to Easylet in respect of this application are non-refundable should we withdraw our application prior to the tenancy commencing.

References

Two written references per tenant will be required and held on file. (Current/ex- Landlord/Agent, employer, and or character reference).

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

- (B) Birth Certificate
- Driving Licence (photo)
- Passport
- Marriage/ divorce papers
- other

All information requested in this application plus the FULL DEPOSIT as agreed with Easylet, one month's rent and the Administration fee must be received prior to the signing of the Tenancy Agreement and the release of the keys.

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

Do you have these funds available? Yes / No

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.

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 Data Protection Act 1998. 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.

DECLARATION – I DECLARE THAT THE INFORMATION GIVEN BY ME ON THIS FORM IS TRUE IN ALL RESPECTS AND I HEREBY AUTHORISE 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 SHOULD I WITHDRAW MY APPLICATION PROIR TO THE TENANCY COMMENCEMENT. I ALSO UNDERSTAND THAT IF I HAVE BEEN GIVEN THE OPPORTUNITY TO VIEW THE PROPERTY AND I DECLINE BUT STILL CHOOSE 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.

Signature of applicant Date

Name (BLOCK CAPITALS)

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Registered Company 04801610

EASYLET PROPERTY MANAGEMENT UK LTD

4a, Tor Hill Road, Castle Circus,

Torquay, Devon, TQ2 5RA.

Telephone 01803 212816

Permission to provide references

Date

To whom it may concern,

I hereby authorise you to provide references to Easylet Property Management UK Ltd. relating to my previous tenancy and/or employment.

My name and address is

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

At the time of my tenancy / employment, my address was

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

Thank you in advance for your valued assistance in this matter.

Yours faithfully

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EASYLET PROPERTY MANAGEMENT UK LTD

4a, Tor Hill Road, Castle Circus,

Torquay, Devon, TQ2 5RA.

Telephone 01803 212816

Current/Previous Landlord/Letting Agent Reference Form

Dated

To whom it may concern,

Can I please ask you to provide a reference to Easylet Property Management UK Ltd. relating to

Tenant's name

Tenant's Rental address

.....

Igive you authorisation to discuss my tenancy in your property with Easylet Property Management for the following information.

(Tenant's weekly/monthly rent - £)

(Tenant's rent arrears outstanding £)

Please can we have comments on your tenant's conduct during the tenancy

.....

.....

.....

Please can you confirm the condition of the property kept by the tenant

.....

.....

.....

Thank you in advance for your valued assistance in this matter.

Signed by the Landlord/Agent

Dated

(Print name and address)

.....

Telephone Number

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Guarantor Application

Please complete all the information requested below on pages 6 and 7. All information will be treated in the strictest confidence.

Tenant

Guarantor Details: Title Full Name.....

Date Of Birth Age

Full Address

..... Post Code.....

Time spent at address: Years.....Months:

Previous address if less than 3yrs:.....

.....Post Code.....

Your Contact details:

Home Tel Mobile

E-mail address

National Insurance Number

Passport Number

Driving Licence Number

Please circle that which applies to you.

Home Owner / Council Tenant / Private Tenant / Lodger / Living with relatives or Friends

***Please supply a photocopy of driving licence or passport AND a Utility Bill to support your signature.**

****Non- home owners must also supply a letter from your employer stating that you are in permanent employment earning at least 3.5 X the monthly rent.***

My Employment Address Details are

.....

..... Post Code.....

Position Held

Employed for how long

Gross Annual Earnings

Is your employment permanent? Yes / No

Do you plan to change employment soon?

Yes / No

Works Contact Number Email address

Previous employee, If less than 3yrs

..... Post Code

Tel Email address

Answer clearly – circle Yes or No, if you have the following:

County Court Judgement Yes / No

Bankruptcy Yes / No

Criminal Convictions Yes / No

The above is true to the best of my knowledge signed.....

Print name Date

Email to info@easyletagents.co.uk or return to Easylet Property Management UK Ltd. 4a Tor Hill Road Torquay, S.Devon, TQ2 5RA

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)	
--	--

Dated	
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Tenant's signature	
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Notes

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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
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The Sum of	£
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4. This deposit and/or Administration fee will hold the above property up to _____

Landlords' signature (or Agent – if applicable)	
--	--

Dated	
-------	--

Tenant's signature	
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Notes	
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STANDING ORDER REQUEST FORM

HOW TO PAY US:

1. STANDING ORDER

To:-

The Manager (Bank)

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

Please pay the sum of £

**Weekly/Fortnightly/Monthly on the of each
..... starting from until further notice to:**

GB COX & EASYLET PROPERTY MANAGEMENT

LLOYDS BANK

Sort Code 30-98-67

Bank Account Number 23725960

Reference

Name

Account No

Sort code - -

Signed

Date

- 2. Bank Transfer using the details above**
- 3. Ping us on 07590 894379**
- 4. Cheque payable to: Easylet Property Management UK Ltd,
and send to Easylet, 4a Tor Hill Road, Torquay TQ2 5RA**