

**Personal Tenancy**

Application

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| **Property fee guide**  **Step 1**  Reservation/Admin fee ..........................  Guarantor Fee (If applicable)...........................  **Step 2**  If your application has been successful:  1 Months rent in advance .....................  Deposit amount ..............................  **Total amount** ................................... |  | **Applicant’s Name(s)**  ..................................................................................................................  ..................................................................................................................  .................................................................................................................  **Proposed Property Address**  ...............................................................................................................  ...............................................................................................................  ............................................................................................................... |

Please complete the applicant details on the following pages for each tenant and return them via email to [info@ur-place.com](mailto:info@ur-place.com) or to our office address Ur-Place Ltd, 113 Market Street, Hyde, SK14 1HL with the following required documents;

* Photo ID (Passport/Driving Licence)
* Last 3 months payslips (if applicable)
* Last 3 months bank statements
* 1 letter addressed to you dated within the last 3 months

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| --- | --- | --- | --- | --- | --- |
| Tenant | Employer Ref  Sent | Employer Ref  Received | Previous L/L Ref Sent | Previous L/L Ref Received | Credit Check |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Applicant’s details** Please complete all boxes on this form. If not applicable, write N/A.

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name : | | | |
| Date of Birth : | | Marital Status : | |
| Nationality : | | NI Number : | |
| Mobile Number : | | Email Address : | |
| Current Address : | | | Length of time at address  Years & Months |
| Landlord Contact Name : | | Mobile Number : | |
| Email Address : | |
| Previous Address : | | | Length of time at address  Years & Months |
| Have you rented before? Yes / No | Are you a home owner? Yes / No | | |
| Do you have any pets? Yes / No | If yes, type and breed : | | |
| Do you have any children? Yes / No | If yes, please state ages : | | |
| Do you or anyone who will live with you smoke? Yes / No | Do you claim any benefits? Yes / No  (If yes please give details when requested) | | |

Applicant’s Employment Details

|  |  |  |
| --- | --- | --- |
| Employment Status : Please circle as appropriate  Full time Part time Self employed Student Retired Un-employed | | |
| Employers Name & Address : | | Length of Time employed |
| Contact Name & Position : | | |
| Contact Number : | Contact Email : | |
| Your Position Held : | Gross Salary : | |

**Second Applicant’s details** Please complete all boxes on this form. If not applicable, write N/A.

|  |  |  |  |
| --- | --- | --- | --- |
| Full Name : | | | |
| Date of Birth : | | Marital Status : | |
| Nationality : | | NI Number : | |
| Mobile Number : | | Email Address : | |
| Current Address : | | | Length of time at address  Years & Months |
| Landlord Contact Name : | | Mobile Number : | |
| Email Address : | |
| Previous Address : | | | Length of time at address  Years & Months |
| Have you rented before? Yes / No | Are you a home owner? Yes / No | | |
| Do you have any pets? Yes / No | If yes, type and breed : | | |
| Do you have any children? Yes / No | If yes, please state ages : | | |
| Do you or anyone who will live with you smoke? Yes / No | Do you claim any benefits? Yes / No  (If yes please give details when requested) | | |

Second Applicant’s Employment Details

|  |  |  |
| --- | --- | --- |
| Employment Status : Please circle as appropriate  Full time Part time Self employed Student Retired Un-employed | | |
| Employers Name & Address : | | Length of Time employed |
| Contact Name & Position : | | |
| Contact Number : | Contact Email : | |
| Your Position Held : | Gross Salary : | |

Credit History Please complete all boxes on this form. If not applicable, write N/A.

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| --- | --- | --- | --- | --- | --- | --- |
| Have you ever had a County Court Judgement (CCJ) registered against you?  Yes / No  If YES, please list all CCJ’s you may have had registered against you whether satisfied or not. | | | Have you ever been in arrears with your rent? | Yes | No | By How much  £ |
| Have you ever had a mortgage? | Yes | No |
| If YES, have you ever been in arrears with your payments? | Yes | No | By How much  £ |
| Date | Amount | Company |
|  |  |  | Do you have un-discharged bankruptcy? | Yes | No | Details |
|  |  |  |
|  |  |  | Have you ever applied for an IVA or any debt management plan? | Yes | No | Details |
|  |  |  |

Other Forms Of Income

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| --- | --- | --- | --- |
| Child Benefit | Amount per week :  £ | Current Housing Benefit | Amount per week :  £ |
| Income Support | Amount per week :  £ | **Unemployment Benefit** | Amount per week :  £ |
| Maintenance Payments | Amount per week :  £ | **Pension** | Amount per week :  £ |
| Disability Allowance | Amount per week :  £ | **Any other Income** | Amount per week :  £ |

Conditions

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| --- | --- | --- | --- |
| As a prospective tenant I agree that:   1. All information provided by me on this Personal Tenancy Application form is correct. 2. Once paid, I understand that the Reservation/Admin Fee is NON-REFUNDABLE should I not wish to proceed with this application, but understand it will only be returned should the landlord not accept me after passing all checks completed, providing I have not given false information or (where applicable) my Guarantor has not given false information on the relevant application forms. 3. Should my application be accepted, I agree to pay all outstanding payments at least 2 working days before the start of the tenancy paid by bank transfer. 4. I understand that if I default on my tenancy obligations, this information may be released (per S35 DPA 1988) to authorised debt recovery agencies and could affect any future applications I make for tenancies, credit and insurance. 5. Completing this form does not commit the prospective tenant or landlord to a tenancy, a shared or single tenancy will not be created until all applicants have been qualified and have signed the tenancy agreement. 6. I can confirm that I have read the above and have raised any concerns with the landlord or agent. Prospective tenants should be aware that any false statements made could result in early termination of the tenancy underground 17 of the Housing Act 1996. 7. I have read the information below regarding the Data Protection Act. | | | |
| Applicant’s Signature : |  | Date : |  |
| Second Applicant’s Signature : |  | Date : |  |
| DATA PROTECTION ACT  By providing us with the above information you consent to us obtaining holding and using personal data about you in connection with the business of letting and renting out of residential properties as specified below for so long as may be reasonably required for our legitimate purposes or those of Head Office. We will use that information for communicating with you. We may also provide that information to third parties with a legitimate reason to receive it in connection with your dealings with us (e.g. landlords (where applicable), utility and service providers, Head Office or transferee of our business) or to such third parties as required by you or the law, whether within or outside the European Economic Area. | | | |

How to proceed with your application

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| **Step 1**  Complete and sign the tenancy application form and return it to the Ur-Place Ltd office preferably along with your required documents so your application can start to be processed immediately.  **Step 2**  Assuming your application has been accepted, you will need to pay the Balance Due by bank transfer no later than 2 days before the date you will move into the property.  Your deposit amount may vary depending on your credit history, personal circumstances and the landlord requirements. |

Signature(s)

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| --- | --- |
| I/We hereby give my/our consent for any person or organisation to furnish Ur-Place Ltd with whatever information they require in relation to my application.  I/We believe the information provided on the tenant application form to be true and authorise the landlord or 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 1988. | Please return to Ur-Place Ltd by one of the following options;  Email – [info@ur-place.com](mailto:info@ur-place.com)  Post – Ur-Place Ltd, 113 Market Street, Hyde, SK14 1HL  Or personally bring to our office at the above address. |
| Applicant’s Signature : |
| Second Applicant’s Signature : |
| Date of Signature(s) : |

If you have any questions or queries in relation to your application please do not hesitate to contact us on 0161 366 9111 or via email [info@ur-place.com](mailto:info@ur-place.com)