



# Brookdale

Property Management

Mancetter House, 1144 Lincoln  
Road, Werrington, Peterborough  
PE4 6BP



Tel: (01733) 327788



Fax: 0870 738 6351

E: [info@brookdale-pms.co.uk](mailto:info@brookdale-pms.co.uk) W: [www.brookdale-pms.co.uk](http://www.brookdale-pms.co.uk)

## Tenancy Application

(One required for each applicant)

Please read the following before completing this form:

### 1) Complete this form

**Please complete** all sections of this application form providing as much detail as possible. If you need another form you can download it from our web-site [www.brookdale-pms.co.uk](http://www.brookdale-pms.co.uk) (click download application form)

### 2) Important: Documentation Checklist

To support your application we require the following documentation. Below is a checklist for you to complete. Please ensure that you bring all required documentation with you to your application interview in order to speed up the application process. If you are unable to provide the supporting documentation please explain why during your interview.

**Proof of address** Two utility bills  - or -  Official letter (council tax etc.)

**Proof of I.D.** Driving licence  - or -  Passport

**Financial (both required)** Last 3 months bank statements  **AND**  Last 3 months pay-slips

**New job ?**  Copy of employment contract or offer letter

**Home Owner?**  Mortgage statement

### 3) Book An Interview

Please call (01733) 327788 to book an appointment to see a Property Manager who will discuss your application with you. This interview should take approximately 20 minutes. **Please feel free to fax** this application form to 0870 738 6351 if you are able as this will speed up the application process.

**Please do not arrive at our office without having pre-booked an appointment as it cannot be guaranteed that a member of staff will be able to see you.**

### 4) Monies

During the interview you will be required to pay the following monies to reserve the property:

- 1) Our application fee: £180 for a single applicant, £200 for a joint applicant (per application NOT per person)
- 2) £300 to reserve the property (to be offset against total monies due)

The remaining monies due together with the first month's rent will be payable before the keys are released. Please note that all monies are required in cleared funds, e.g. cash, bankers draft or card. Personal cheques will not be accepted.

## The property you are applying for

Which property are you applying for?

When do you wish to move?

Who will be living at the property?

adults and

children

## Section 1: Personal details

Title

Forename(s)

Surname

Previous surname/maiden name (please also tell us if you have been known by any other name)

Date of birth

Age

Marital status

Telephone numbers

Home

Work

Mobile

E-mail address

National Insurance no.

Your Nationality (optional)

### Your current address

Your current address

Post Code

Time at this address

years

months

If you would prefer correspondence relating to this application to be sent to an alternative address please provide details here.

Post Code

(rented, owned, living with parents etc.)

Current status

Reason for leaving this address

If your current property is rented please provide the following

Tenancy start

Rent £

Monthly/weekly rent (please specify)  Monthly  4 Weekly  Weekly

Type of Landlord (please tick)  Private  Agency  Housing Association/Council

Landlord or Agent Name

Specific contact (if Agency)

Address

Post Code

Telephone  Fax

Contact numbers

E-mail address (if known)

Please be aware that some Agents charge to provide a reference (we do not). If your agent does then please arrange prompt payment of the charge in order not to delay your reference.

Section 2: Previous Addresses (if less than 3 years at current address)

Your previous address  Time at this address  years  months

Post Code

(rented, owned, living with parents etc.)

Status

If your previous property was rented please provide the following

Tenancy dates Start:  End:

Rent £

Monthly/weekly rent (please specify)  Monthly  4 Weekly  Weekly

Type of Landlord (please tick)  Private  Agency  Housing Association/Council

Landlord or Agent Name

Specific contact (if Agency)

Address

Post Code

Contact numbers Telephone  Fax

E-mail address (if known)

Please be aware that some Agents charge to provide a reference (we do not). If your agent does then please arrange prompt payment of the charge in order not to delay your reference.

2.1 - If you have been at your previous addresses for less than 3 years

Your previous address  Time at this address  years  months

Post Code

(rented, owned, living with parents etc.)

Status

If your previous property was rented please provide the following

Start:

End

Tenancy dates

Rent

£

Monthly/weekly  
rent (please  
specify)

Monthly

4 Weekly

Weekly

Type of Landlord  
(please tick)

Private

Agency

Housing Association/Council

Landlord or  
Agent Name

Specific contact  
(if Agency)

Address

Post Code

Telephone

Fax

Contact numbers

E-mail address (if  
known)

Please be aware that some Agents charge to provide a reference (we do not). If your agent does then please arrange prompt payment of the charge in order not to delay your reference.

If you have lived at any other addresses in the last 3 years, aside from the above, please provide details below

## 2.2 - More details about you

|                                  |   |                      |                      |
|----------------------------------|---|----------------------|----------------------|
|                                  | <b>Title</b>  | <b>Forename(s)</b>   | <b>Surname</b>       |
| <b>Next of kin/family member</b> | <input type="text"/>                                      | <input type="text"/> | <input type="text"/> |
|                                  | (not someone who will be living with you at the property) |                      |                      |

|                  |                      |                                 |
|------------------|----------------------|---------------------------------|
| <b>Address</b>   | <input type="text"/> | <b>Telephone number</b>         |
|                  |                      | <input type="text"/>            |
| <b>Post Code</b> |                      | <b>Relationship to yourself</b> |
|                  |                      | <input type="text"/>            |

In case of emergency is there another local contact we can call?

|                      |                      |                                 |
|----------------------|----------------------|---------------------------------|
| <b>Title</b>         | <b>Forename(s)</b>   | <b>Surname</b>                  |
| <input type="text"/> | <input type="text"/> | <input type="text"/>            |
| <b>Address</b>       | <input type="text"/> | <b>Telephone number</b>         |
|                      |                      | <input type="text"/>            |
| <b>Post Code</b>     |                      | <b>Relationship to yourself</b> |
|                      |                      | <input type="text"/>            |

|   | Full name            | M/F                  | Date of birth        | Age                  |
|---|----------------------|----------------------|----------------------|----------------------|
| <b>Children (who will be living with you at the property)</b> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
|   | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
|   | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
|   | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

|  | Make and model       | Colour               | Registration number  |
|--|----------------------|----------------------|----------------------|
| <b>For security reasons, please provide details of any cars you wish to keep at the property</b> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
|  | <input type="text"/> | <input type="text"/> | <input type="text"/> |
|  | <input type="text"/> | <input type="text"/> | <input type="text"/> |

### Section 3: Your circumstances

**Do you have any pets? (if yes please provide details)**  Yes  No

Pet details

**Do you smoke?**  Yes  No

**Do you have any criminal convictions?**  Yes  No

**Have you ever been declared bankrupt?**  Yes  No

**Have you ever NOT honoured a credit agreement?**  Yes  No

**Have you ever rented a property?**  Yes  No

(from a private Landlord, letting agent, local council, housing association or otherwise)

**Do you have any IVAs?**  Yes  No

**Do you owe any back rent?**  Yes  No

(to a private Landlord, letting agent, local council, housing association or otherwise)

**Do you have County Court Judgements against you? (either settled or unsettled)**  Yes  No

**Have you ever been evicted from a property?**  Yes  No

If you have ticked YES to any of the questions above please provide details (use section 13 if you run out of space)

## Section 4: Your income

|  |                      |                                  |                                 |
|--|----------------------|----------------------------------|---------------------------------|
| <b>Net pay</b>                                     | <input type="text"/> | <input type="checkbox"/> Monthly | <input type="checkbox"/> Weekly |
| <b>Bonus/overtime</b>                              | <input type="text"/> | <input type="checkbox"/> Monthly | <input type="checkbox"/> Weekly |
| <b>Tax credits</b>                                 | <input type="text"/> | <input type="checkbox"/> Monthly | <input type="checkbox"/> Weekly |
| <b>Pensions</b>                                    | <input type="text"/> | <input type="checkbox"/> Monthly | <input type="checkbox"/> Weekly |
| <b>Other income<br/>(please specify<br/>below)</b> | <input type="text"/> | <input type="checkbox"/> Monthly | <input type="checkbox"/> Weekly |
| <b>TOTAL</b>                                       | <input type="text"/> | <input type="checkbox"/> Monthly | <input type="checkbox"/> Weekly |

Details of other income

## Section 5: Your monthly expenditure (if you make weekly payments please adjust accordingly)

|                      |                      |
|----------------------|----------------------|
| <b>Mortgage/Rent</b> | <input type="text"/> |
| <b>Council Tax</b>   | <input type="text"/> |
| <b>Loans/HP</b>      | <input type="text"/> |

**Purpose of loans/HP**

**Total Loans/HP outstanding**  **Approx. repayment date**

**Credit Cards**  **Total balance(s) outstanding**

**Utility bills  
(approximate)**

**Other outgoings  
(please specify  
below)**

**TOTAL**

Details of other outgoings

## Section 6: Your employment (if you are self employed go to section 7)

**Employer Name**

**Address**

**Post Code**

**Your position**

**How long have you worked for this company?**

years  months

**Describe your employment situation**

E.g. Full time/part time/temporary/agency/new offer of employment etc.

**Gross pay**

Per annum  Monthly  Weekly

**Employment reference to be provided by**

**Title**

**Forename**

**Surname**

**Position**

**Telephone**

**Fax**

**Contact numbers**

**E-mail address (if known)**

### 6.1 - If you have been employed less than 2 years in the above position

**Previous employer name**

**Address**

**Post Code**

**Your position**

How long did you  
for this  
company?  years  months

E.g. Full time/part time/temporary/agency/new offer of employment etc.

Describe your  
previous  
employment  
situation

Gross pay

Per annum

Monthly

Weekly

Previous  
employment  
reference to be  
provided by

Title

Forename

Surname

Position

Contact numbers

Telephone

Fax

E-mail address (if  
known)

## Section 7: Self employment details

Trading name

Address

Post Code

Nature of  
business

Net profit (p/a)

How long have  
you been  
trading?

years  months

Describe your  
position (owner,  
partner etc.)

Please provide  
any further  
information you  
feel is relevant to  
your self-  
employment  
status

**Accountant reference to be provided by** Title  Forename  Surname

**Position**

**Business name (accountant)**

**Address**  
  
**Post Code**

**Contact numbers** Telephone  Fax

**E-mail address (if known)**

## Section 8: Contract guarantor

**If you or your co-applicant is/are under 25 years of age you must provide a guarantor.**

A guarantor is someone who agrees to sign the tenancy contract and then will be equally liable as yourself to the terms of the contract. The guarantor should be in full time employment and be a home owner or someone with sufficient means of income. Preferably a member of your family. Even if you are over the age of 25 a guarantor strengthens your application and increases the chance of your application being accepted; for example - if you have a low credit score, if you have been in your current job for a short period of time or if you have no track record of paying rent/mortgage.

**Guarantor details** Title  Forename  Surname

**Age**

**Address**  
  
**Post Code**

**Is this property:**

Owned  Rented

**Contact numbers** Home  Work  Mobile

**Relationship to you**

**Occupation**   Full time  Part time

**E-mail address (if known)**

**Availability** If there are any times during the application process where the guarantor will not be available for contract signing (holidays etc.) please confirm the dates below

## Section 9: The property you are applying for

Where did you see the property advertised?

If it was on the Internet please tell us which web-site

### **IMPORTANT - YOUR REQUIREMENTS**

Please use this space to record any requirements you have in terms of the following points. This is important and forms part of your application. Please list:

- Any improvements outstanding that were explained to you during the viewing
- Details of any furnishings you expect to be left
- Details of any appliances you expect to be left in the property and the responsibility for repair
- You must also specify if a digital television aerial and or phone-line are essential to you

**If you have no specific requirements please write "NONE" below**

**Signed (Applicant)**

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**Signed (Agent)**

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## Section 10: Statements and obligations

### AGREEMENT TO GRANT A TENANCY AT SOME FUTURE DATE

This is a legally binding agreement in which the parties agree to create a tenancy at a specific future date. If either party is uncertain about the implications of signing this document they should seek legal advice before doing so.

**The Landlord**

c/o Brookdale Property Management, Mancetter House, 1144 Lincoln Road, Werrington, Peterborough, PE4 6BP agrees to creating a tenancy for the property detailed to the applicant at a future date subject to acceptance of this application.

#### **10.1 Applicant(s) obligations**

The applicant(s) will pay:

- £300 to reserve the property (to be offset against total monies due)
- The application fee of £180 (for a single applicant) or £200 (for a joint application)

All payments must be in cleared funds, i.e. cash or card payment (please note that we charge 3% commission for credit card payments)

Should the applicant(s) withdraw from this agreement before entering into the tenancy agreement, the application fee will be retained by Brookdale Property Management. In addition, the applicant(s) will be liable for the reasonable costs incurred by the Landlord or Brookdale Property Management. These costs will be deducted from the reservation monies and any remaining balance will be returned to the applicant(s) as soon as possible.

The costs will include the following:

- 1) Cost of re-advertising the property (including removal and re-instatement of an advertising board)
- 2) Cost, in lieu of rent, of keeping the property available for the applicant(s) during the period between submission of application(s) and withdrawal during which time the property was not available to let and was not available to be viewed by other prospective tenants.

#### **10.2 Landlord obligations**

Should the Landlord withdraw the property and make it unavailable for let then the applicant(s) will be entitled to the return of the reservation and application fee.

#### **10.3 Agent statement**

Brookdale Property Management reserve the right to withhold your application fee if you make a false declaration in this application. If this is the case then additional costs set out in section 10.1 (1 and 2) above will be deducted from your reservation monies. If your application is not accepted then you understand that we do not have to provide you with a reason.

We reserve the right to withhold an administration fee (maximum £50) should you submit an application for tenancy that we consider inappropriate. If this is the case then the reason we consider the application inappropriate will be explained to you.

#### **10.4 Applicant(s) understanding**

To the best of my knowledge, the information provided on this application form is correct and I fully understand and agree to the points/conditions in Section 10 (Statements/Obligations). I give permission for Brookdale Property Management to carry out a credit-check. I also understand that, if the property does not have a telephone line connected or in operation then I am liable for the cost of connection/re-connection. If I require broadband Internet, then I am responsible for checking that the service is available before signing a tenancy contract and that Brookdale Property Management reserve the right to leave an advertising board outside the property up to 14 days after the commencement of the tenancy. I also understand that any marketing material (printed or electronic) relating to the property I am applying for was created in good faith by Brookdale Property Management but does not form part of any contract and that I am responsible for checking specific particulars relating to the property that may be of importance to me. I also understand that my application/references may be provided to the Landlord of the property.

## Section 11: Reference authority

In order to obtain references we require your authority. Please complete the section below.

- If you are providing a contract guarantor then we will require the guarantor's signature also.

### 11.1 - Applicant's authority to obtain references

I hereby authorise Brookdale Property Management to obtain a reference from anyone named in this application and details of my employment from my current or previous employer or Accountant (if self-employed).

**Signature**

**Name**

**Date**

### 11.2 - Guarantor's authority to obtain references

I hereby agree that Brookdale Property Management may contact me to obtain information about my current circumstances and to obtain references as required including current employer, previous employer, Accountant's reference or any other references requested and agreed.

**Signature**

**Name**

**Date**

**Referees:** This authority of reference relates to the following applicant(s)

**Name(s)**

## Section 12: Declaration

I have read and understood section 10 and it's subsections relating to my submission of this application.

I declare that the information contained in this application is, to the best of my knowledge, correct.

### Applicant

**Signature**

**Date**

### Guarantor

**Signature**

**Date**

## Section 13: Additional information

Various sections of this application form require further details from you to support your application. Please use this space to give us any information you think relevant to your application.

## Section 14: What to do next

**BOOK AN APPOINTMENT !** It is possible that you were not the first person to view this property. We will take and process applications received from everyone who views the property and we will only cease Tenant viewings when the property is reserved.

Should you wish to apply for this property we urge you to book an application interview as soon as possible.

## Section 15: Our fees explained

### OUR FEES

Many agents make further charges before, during and at the end of the tenancy. Often Tenants are not made aware of these charges until they reach the point of signing the contract. We like to make our fees totally transparent.

Set out below are answers to common questions relating to our fees:

- 1) Is my application fee refundable if my application is rejected? (Yes - as long as your application is 100% honest)
- 2) Do you charge additional fees if I need a guarantor? (No)
- 3) Do you charge extra if more references are required? (No)
- 4) Do you charge extra for a credit check? (No)
- 5) During the tenancy are there any contract renewal fees? (No\*)  
\* unless a contract renewal is requested and agreed
- 6) Do you charge if I lose my contract and need a copy? (No)
- 7) Do you charge me for references if I decide to rent a property from another agent in the future? (No)
- 8) What notice period do I have to give after the initial fixed term? (One full calendar month)

Many agents insist on a two month notice period and most publish this as a positive aspect to Landlords - stating that they are maximising rental income. In fact, if you take a tenancy which requires a two month notice period you will find it very difficult to move to a new rental property as most Landlords are not willing to wait two months for rental income.

## Section 16: Office Info

|                        | Date                 | Time                         |
|------------------------|----------------------|------------------------------|
| <b>Home Inspection</b> | <input type="text"/> | <input type="text"/>         |
| <b>Outcome</b>         | <input type="text"/> |                              |
| <b>Monies</b>          | <input type="text"/> |                              |
|                        | <input type="text"/> |                              |
|                        | <input type="text"/> |                              |
|                        | <input type="text"/> | Specify <input type="text"/> |
|                        | <input type="text"/> |                              |