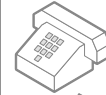


Brookdale

Property Management Ltd.

E: info@brookdale-pms.co.uk W: www.brookdale-pms.co.uk

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



Tel: (01733) 327788



Fax: 0845 384 9336

Tenancy Application

(One required for each applicant)

Please complete all sections of this application form providing as much detail as possible.

1) Data Protection

Brookdale Property Management Limited are committed to keeping your personal details secure (our Privacy Policy can be viewed at www.brookdale-pms.co.uk) and we will only pass on your details, with your agreement, for the process of referencing and credit checking your application.

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 right to rent Passport, EU ID Card,
visa or other

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

(Please also provide statements for any savings accounts you have)

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.

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

Will the property you are applying for be your only place of residency?

 Yes No

(if NO please provide details of other your other residence(s) in the space below)

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

Mobile

Alternative Contact (Optional)

Work

Department/Extension:

Personal E-mail address

National Insurance no.

Your Nationality

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

Current status

 Rented Owned With Parents Other

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)

It would be helpful if you could please let the landlord/agent know that they may receive a reference request from ourselves. This will help speed up the referencing process

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)

It would be helpful if you could please let the landlord/agent know that they may receive a reference request from ourselves. This will help speed up the referencing process

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)

It would be helpful if you could please let the landlord/agent know that they may receive a reference request from ourselves. This will help speed up the referencing process

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

Section 3: More details about you

	Full name	M/F	Date of birth	Age
Children (who will be living with you at the property)	<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"/>
For security reasons, please provide details of any cars you wish to keep at the property	Make and model	Colour	Registration number	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	
	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Section 4: Your circumstances

Do you have any pets? (if yes please provide details)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Pet details <input type="text"/>			
Do you smoke?	<input type="checkbox"/> Yes	<input type="checkbox"/> No				
Do you have any criminal convictions?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Have you ever been declared bankrupt?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Have you ever NOT honoured a credit agreement?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Have you ever rented a property?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	(from a private Landlord, letting agent, local council, housing association or otherwise)
Have you ever had all or part of a tenancy deposit withheld?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	(if YES please provide details in the space below titled further information)			
Do you have any IVAs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Do you owe any back rent?	<input type="checkbox"/> Yes	<input type="checkbox"/> 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)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Have you ever been evicted from or been served notice to vacate a property?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	(if YES please provide details in the space below titled further information)

Further Information: Please use this space to provide further information re: the above

Section 5: Your income

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

Do you have any savings? If so how much?

Details of other income

Section 6: Your monthly expenditure (if you make weekly payments please adjust accordingly)

Mortgage/Rent	<input type="text"/>
Council Tax	<input type="text"/>
Loans/HP	<input type="text"/>
Purpose of loans/HP	<input type="text"/>
Total Loans/HP outstanding	<input type="text"/>
Approx. repayment date	<input type="text"/>
Total Credit Card Balance	<input type="text"/>
Utility bills (approximate)	<input type="text"/>
Other outgoings (please specify below)	<input type="text"/>
TOTAL	<input type="text"/>

Details of other outgoings

Section 7: Your employment (if you are self employed go to section 8)

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)

7.1 - 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

Contact numbers

Telephone

Fax

E-mail address (if
known)

Section 8: Self employment details - If Applicable

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

Business name (accountant)

Address

Post Code

Contact numbers Telephone Fax

E-mail address (if known)

Section 9: The property you are applying for

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 at the property. Please be aware that, with the exception of the cooker/oven, the Landlord will waive any liability for the maintenance of any free standing appliance(s) detailed.
- 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

Appliance Details

Tick

(choose one option)

A) Cooker only

B) Cooker plus those listed below

Appliances expected in addition to a cooker

Signed (Applicant) _____

Signed (Agent) _____

Section 10: Obligations and Monies Explained

AGREEMENT TO GRANT A TENANCY AT SOME FUTURE DATE FOR:

10.1 Your holding deposit explained

Thank you for applying to rent a property from one of our landlords. Before your application can be fully considered, you will need to pay to us a holding deposit that will equate to no more than one weeks' rental value for the property you are interested in. This section explains what happens to this holding deposit and the circumstances in which the deposit will / will not be refunded. It is important that you know your legal rights and accordingly you should feel free to seek independent legal advice before signing this or indeed and other document which we may put before you.

Once we have your holding deposit, current legislation stipulates that the necessary paperwork (the "Tenancy Agreement") should be completed within 15 days or such longer period as might be agreed. If both parties agree to it then the appropriate extension will be completed during the application process.

In either event should you decide not to proceed with the tenancy, then your holding deposit will be retained by our firm. By the same token, if you unreasonably delay in responding to any reasonable request made by our firm, and it turns out that you provided us with false or misleading information as part of your tenancy application or if you fail any of the checks which the Landlord is required to under the Immigration Act 2014, then again your holding deposit will not be returned. It will be retained by this firm and your Landlord.

However, if the Landlord decides not to offer you a tenancy for reasons unconnected with the above then your holding deposit will be refunded within 7 days. Should you be offered and you accept a tenancy with our Landlord, then your holding deposit will be credited to the first months' rent due under that tenancy.

Where, for whatever reason, your holding deposit is neither refunded nor credited against any rental liability, you will be provided with written reasons for your holding deposit not being repaid within 7 days.

You will not be asked to pay any fees or charges (for example, an application fee) in connection with your application for tenancy. However, if your application is successful you will be required to pay certain charges that are clearly outlined within the tenancy agreement in line with those detailed within the Tenant Fees Act 2019. In consideration of us processing your tenancy application, you agree to pay those fees to us on request.

Balance of monies (remainder of rent and deposit) to be paid upon or before moving in.

All payments must be in cleared funds. We do not accept credit card payments.

Brookdale Property Management are registered with Propertymark's Client Money Protection scheme.

Completing your application

It is agreed that the deadline for completing your application and thereafter entering into a tenancy agreement will be either (delete as appropriate)

- a. 15 days from this application _____
- b. If more than 15 days then extended until _____

Your holding deposit is £ _____

Signed by :

Prospective tenant 1 _____ Signature _____

Prospective tenant 2 _____ Signature _____

Prospective tenant 1 _____ Signature _____

Date ___ / ___ / _____

10.2 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/we understand that Brookdale, whilst taking necessary steps to limit disclosure of my/our personal details, I/we understand that it may be necessary to disclose my/our details to contractors/the Landlord or other parties in order to gain access to the property during the tenancy. 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.

10.3 Correspondence

For efficiency and environmental reasons, Brookdale will send all correspondence relating to your tenancy via e-mail. Legal documents such as Tenancy contracts are excluded and will be sent in paper format. We are aware that some Tenants - particularly if disability or other reasons prevent access to a computer this may be unacceptable. It is your responsibility to inform a member of our staff that e-mail correspondence is not appropriate.

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 the following references in my name.

Please sign all relevant boxes.

Applicant Name	<input type="text"/>	Date	<input type="text"/>
Signature	<input type="text"/>	Workplace	<input type="text"/>
Signature	<input type="text"/>	Previous Workplace	<input type="text"/>
Signature	<input type="text"/>	Agent/Landlord	<input type="text"/>
Signature	<input type="text"/>	Previous Agent/Workplace	<input type="text"/>
Signature	<input type="text"/>	Accountant	<input type="text"/>

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.

Any monies paid in relation to this application have been directly funded by the applicant(s).

Applicant

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: Office Info

	Date	Time	
Home Inspection	<input type="text"/>	<input type="text"/>	
Outcome	<input type="text"/>		
Monies	<input type="text" value="Rent:"/>	Specify	<input type="text"/>
	<input type="text" value="Deposit:"/>		
	<input type="text" value="TOTAL:"/>		

Your holding deposit is limited to the sum of one weeks' rent. The below table gives an approximation on what you should expect to pay:

Rent range	Holding deposit
£475 - £599	£105
£600 - £674	£135
£675 - £749	£155
£750 - £849	£170
£850 - £949	£195
£950 - £1,049	£215
£1,050 - £1,199	£240
£1,200 +	£275