

## Tenancy Application Form

(One required for each applicant)

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

### Step 1 Data Protection:

Brookdale Property Management Services Limited are committed to keeping your personal details secure ([our Privacy Policy can be viewed at www.brookdale-pms.co.uk](http://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.

**Data Protection:** I confirm that I agree with the use of my personal details for the process of this application as outlined above:

Signed (Applicant):

### Step 2 Documentation Checklist:

**Important:** Please complete all sections of this application form providing as much detail as possible. 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, visa or if you have Settled Status your SHARE CODE (see [gov.uk/prove-right-to-rent](http://gov.uk/prove-right-to-rent))

☐

**Share Code:**

**Financial (both required):** Last three months bank statements (for ALL/ANY accounts)

☐

**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

☐

### Step 3 Book An Interview:

Please call **(01733) 327788** to talk to a Property Manager who will discuss your application with you. Please feel free to email a copy of this application form and the required documentation to [apply@brookdale-pms.co.uk](mailto:apply@brookdale-pms.co.uk) 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:  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)

Name:

Dates:

Date of Birth:

Age:

Marital status:

Home Telephone:

Mobile:

Alternative Contact (Optional):

Work Telephone:

Department/Extension:

Email Address:

### Your current address

Your current address?

Postcode:

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

Postcode:

Time at this address:

Years:  Months:

Current Status:

Rented: ☐

Owned: ☐

With Parents: ☐

Other: ☐

If **Other**, please detail Current Status below:

If your **current property** is rented please provide the following

£

Private: ☐

Agency: Monthly: 

4 Weekly:

Housing Association/Council: 

With Parents: ☐

Other:

Department/Extension:

Postcode:

\_\_\_\_\_

\_\_\_\_\_

## Section 2: Previous Addresses (if less than 5 years at current address)

Postcode:

Years:  Months:

Rented:

Owned: ☐

With Parents: ☐

Other:

\_\_\_\_\_

If your **previous property** was rented please provide the following

Tenancy Start:

Tenancy End:

Type of Landlord (please tick)

Private: ☐

Agency: ☐

Housing Association/Council: ☐

Rent:

£

Monthly/weekly rent (please specify):

Monthly: ☐

4 Weekly: ☐

With Parents: ☐

Other: ☐

Landlord or Agent Name:

Specific contact (if Agency):

Department/Extension:

Address:

Postcode:

Telephone:

Fax:

Email Address (if known):

If you have lived at any other addresses in the last 5 years, aside from the above, please provide details below. Please include any addresses outside the UK:

:

## Section 3: More details about you

Children (who will be living with you at the property):

Full Name:

M/F:

Date of birth:

Age:

<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"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

## Section 4: Your circumstances

Do you have any pets?

Yes: ☐ No: ☐

If yes please provide 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)

Have you ever had all or part of a tenancy deposit withheld?

Yes: ☐ No: ☐

If yes please provide details:

Do you have any IVAs?

Yes: ☐ No: ☐

Do you owe any back rent?

Yes: ☐ No: ☐

(from 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 or been served notice to vacate a property?

Yes: ☐ No: ☐

If yes please provide details:

**Further Information:** Please use this space to provide any further information:

## Section 5: Your income

Net Pay:	<input type="text" value="£"/>	Monthly:	<input type="text"/>	Weekly:	<input type="text"/>
Bonus/Overtime:	<input type="text" value="£"/>	Monthly:	<input type="text"/>	Weekly:	<input type="text"/>
Tax Credits:	<input type="text" value="£"/>	Monthly:	<input type="text"/>	Weekly:	<input type="text"/>
Pensions:	<input type="text" value="£"/>	Monthly:	<input type="text"/>	Weekly:	<input type="text"/>
Other income: (please specify below)	<input type="text" value="£"/>	Monthly:	<input type="text"/>	Weekly:	<input type="text"/>
TOTAL:	<input type="text" value="£"/>	Monthly:	<input type="text"/>	Weekly:	<input type="text"/>

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

Details of other outgoings:

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

Employer Name:

**Address:**

Postcode:

### 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: Weekly: Monthly:

**Employment reference to be provided by:**

**Title:**

Forename(s):

**Surname:**

**Position:**

Telephone:

Dep/Ext.:

**Fax:**

\_\_\_\_\_

**Email Address (if known):**

7.1 - If you have been employed **less than 2 years** in the above position

Employer Name:

**Address:**

Postcode:

**Position:**

How long did you work 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: Weekly: Monthly:

## Employment reference to be provided by:

Title:

Forename(s):

Surname:

Position:

Telephone:

Fax:

Dep/Ext.:

Email Address (if known):

## Section 8: Self employment details - If Applicable

Trading Name:

Address:

Nature of business:

Postcode:

How long have you been trading?

Years:  Months:

Net profit (p/a): £

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(s):**

**Surname:**

**Position:**

**Telephone:**

Dep/Ext.:

**Fax:**

**Email 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:

(choose one option)

A) Cooker only: ☐

B) Cooker plus those listed below: ☐

Appliances expected in addition to a cooker:

Signed (Applicant):

Printed (Applicant):

Signed (Agent):

Printed (Agent):

## Section 10: Obligations and Monies Explained

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

Property:

#### 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.

**I/We the undersigned agree to our Holding Deposit being allocated against the first months rent or the full deposit 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 Services Ltd. 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 (please choose one option):

**A) 15 days from this application**

☐

Date:

**B) If more than 15 days then extended until**

☐

Date:

Your holding deposit is: £

Signed by:

Prospective tenant 1:		Signature:	
Prospective tenant 2:		Signature:	
Prospective tenant 3:		Signature:	
Prospective tenant 4:		Signature:	

## 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 Services Ltd. ("Brookdale" hereafter) 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 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 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 – through disability and/or limited access to a computer – may find this unacceptable. It is your responsibility to inform a member of our staff that email correspondence is not appropriate in your circumstances.

# Section 11: Reference authority

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

## 11.1 - Applicant's authority to obtain references

I hereby authorise Brookdale Property Management Services Ltd. to obtain the following references in my name.

Please sign all relevant boxes:

**Applicant Name:**

**Date:**

**Workplace:**

Signature:

**Date:**

**Previous Workplace:**

Signature:

**Date:**

**Agent/Landlord:**

Signature:

**Date:**

**Previous Agent/Workplace:**

Signature:

**Date:**

**Accountant:**

Signature:

**Date:**

## 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

Home Inspection:

Date:

Time:

Outcome:

Monies:

Rent: £

Deposit: £

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

Please be aware that in the event of a refund being made to your debit card, this may take several working days due to bank processing times.