

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

**1 : 01733 327 788** 

apply@brookdale-pms.co.ukwww.brookdale-pms.co.uk

# **Tenancy Application Form**

(One required for each applicant)

### 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) and we will only pass on your details, with your agreement, for the process of referencing, credit checking and any checks in relation to Anti-Money Laundering regulations.

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

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### 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)	
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	
Benefits	All information regarding any Universal Credit/PIP/etc for which you are entitled	
New Job?	Copy of employment contract or offer letter	
Home owner?	Mortgage statement	

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	e of residency? Yes: No:			
If NO please provide details of other your other residen	ce(s) in the space below:			
Cootion 1: Voi in Donos not alabaila				
Section 1: Your Personal details				
Title: Forename(s):	Surname:			
Previous surname/maiden name (please also tell us if you				
Name:	Dates:			
Date of Birth: Age:	Marital status:			
Home Telephone: Mobile:	Alternative Contact (Optional):			
Work Telephone:				
Department/Extension:				
Your Email Address:				
Your current address				
Your current address?	Time at this address:			
Tour current address:	Years: Months:			
Postcode:	Current Status:			
If you would prefer correspondence relating to this	Rented: Owned:			
application to be sent to an alternative address please provide details here below:	With Parents: Other:			
	If <b>Other</b> , please detail Current Status below:			

Reason for leaving this address:	
If your <b>current property</b> is rented please provide	le the following
Tenancy Start:	Rent:
	£
Type of Landlord (please tick)	Monthly/weekly rent (please specify):
Private: Agency: With Parents:	Monthly: 4 Weekly:
Housing Association/Council:	Other:
Londland on Ament Name:	
Landlord or Agent Name:	
Address:	Telephone:
	Email (if known):
Postcode:	
1 3333331	
Section 2: Previous Addresses (if less	than 5 years at current address)
Cotion 2. 1 To vious / (daresses (ii less	
Your previous address:	Time at this address:
	From: To:
Postcode:	
Current Status:	
Rented: Owned: With Parents: Other	er: (
If your <b>previous property</b> was rented please pr	
	ovide the following
Tenancy Start:	ovide the following  Rent:
	Rent:
	Rent:
Tenancy Start:	Rent:
Tenancy Start:  Type of Landlord (please tick)  Private: Agency: With Parents:	Rent:  £  Monthly/weekly rent (please specify):  Monthly:  4 Weekly:
Tenancy Start:  Type of Landlord (please tick)	Rent:  £  Monthly/weekly rent (please specify):

<sup>\*\*</sup>Please continue overleaf

Landlord or Agent Name:				
Specific contact (if Agency):				
	ment/Exten	sion:		
Address:	Telepho	one:		
	Email A	ddress (if kr	own).	
Postcode:		daress (ii ki		
1 03:000.	) [			
If you have lived at any other addresses in the last 5 ye below. Please include any addresses ouside the UK:  Section 3: More details about you	ears, aside f	rom the abo	ve, please pro	ovide details
Children (who will be living with you at the property):	M/F:	Date of bi	rth.	Agai
uii Nairie.	1471.	Date of bi	1 (11.	Age:
For security reasons, please provide details of any cars Make and model:	you wish to Colour:		property: egistration nu	umber

<sup>\*\*</sup>Please continue overleaf

Section 4: Your circ	cumstances	
Do you have any pets? If yes please provide details:	Yes: No:	Have you ever had all or part Yes: No: of a tenancy deposit withheld?  If yes please provide details:
Do you smoke?	Yes: No:	Do you have any IVAs? Yes: No:
Do you have any criminal convictions?	Yes: No:	Do you owe any back rent? Yes: No:
Have you ever been declared bankrupt?	Yes: No:	(from a private Landlord, letting agent, local council, housing association or otherwise)
Have you ever NOT honoured a credit agreement?	d Yes: No:	Do you have County Court Judgements against you (either settled or unsettled)?  Yes: No:
Have you ever rented a property?	Yes: No:	Have you ever been evicted from or been served notice to vacate a property?
(from a private Landlord, letting a housing association or otherwise)		Yes: No: No:
Section 5: Your inc	ome	
Net Pay:	£	Monthly: Weekly:
Bonus/Overtime:	£	Monthly: Weekly:
Tax Credits:	£	Monthly: Weekly:
Any Benefits (PIP, U/C, etc):	£	Monthly: Weekly:
Other income: (please specify below)	£	Monthly: Weekly:
TOTAL:	£	Monthly: Weekly:
Do you have any savings?  If so how much:	£	
Details of other income		

Mortgage/Rent:	£		
Council Tax:	£		
Loans/HP:	£		
Purpose of loans/HP:			
Total Loans/HP outstanding:	£	Approx. repayment date:	
Utility bills (approximate):	£		
Other outgoings: (please specify below)	£		
TOTAL:	£		
Details of other outgoings:			

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

## Section 7: Your employment (if you are self employed go to section 8) **Employer Name:** Position: Address: How long have you worked for this company? Postcode: 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(s): Surname: Position: Telephone: Email Address (if known): Dep/Ext.: 7.1 - If you have been employed less than 2 years in the above position **Employer Name:** Address: Position: How long did you work for this company? Postcode: Months: Years: Describe your employment situation: E.g. Full time/part time/temporary/agency/new offer of employment etc. **Gross Pay:** Per Annum: Monthly: Weekly:

<sup>\*\*</sup>Please continue overleaf

Employment reference to be provide	ded by:
Title: Forename(s):	Surname:
Position:	
Telephone:	Email Address (if known):
Dep/Ext.:	
<b>Section 8</b> : Self employment c	details - If Applicable
Trading Name:	
Address:	Nature of business:
	How long have you been trading?
Postcode:	How long have you been trading?  Years: Months:
	rears.
Net profit (p/a): £	
Describe your position (owner, partner etc.?):	
Please provide any further information you f	feel is relevant to your self employment status:
A consistent vaforence to be muchiale	ad lav.
Accountant reference to be provide	ed by:
Title: Forename(s):	Surname:
Position:	
Telephone:	Email Address (if known):
Dep/Ext.:	

### 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	e no specific requirements p	lease write "NONE" below	
Applian	ce Details:	(choose one option)  A) Cooker only:  B) Cooker plus those listed below:	
Appliance	es 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 you will need to pay to us a holding deposit that will ed you are interested in. This section explains what happen deposit will / will not be refunded. It is important that you seek independent legal advice before signing this or	quate to ns to this ou knov	no more than one wee s holding deposit and v your legal rights and	eks' rental value for the the circumstances in wh accordingly you should	property nich the I feel free
Once we have your holding deposit, current legislation Agreement") should be completed within 15 days or su then the appropriate extension will be completed durin	ch longe	er period as might be a		
In either event should you decide not to proceed with the firm. By the same token, if you unreasonably delay in returns out that you provided us with false or misleading of the checks which the Landlord is required to under the notice be returned. It will be retained by this firm and your	espondir informa he Immi	g to any reasonable re tion as part of your te gration Act 2014, then	equest made by our firm nancy application or if y	n, and it ou fail any
However, if the Landlord decides not to offer you a tendeposit will be refunded within 7 days. Should you be cholding deposit will be credited to the first months' ren	offered a	nd you accept a tenar		
Where, for whatever reason, your holding deposit is ne be provided with written reasons for your holding deposit.	ither refu	unded nor credited ag		you will
You will not be asked to pay any fees or charges (for exfor tenancy. However, if your application is successful youtlined within the tenancy agreement in line with those us processing your tenancy application, you agree to possible the undersigned agree to our Holding Deposit be	kample, a ou will b se detaile ay those sing alloc	an application fee) in c e required to pay cert ed within the Tenant F fees to us on request cated against the first	connection with your ap ain charges that are clea ees Act 2019. In conside months rent or the full	arly eration of
Balance of monies (remainder of rent and deposit) to be all payments must be in cleared funds. We do not access Brookdale Property Management Services Ltd. are regions.	ept credi	t card payments.		scheme.
Completing your application:				
It is agreed that the deadline for completing your agreement will be either (please choose one option		ion and thereafter e	ntering into a tenanc	У
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 checks and any checks relating to Anti-Money Laundering regulations. 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**

Please call (01733) 327788 to talk to a Property Manager who will discuss your application with you. 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.

Please feel free to email a copy of this application form and the required documentation to 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.

Section 15: Office Info				
Home Inspection:	Date:	Time:		
	Outcome	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.