



INDIVIDUAL APPLICATION FORM

The application form presented to you at the viewing must be returned to our office within twenty-four hours. once the holding deposit has been paid. If it has not, the property will be put back on the market and we will start showing other prospective tenants. If any additional jobs are required prior to commencement of tenancy they need to be put into writing when handing in the application. Tenants are responsible for the payment of all outgoings to include Council Tax, Water Rates, Electricity, Gas and TV Licence.

SUPPORTING DOCUMENTATION

- Proof of income (i.e. 3 months' pay slips or bank statements where requested) all applicants must be earning at least two and a half their portion of the monthly rent or a guarantor will be required.
- Proof of identification: 1 = photo ID & 1 = proof of residency (bank statement is not sufficient)
- Before moving into the property, we will require one month's rent in advance, one month's rent as a bond, £100.00 lease fee and £150.00 per applicant for checking references
- Funds must be cleared before keys are handed over. Preferred type of payment is internet transfer.
- Proof of indemnity insurance for accidental damage to landlord's possessions.

DECLARATION

I hereby confirm that I have read and understood the above requirements for renting a property through Shortland Horne. I understand that the holding deposit I have paid is non-refundable and will be withheld if I do not take a property for whatever reason and that it may be withheld if I do not pay all outstanding funds within seven days of application (unless otherwise agreed in writing).

The application for this property is subject to references and contract. It is not an offer of tenancy.



Shortland Horne work in partnership with Inspire Insurance. By signing this document you are agreeing for Inspire to contact you to arrange a quote for indemnity insurance. If supplying your own insurance, please tick this box to opt out of being contacted.



Shortland Horne are partner agents of Virgin Media. Our clients have access to exclusive offers on broadband, TV and phone line packages. Virgin Media will contact you to discuss your media requirements. Please tick this box if you prefer not to be contacted.

1. DETAILS OF APPLICATION

Property		Proposed Rent		Length of lease	
Proposed move in date		Bond		Fee's	
		Balance Due			

2. APPLICANT'S DETAILS

Title	First Name	Initials	Surname	Other Name	Date of birth
Children	Ages	Pets	Breed	Smoker	Yes / No

Name Printed	Signed	Date

BANK TRANSFERS: Ac Name: Shortland Horne - Sort Code: 401857 – Account No.: 53000125

PLEASE NOTE: WE CAN NOT ACCEPT CASH PAYMENT FOR RENT OR BOND

If cash is paid directly into our account a fee of 3% will be paid by you.

3. CURRENT ADDRESS OF THE PROSPECTIVE TENANT

Address (1)									
Period at address		Years		Months	Tel No. (inc. code)				
Email				Mobile					
Owner	<input type="checkbox"/>	Council Tenant	<input type="checkbox"/>	Private Tenant	<input type="checkbox"/>	Living with parents / relatives	<input type="checkbox"/>		
Landlord / Agent Name (if applicable)									
Address					Postcode				
Tel No.			Email						
Have you any County Court Judgements, Court Decree, Bankruptcy or Administration Orders? (if Yes, please give details on separate sheet)						Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

3.2 PREVIOUS ADDRESS (ES)

Address (2)						
Postcode		Period at address		Years		Months
Address (3)						
Postcode		Period at address		Years		Months

4. EMPLOYMENT

Employed	<input type="checkbox"/>	Self Employed	<input type="checkbox"/>	On Contract	<input type="checkbox"/>	Student	<input type="checkbox"/>	Independent Means	<input type="checkbox"/>
Please give details of current Employer / Pension Administrator / Auditor / Solicitor (delete as appropriate)									
Company Name				Contact Name / Position					
Address					Postcode				
Tel			Fax			Email			
Job title			Salary			Start Date			
Any other income									
Is this position permanent Yes <input type="checkbox"/> No <input type="checkbox"/>									
Will your employment change before the proposed tenancy starts? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, please provide details.									

4.2 PREVIOUS EMPLOYMENT

If you have not been in your current employment for at least 18 months, please provide details (attach separate sheet if necessary)										
Company Name			Address							
Tel			Fax / Email			Start Date			End Date	

5. BANK DETAILS

Company Name			Address				Postcode		
Account Name			Account Number				Sort		

6. NEXT OF KIN (Excluding other applicants for this property)

Name		Address		Postcode	
Tel		Mobile		Relationship	

7. ANY OTHER RELEVANT INFORMATION

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8. LIST OF ANY REPAIRS OR REQUESTS

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9. DECLARATION

I hereby confirm that the information provided by me is to the best of my knowledge true. I consent to this information being verified by contacting the third parties detailed in this form. I understand that the results of the findings will be forwarded to the landlord and may be accessed again should I default on my rental payment or apply for a new tenancy agreement in the future. I agree that Shortland Horne or their approved agent may search the files of a credit reference agency and IDS Ltd the insurance industry's data collection agency, which will keep a record of that search. I understand that I may request the address of the Credit Reference Agency to whom I may then apply for a copy of the information provided.

I also understand that in the event of my defaulting on the rental payment that any such default may be recorded with the Credit Reference Agency and IDS Ltd, who may supply the information to other credit companies or insurers in the quest for the responsible granting of tenancies, insurance and credit.

I understand that in the event of any default by me in respect of the covenants in my tenancy agreement with my landlord, the information contained herein may be disclosed to Shortland Horne and / or one or more tracing companies and / or debt collection agencies in order to recover any monies due or to trace my whereabouts. I understand that the information provided by me may be transferred to a country outside of the EU for the purposes only of processing this referencing application, notwithstanding such transfer, Shortland Horne will remain the Data Controller for the purposes of this application.

The information provided in this form by me is information as described in Ground 17 of the Housing Act 1996 and I understand that if any information within this application is found to be untrue, it is grounds for termination of the tenancy. I also understand that any default in the payment of rent may affect any future application for tenancies, credit or insurance and that the assessment of this application presumes that at some time during the tenancy agreement, I may be granted or allowed some form of deferred payment.

Name Printed	Signed	Date

I hereby authorise my Bank or Building Society to respond to status enquiries made in respect of this application.