

Kirby Farm, Tetney Road, Humberston Grimsby, NE Lincolnshire DN36 4JN Tel/Fax: 01472 816 859 Mobile Phone: 07775 932543 / 07803 841458 Email: mark@markanglinassociates.co.uk jacob@markanglinassociates.co.uk



## **Property Letting Specialists**

## NEW TENANT PROPERTY APPLICATION

Please ensure you supply all relevant information and documents required are enclosed with your application. Please ask if you are unsure about any of the information being requested. \*Subletting is not permitted

\*A guarantor and references will be required \*No pets are allowed without prior written consent from the landlord.

PROPERTY DETAILS PROPERTY ADDRESS: DATE OF APPLICATION WHAT DATE COULD YOU MOVE IN? PERSONAL DETAILS **TENANT 1 TENANT 2 FULL NAME** TELEPHONE NUMBER DATE OF BIRTH NATIONAL INSURANCE NUMBER **CURRENT ADDRESS** HOW LONG HAVE YOU LIVED AT YOUR CURRENT ADDRESS? E.MAIL ADDRESS DO ANY RESIDING MEMBERS SMOKE? YES / NO YES / NO DO YOU HAVE ANY PETS? YES / NO YES / NO HAVE YOU EVER BEEN EVICTED? YES/NO YES/NO HAVE YOU EVER BEEN ISSUED A NOTICE FROM A LANDLORD? YES / NO YES/NO If you answered yes to any of the above, please give further details; CURRENT LANDLORD'S NAME CURRENT LANDLORD'S ADDRESS CURRENT LANDLORD'S TELEPHONE NUMBER EMPLOYMENT INFORMATION CURRENT EMPLOYER NAME EMPLOYER ADDRESS EMPLOYER TELEPHONE NUMBER: TIME AT EMPLOYMENT: CONTACT NAME FOR REFERENCE: EMPLOYER E.MAIL ADDRESS: HAVE YOU HAD ANY LONG TERM ABSENCE? IS YOUR JOB PERMANENT?

| BENEFITS  |   | TENANT 1                  | TENANT 2             |  |  |  |  |
|---|---|---------------------------|----------------------|--|--|--|--|
| DO YOU CLAIM LHA or U/CREDIT?   |   |                           |                      |  |  |  |  |
| LHA or U/C CLAIMANT NUMBER/S  | :   |                           |                      |  |  |  |  |
| DO YOU CLAIM ANY OTHER BENER  | DO YOU CLAIM ANY OTHER BENEFITS?  |                           |                      |  |  |  |  |
| INFORMATION TO SUPPLY   |   |                           |                      |  |  |  |  |
| PLEASE PROVIDE PHOTOCOPIES OF ANY 2 OF THE FOLLOWING FOR EACH TENANT AS PROOF OF IDENTITY & N.I. NUMBER;  |   |                           |                      |  |  |  |  |
| Birth or Marriage Certificate   | 2 x Payslips  | P45                       |                      |  |  |  |  |
| O Passport  | ○ Working Tax Credit OR Child Tax Credit ○ Utility Bill i.e. Gas/Electric, Council Tax Bill |                           |                      |  |  |  |  |
| O Driving Licence   | O Pension Credit Letter   |                           |                      |  |  |  |  |
| PLEASE PROVIDE A PHOTOCOPY OF ALL OF THE FOLLOWING DOCUMENTS FOR EACH TENANT PROVING YOUR INCOME, YOUR BENEFIT ENTITLEMENTS, ALLOWANCE, PENSIONS (INCLUDING PRIVATE PENSION) & ANY OTHER INCOME |   |                           |                      |  |  |  |  |
| Benefit Award Letter  | ○ Working Tax Credit AND Child tax credit letter ○ Pension Credit Letter                    |                           |                      |  |  |  |  |
| Proof of Maintenance  | Student Grant / Loan Letter Proof of any other income                                       |                           |                      |  |  |  |  |
| PLEASE PROVIDE A PHOTOCOPY  | OF ALL OF THE FOLLOWING DOCU  | MENTS PROVING YOUR BANK D | ETAILS               |  |  |  |  |
| Bank statements for the last 2 i  | months Up to date bank or build   | ling society books        |                      |  |  |  |  |
| Savings /Investments  |   |                           |                      |  |  |  |  |
| PLEASE PROVIDE A PHOTOCOPY OF ONE OF THE FOLLOWING PROVING YOUR EARNINGS (IF APPLICABLE)  |   |                           |                      |  |  |  |  |
| If you are paid weekly, please prov   | ide last 5 payslips   |                           |                      |  |  |  |  |
| If you are paid Monthly, please pro   | vide last 2 payslips  |                           |                      |  |  |  |  |
| If you are paid every 2 weeks, plea   | se provide last 6 payslips  |                           |                      |  |  |  |  |
|   | all names of <b>ALL</b> persons that will be OVER 18 AND ARE NOT WORKING N                  |                           | 'S INFORMATION       |  |  |  |  |
| FULL NAME   |   | MALE                      | FEMALE DATE OF BIRTH |  |  |  |  |
|   |   |                           |                      |  |  |  |  |
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| NEXT OF KIN: Please give details of any family member or friend you may wish us to contact in the event of any emergency  |   |                           |                      |  |  |  |  |



Kirby Farm, Tetney Road, Humberston Grimsby, NE Lincolnshire DN36 4JN **Tel/Fax: 01472 816859** 

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## **Property Letting Specialists**

| REFERENCES: Please give details of two people we may obtain a character reference from.  PLEASE NOTE: THIS MUST NOT BE A FAMILY MEMBER   |                                      |                    |                |          |  |  |
|--|--------------------------------------|--------------------|----------------|----------|--|--|
| REFERENCE 1  |                                      | TENANT 1           |                | TENANT 2 |  |  |
| FULL NAME  |                                      |                    |                |          |  |  |
| ADDRESS  |                                      |                    |                |          |  |  |
| TELEPHONE NUMBER/S   |                                      |                    |                |          |  |  |
| NUMBER OF YEARS KNOWN TO TENANT  |                                      |                    |                |          |  |  |
| IN WHAT CAPACITY IS THIS PERSON KNOWN TO YOU   | J                                    |                    |                |          |  |  |
| REFERENCE 2  |                                      | TENANT 1           |                | TENANT 2 |  |  |
| FULL NAME  |                                      |                    |                |          |  |  |
| ADDRESS  |                                      |                    |                |          |  |  |
| TELEPHONE NUMBER/S   |                                      |                    |                |          |  |  |
| NUMBER OF YEARS KNOWN TO TENANT  |                                      |                    |                |          |  |  |
| IN WHAT CAPACITY IS THIS PERSON KNOWN TO YOU   | J                                    |                    |                |          |  |  |
| GUARANTOR DETAILS (A Guarantor is no   | ot required for                      | a room in a shared | house)         |          |  |  |
| A Guarantor is required to sign the Tenancy Agreement with the Tenant/s and agrees to act as a guarantor for the life of the tenancy whether it be fixed term or periodic. This means that once the initial 6 month/1 year fixed term agreement has expired and the tenancy agreement becomes periodic that your liability as guarantor will continue for as long as the tenancy continues and upto the date that the tenancy is legally ended either by the tenant/s giving valid notice as per the terms of the tenancy agreement or by the tenancy being legally ceased by the Courts or Mark Anglin Associates Ltd |                                      |                    |                |          |  |  |
| GUARANTOR'S FULL NAME  |                                      |                    |                |          |  |  |
| GUARANTOR'S ADDRESS  |                                      |                    |                |          |  |  |
| YEAR PROPERTY WAS PURCHASED:   |                                      |                    |                |          |  |  |
| GUARANTOR'S TELEPHONE NUMBER/S   | GUARANTOR'S TELEPHONE NUMBER/S Home: |                    | Mobile:        |          |  |  |
| GUARANTOR'S NATIONAL INSURANCE NO.   |                                      |                    | Date of Birth: |          |  |  |
| GUARANTOR'S EMAIL ADDRESS:   |                                      |                    |                |          |  |  |
| PLEASE GIVE DETAILS OF ANY CCJs OR CHARGING<br>ORDERS ON YOUR PROPERTY   |                                      |                    |                |          |  |  |
| GUARANTOR MUST PROVIDE A PHOTOCOPY OF; PROOF OF IDENTITY, ADDRESS & INCOME   |                                      |                    |                |          |  |  |

PROOF OF IDENTITY CAN BE: PHOTOGRAPHIC IDENTIFICATION I.E. DRIVING LICENCE OR PASSPORT PROOF OF ADDRESS CAN BE: COUNCIL TAX BILL, ANY CURRENT UTILITY BILL OR TAX LETTER PROOF OF INCOME MUST BE: EITHER 2 x MONTHLY PAY SLIPS OR 6 x WEEKLY PAYSLIPS

| CONSENT   |                   |          |           |  |  |  |
|---|-------------------|----------|-----------|--|--|--|
| I/We consent to Mark Anglin Associates Ltd carrying out the relevant references (from current and previous landlords and employer), credit checks and land registry checks where required. I/We fully understand that by signing as a Tenant or as a Guarantor for any tenancy that you are liable for any rent or monies due and remaining unpaid under the terms of the tenancy agreement once it has commenced until it is legally ceased. (This includes any future periodic tenancies). I/We understand that ALL tenants & guarantor/s will need to be present at the time of signing the tenancy agreement. Along with all tenant/s and guarantor/s, a member of staff from Mark Anglin Associates Ltd will complete & check your documents. Your data is protected by the General Data Protection Regulation. Please request a copy of this policy at any time from the Data Protection Officer at Mark Anglin Associates Ltd. |                   |          |           |  |  |  |
|   | Tenant 1          | Tenant 2 | Guarantor |  |  |  |
| SIGNED:   |                   |          |           |  |  |  |
| PRINT NAME:   |                   |          |           |  |  |  |
| DATE:   |                   |          |           |  |  |  |
| "PLEASE DO NOT GIVE ANY FALSE INFOMATION AS THIS WILL AUTOMATICALLY REJECT YOUR APPLICATION FOR THIS PROPERTY AND FURTHER PROPERTIES.   |                   |          |           |  |  |  |
| ANY ADDITI  | ONAL INFORMATION: |          |           |  |  |  |
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