



APPLICATION FOR RENTED ACCOMMODATION

Each adult must complete a separate application

Which property do you wish to rent?.....

Date property required from:.....

Length of tenancy required:.....

Rental:

Deposit (usually one months rent **PLUS** £100):
(eg if the rental is £450 pcm then the deposit will be £550) A larger deposit will often be required for higher rental property

A non- refundable fee to cover administration and referencing costs of 140.00 plus VAT (£164.50) is required on receipt of all tenancy applications. This covers up to two applicants – each further adult applicant will incur an additional fee of £30.00 plus VAT (£35.25)

Signed: **Date:**

DECLARATION: I hereby declare that the above information is true and correct and that I have withheld no information material to this application, whether the subject of an application form question or not. I confirm I am happy for Abbey Gate or their appointed referencing agencies to carry out a credit search with a Credit Reference Agency and apply for appropriate references.

**ALL TENANCIES ARE SUBJECT TO SATISFACTORY REFERENCES BEING RECEIVED
& LANDLORDS APPROVAL**

All initial monies on signing of the tenancy agreement (deposit, first months rental, fee etc) must be presented in cleared funds. We reserve the right to decline any application on whatever grounds. Proof of identity must be presented at the time contracts are signed – i.e. passport; driving licence; identity card; utility bill along with credit/bank card; birth certificate etc.

12-13 High Street
Battle
East Sussex
TN33 0AE

Tel: 01424 772477
Fax: 014 24 775327
Email: mail@abbey-gate.co.uk
www.abbey-gate.co.uk

Part B To be completed by the applicant *Mandatory for all assessments*

If more than one applicant, all remaining sections must be completed as appropriate for each.

How do you propose to pay the rent?

Own means

Housing Benefit

Please give the names of all adult tenants moving into the property

	First Name	Middle Initial(s)	Surname	Share of Rent
Tenant 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>
Tenant 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>
Tenant 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>
Tenant 4	<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>
Tenant 5	<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>
Tenant 6	<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>

Part C To be completed by the applicant **Mandatory fields*

Please complete **ALL** boxes. If more than one applicant, Parts C to I inclusive must be completed as appropriate for each.

Personal Details:

Mr/Mrs/Miss/Ms* Other (please specify)

Surname*

First Name* Middle Initial(s)

Date of Birth* / /

Sex Male Female

Marital Status Maiden Name

Daytime Telephone Number* Evening Telephone Number

Mobile Telephone Number

Email Address

Do you have any pets? Yes No

Are you a smoker? Yes No

Names of children living in the property and their dates of birth:

1)	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
2)	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
3)	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
4)	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

Current Address:

House Number / Name*

Flat Number / Name*

Street

Town

District

County Postcode*

Status (circle one)* Owner Rented Living with parents Council tenant

Other (please specify)

Part C (Continued) To be completed by the applicant *Mandatory fields

Previous Address:

Enter this information only if you have lived at your current address for less than 3 years otherwise leave blank.

House Number / Name*			
Flat Number / Name*			
Street			
Town			
District			
County		Postcode*	
Status (circle one)	<input type="checkbox"/> Owner	<input type="checkbox"/> Rented	<input type="checkbox"/> Living with parents
Other (please specify)	<input type="text"/>		

Part D To be completed by the applicant for Comprehensive Assessments *Mandatory fields

Employment Details:

Employment status	<input type="checkbox"/> Employed	<input type="checkbox"/> Self-Employed	<input type="checkbox"/> Unemployed	<input type="checkbox"/> Student	<input type="checkbox"/> Retired	<input type="checkbox"/> Payment in Advance
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If you have indicated unemployed or student and you are currently or have previously lived in rented accommodation, proceed to Landlords details in this part, otherwise proceed to Part E. If you are unable to provide any employment details a guarantor may be required. To avoid delay please arrange for the proposed guarantor to complete Parts A, B, F, G, H and I of this form.

Profession	<input type="text"/>		
Annual Income (gross)*	£ <input type="text"/>	Employment Start Date*	<input type="text"/> / <input type="text"/> / <input type="text"/>
Payroll / Pension Number	<input type="text"/>		

Additional Income (if applicable):

Are your circumstances likely to change?* Yes No

If Yes, please give further details*

If you have additional income, please advise how much per annum* £

Source of additional income

Employer Details:

If you are employed, self-employed or retired, give details of your employer, accountant or pension provider (alternatively you may provide proof of pension) below, and authorise them to reply to the enquiries which will be made to verify this information.

Please complete ALL boxes, including contact details for referee.

Employer / Accountant / Pension Provider	<input type="text"/>		
Office / House Name	<input type="text"/>		
Street Number / Name	<input type="text"/>		
Town	<input type="text"/>		
County		Postcode*	
Contact Name*	<input type="text"/>		
Contact Job Title*	<input type="text"/>		
Daytime Telephone Number (please include STD code)*	<input type="text"/>		
Mobile Telephone Number (please include STD code)	<input type="text"/>		
Email Address*	<input type="text"/>		
Fax Number*	<input type="text"/>		

➤ **Part D (Continued) To be completed by the applicant** *Mandatory fields

Landlord Details:

Complete this section if you indicated that you are or have lived in rented accommodation.

Please complete **ALL** boxes, including individual contact details (telephone and fax number) for landlord or current managing agent.

Landlord or Agent Name*			
Office / House Name			
Street Number / Name			
Town			
County		Postcode*	
Daytime Telephone Number*		Evening Telephone Number	
Mobile Telephone Number			
Email Address*			
Fax Number*			

➤ **Part E To be completed by the applicant for Comprehensive Assessments** *Mandatory fields

Bank / Building Society Details:

Name of Bank*			
Address*			
Account in the Name of*			
How long with this Branch?			
Sort Code*		Account Number*	
Do you have a Cheque Guarantee Card?			Yes <input type="checkbox"/> No <input type="checkbox"/>

Confidentiality Note

The information contained within this application is being transmitted to and is intended only for the use of Letsure. If the reader of this message is not the intended recipient, you are hereby advised that any dissemination, distribution or copy of this application is strictly prohibited. If you receive this application in error, please immediately notify us by calling **08700 777808**.

Part E (Continued) To be completed by the applicant *Mandatory fields

Applicant's Consent:

The information, which I have given in my Application Form, is true to the best of my knowledge. I consent to this information being verified by fair and lawful means, which I understand will involve contacting referees and licensed credit reference agencies. I understand the resulting verified information would be forwarded to the letting agency and/or to the landlord. The results may also be accessed again if I apply for a tenancy in the future.

I consent to Lumley Letsure Limited searching information held by a credit reference agency and agree that Lumley Letsure Limited and the credit referencing bureau will keep a record of that search and the results from that search. The results of that search may show how I conduct my payments including rental payments and this may also be disclosed to the agency and may affect future credit applications. All such information which is revealed may be used by other lenders for the purpose of assessing applications from me and/or from members of my household and from time-to-time such information may be used for debt tracing and fraud prevention.

I hereby expressly consent to my personal details including any forwarding address at the determination of any tenancy being passed to the landlord and / or to the utility companies and / or to the local authority.

Otherwise all information will be treated as confidential.

I consent to the information contained in my Application Form being used by Lumley Letsure Limited and other members of the Lumley Group and Agent to notify me of other products and services as appropriate. Please tick box if you do not wish your information to be used by Lumley Letsure Limited and other members of the Lumley Group and Agent to notify you of other products and services.

I agree that information supplied by me will be held in accordance with the Company's notification under the Data Protection Act 1998. That you may record sensitive data as defined in the Data Protection Act 1998 and I understand that I have the right to ask for a copy of the information held about me subject to the payment of an administration fee that will be notified to me upon application, though it will not exceed the amount set by statute. I have the right to request that the information on me be amended if it is found to be incorrect.

(Please sign and date the form)

Signature:

Date

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Part F Guarantor's Details (if required) *Mandatory fields

Please note: to be acceptable as a guarantor you must be UK based and have a UK bank account.

Tenants to be guaranteed: Please give the names of all tenants you will be covering:

	First Name	Middle Initial(s)	Surname	Share of Rent
Tenant 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>
Tenant 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>
Tenant 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>
Tenant 4	<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>
Tenant 5	<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>
Tenant 6	<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>

Guarantor's Personal Details:

Mr/Mrs/Miss/Ms* Other (please specify)

Surname*

First Name* Middle Initial(s)

Date of Birth* / /

Sex Male Female

Marital Status Maiden Name

Daytime Telephone Number* Evening Telephone Number

Mobile Telephone Number

Email Address

Guarantor's Current Address:

House Number / Name*

Flat Number / Name*

Street

Town

District

County Postcode*

Status (circle one)* Owner Rented Living with parents Council tenant

Other (please specify)

Guarantor's Previous Address Enter this information only if you have lived at your current address for less than 3 years.

House Number / Name*

Flat Number / Name*

Street

Town

District

County Postcode*

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Part G Guarantor's Reference *Mandatory fields

Employment details:

Please note to be acceptable as a guarantor you must be employed / self-employed or have an additional source of income which can be verified.

Profession			
Annual Income (gross)*	£	Employment Start Date*	/ /
Payroll / Pension Number			

Additional Income (if applicable):

Are your circumstances likely to change?* Yes No

If Yes, please give further details*

If you have additional income, please advise how much per annum* £

Source of additional income

Employer Details:

If you are employed, self-employed or retired, give details of your employer, accountant or pension provider (alternatively you may provide proof of pension) below, and authorise them to reply to the enquiries which will be made to verify this information.

Please complete ALL boxes, including contact details for referee.

Employer / Accountant / Pension Provider			
Office / House Name			
Street Number / Name			
Town			
District			
County	Postcode*		
Contact Name*			
Contact Job Title*			
Daytime Telephone Number*		Mobile Telephone Number	
Email Address			
Fax Number			

Part H Guarantor's Bank/Building Society Details *Mandatory fields

Bank/Building Society Details:

Name of Bank*			
Address*			
Account in the Name of*			
How long with this Branch?			
Sort Code*		Account Number*	
Do you have a Cheque Guarantee Card?			Yes <input type="checkbox"/> No <input type="checkbox"/>

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Part I Guarantor's Consent:

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I consent to Lumley Letsure Limited searching information held by a credit reference agency and agree that Lumley Letsure Limited and the credit referencing bureau will keep a record of that search and the results from that search. The results of that search may show how I conduct my payments including rental payments and this may also be disclosed to the agency and may affect future credit applications. All such information which is revealed may be used by other lenders for the purpose of assessing applications from me and/or from members of my household and from time-to-time such information may be used for debt tracing and fraud prevention.

I hereby expressly consent to my personal details including any forwarding address at the determination of any tenancy being passed to the landlord and / or to the utility companies and / or to the local authority.

Otherwise all information will be treated as confidential.

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(Please sign and date the form)

Signature:

Date

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Definitions

Tenant Comprehensive	for applicants who are employed, self employed, retired or for applicants with a regular income who require an assessment that includes an employer's and where relevant a previous landlord's reference.
Tenant Standard	for applicants when employer's and previous landlord's reference is not required.
Guarantor Standard	for guarantors when an employer's reference is not required.
Comprehensive Guarantor	for guarantors who are employed, self employed, retired or guarantors with a regular income when an assessment is required that includes an employers reference.
Comprehensive Tenant with Guarantor	for applicants who are students, unemployed or on low income where an assessment is required that includes (where relevant), a previous landlord's reference for the applicant and an employer's reference for the guarantor.

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