

TENANT APPLICATION FORM

DATE RECEIVED: _____

Property: Code: Rental: £ PCM

Please complete a separate form for each adult who will be living in the property.

Full Name: Mr ☐ Mrs ☐ Miss ☐ Dr ☐ Other

Mobile Number: Work Number: Home Number:

Email Address: Date of Birth:

Nationality: Occupation: Smoker ☐ Non-Smoker ☐

Pets (type): Children (ages):

CREDIT CHECK/BANK DETAILS Length of Time with Bank:

Account Name: Account Number: Sort Code:

Adverse Credit History: Yes ☐ No ☐ If yes, provide details:

Present Address:

Occupant Status: Owner ☐ Tenant ☐ Council Tenant ☐ Living with Parents ☐ Other

Length of Stay: If less than 3 years, please provide previous addresses Reason for Moving:

REFERENCE 1 Existing Landlord Please notify them that we will be contacting them.

Name: Telephone Number:

Email:

Address:

REFERENCE 2 Current Employer Please notify your employer/accountant that enquiries will be made to verify the below information.

Company Name:

Contact Name: Telephone Number:

Address: Start Date:

Email: Payroll No:

Annual Salary: £ Full Time ☐ Part Time ☐ National Insurance No:

Additional Sources of Income: Yes ☐ No ☐ If yes, how much:

Are you aware of any matters that may cause your employment to change in the near future? Yes ☐ No ☐ If yes, provide details:

Next of Kin Other than spouse or live-in partner

Name: Relationship: Telephone No:

Address:

Do you intend to make a claim for any kind of housing benefit to assist with rent payments Yes ☐ No ☐

Date to Start Tenancy: Length of Tenancy: 12 Months ☐ 6 Months ☐ Other

Please note any specific requests here:

If rent is paid late, then there may be a charge for a reminder letter, text or email.

It is understood that the property is accepted in its general condition at time of viewing, unless the landlord or agent has confirmed otherwise in writing. It is the tenant's responsibility to ensure that they fully understand which items of furniture will remain or be removed prior to signing this Tenant Application Form. The landlord/agent will not enter into further discussions on any changes or improvements to the property after accepting the tenancy application.

I have received the Government How to Rent Guide with this application form. I have read and understood my rights.

I understand that I need to bring original documentation showing proof of my Right to Rent in the UK and a utility bill or bank statement (excl. phone bill) dated within the last 3 months to a Space Lettings office prior to the start of my tenancy. *[If you hold a UK passport or EEA/Swiss national passport/identity card please bring this to one of our offices. If you do not hold any of these documents please speak with a member of staff who can provide a list of other suitable documents.]*

I understand that if I default on my tenancy obligations, this information may be released (per S35 DPA 1988) to authorised debt recovery agencies and could affect any future applications I make for tenancies, credit and insurance.

It is agreed that Space Lettings Ltd can take up credit and other references, as required, and it is understood that this information may be provided to the landlord of the property. I understand that if any of the above information is found to be false or incorrect then the holding deposit will be used to cover the cost of the administration associated with the aborted tenancy.

I hereby agree that in the event of my withdrawal from renting this property prior to signing the Assured Shorthold Tenancy Agreement, the holding deposit will be used to cover the cost of the administration involved and any expenses incurred by the Landlord (including loss of rent), will be deducted from the portion of the first month's rent payable with the completion of this Tenancy Application Form.

I also agree under the General Data Protection Regulations 2016 (GDPR) for the details of this form to be shared with the landlord of the property.

Do you know of anything which may adversely affect your referencing? A failure to disclose information may result in you losing your holding deposit. Yes No Please tick as appropriate and provide any details below.

**One week's rent
is submitted by:**

Debit Card ☐ Cash ☐
Bank Transfer ☐

Please note we do not accept Credit Cards.

Monthly Rent: £

First Week's Rent: £

Signature:

Date:

**Additional
Information:**

For Completion by Space Lettings:

Application form checked?

Affordability checked?

ID checked and copy taken?

First week's rent (rounded down to whole number) taken?

IMPORTANT: PLEASE DETACH THIS INFORMATION SHEET AND RETAIN FOR REFERENCE

TENANT Q&A

“I’ve found a property. What happens next?”

How do I apply for a property?

We will give you a Tenant Application Form to complete. This can be either emailed to you or a paper copy given, or you can download a copy from our website. Please note that the application cannot be processed unless the application form has been completed in full. It is essential that all information given on the form is accurate as any knowingly false claims will result in the application being rejected with the loss of your holding fee if the Landlord suffers any loss due to taking the property off the market and this resulting in the property being unoccupied.

What happens to the personal information I supply to you?

Any personal information you supply to us will be treated confidentially and held in compliance with the General Data Protection Regulations 2016. On signing the application form you authorise us to share this information with the landlord in order that we can gain approval for the tenancy.

What deposit do I have to pay?

An initial payment of one week's rent is required as soon as you have selected a property. The remainder of the first month's rent, plus the deposit of 5 week's rent is payable when you move in.

Is my deposit refundable if things don't work out?

If you change your mind regarding renting a property then the holding fee rent be forfeited especially if the landlord has suffered costs due to stopping marketing the property. However if the landlord does not accept your offer then your holding fee will be refunded in full.

Will you stop viewings at my chosen property?

Once you have paid us your holding fee, and the Landlord of your chosen property has approved your application, we will cease all viewings. The choice of Tenant for the property is ultimately that of the Landlord. If two parties are competing for a property, it is the Landlord's prerogative to decide which one he favours and may not be determined by who viewed the property first. We are not able to discuss other offers made for a property.

When will I receive a Tenancy Agreement to sign?

The Tenancy Agreement will be emailed to you within 5 working days of us receiving your application forms and initial payment, assuming no delays are experienced in obtaining references. You should print two copies, sign both and return them to us. We will then either sign on behalf of the Landlord or obtain the landlord's signature as soon as satisfactory references have been obtained. The acceptance of your Tenancy Agreement by us on behalf of the Landlord is subject to satisfactory references.

How do I pay my rent each month?

Your rent should be paid each month by Standing Order and this is a condition of your tenancy agreement (we do not operate a direct debit system). We will give you the required Standing Order form for you to fill in and provide to your bank to set this up. It is your responsibility to make sure that this is implemented by your bank and that your rent reaches Space Lettings account on the designated date each month.

What do I need to do on Check-in Day?

On the day it has been arranged that you will move into your rental property, please come into the branch, bringing with you your signed Tenancy Agreements unless you have already sent those to us, the means to pay the remainder of the first month's rent and the deposit and ID proving your Right to Rent in the UK, unless we have already received a copy of this (<https://www.gov.uk/check-tenant-right-to-rent-documents>).

Your keys can be issued once ID has been checked, payment has been received and the tenancy agreement has been signed. It is not normally possible to release keys prior to the first day of the tenancy.

What do I need to pay on Check-in? How do I pay?

You will need to pay the remainder of the first month's rent in advance, plus the deposit which is normally 5 week's rent. Payment by Debit card is the preferred method of payment although a bankers draft or cash can also be accepted. Bank transfers or personal cheques are not acceptable on Check-in day. If you wish to pay by bank transfer, the money must have reached our account prior to check in, we advise making the payment at least 5 working days in advance of Check-in. If you wish to pay by bank transfer please request bank details from us. If you wish to pay by cheque, this should be made payable to "Space Lettings Limited" and we would need to receive it at least 10 days prior to Check-in.

How is my deposit held? How will it be returned when my tenancy ends?

Your deposit will be held in accordance with the regulations of the three government-run deposit schemes; which one will be determined by your landlord. At the end of your tenancy, the deposit can be released as soon as agreement is reached, in line with government regulations. For more information, go to www.thedisputeservice.co.uk

What about Water, Gas, Electricity, Council Tax and Telephone?

Unless otherwise agreed Space Lettings undertakes to take all meter readings at the beginning and end of the Tenancy. However you as the account holder are responsible for notifying the Utilities and Council Tax of change of Occupier. Unless stated in your Tenancy Agreement you will be responsible for paying these accounts. You must also make all arrangements for telephone and TV services yourself.

What about insurance?

Tenants should consider their need for insurance. Tenants are responsible for insuring their own possessions from the very beginning their tenancy and it is advisable to take out appropriate contents insurance.

What are my areas of responsibility as a Tenant?

In a Fully Managed property, Space Lettings acts as the agent of the Landlord and will aim to resolve any maintenance issues of which you notify us. However, you, as Tenant, are still reasonably expected to:

- do all day-to-day cleaning
- dispose of all rubbish
- do all window-cleaning
- change all light bulbs including bulbs in appliances
- do general household and garden maintenance, such as the cutting of grass (please refer to your contract for clarification).
- report to us any water leaks, however small.
- forward to us, at the branch, any post that may arrive for the Landlord or former Tenant(s).
- **safeguard all keys issued**. If you are locked out, you may be able to collect a spare set from us. Outside office hours, you will be responsible for arranging and paying for a visit from a locksmith. Further details are outlined in your Tenancy Agreement.

If you have a maintenance problem and Space Lettings manages the property, then you should call the branch which manages your property. If the Landlord manages the property, we will have given their details to you and you should contact them directly.

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