

**TENANCY APPLICATION FORM:**

Complete and return to: easilett, 82-83 High St, Lincoln, LN5 8AA (or info@easilett.com)

- A SEPARATE FORM MUST BE FULLY COMPLETED IN CAPITALS & BLACK INK BY EACH APPLICANT AGED 18 OR OVER, REGARDLESS IF THEY ARE A TENANT OR NOT, OR IF THEY CONTRIBUTE TO RENT OR NOT. FORM TO BE SIGNED ON PAGE 6.
- Please read 'Before Applying' [www.easilett.com/tenants/apply-for-property/before-applying](http://www.easilett.com/tenants/apply-for-property/before-applying) before applying.

**1. PROPERTY DETAILS**

<b>TODAY'S DATE:</b>	
1 <sup>st</sup> line of property Address:	
Rent amount per Month?	£
Date you'd like the tenancy to start:	
How long would you like to rent the property?	6 months <input type="checkbox"/> 12 <input type="checkbox"/> 24 <input type="checkbox"/> 36 <input type="checkbox"/> longer <input type="checkbox"/>

**Rent Payment Day:** *Please note: If managed your 1<sup>st</sup> month may have payment adjustment. Future rent will be paid on 1st each month*

(1) To move in you will need to pay the security deposit plus at least first month's rent in advance. Please call us to discuss if necessary.

(2) Future rents will be collected automatically by Standing Order up to 2 days before the 1st of each month to ensure rent is received on time.

**2. APPLICANT DETAILS**

Title:	Mr <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Dr <input type="checkbox"/> Other: <input type="checkbox"/>		
First Name:	Middle Name:		
Last Name:			
Maiden name (if applicable)	Other names you have been known by:		
Your date of birth:	National Insurance No:		
Marital status:	Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed <input type="checkbox"/> Engaged <input type="checkbox"/> With Partner <input type="checkbox"/>		
Do you smoke? (Please be honest)	No <input type="checkbox"/> Yes <input type="checkbox"/> Yes, but only outside <input type="checkbox"/>		
Details of <b>ALL Pets</b> intended to enter/live at the property: <i>(Whoever they belong to)</i>	<b>Pet Type &amp; Breed</b>	<b>Name</b>	<b>Age</b>
	1.		
	2.		
3.			
Agreed Pet Payment	£ (If pet, then what payment have you agreed to pay?)		
<b>Current address</b>			
Post Code:			
How long here?	<input type="text"/> Years <input type="text"/> Months		
Previous address if less than 3 years:	Provide previous addresses, dates of residency, (over 3 months), attach separate sheet if necessary.		
<b>Are/Were you:</b>	Owner <input type="checkbox"/> Council Tenant <input type="checkbox"/> Private Tenant <input type="checkbox"/> With parents/Friends? <input type="checkbox"/>		
<b>Home phone:</b>	<b>Work Phone:</b>		
<b>Email:</b>	<b>Mobile phone:</b>		

OFFICE USE:  
Outcome:

LL informed: Date

By:

### 3. PERMITTED OCCUPIERS:

**APPLICANTS WILL BE JOINTLY AND SEVERALLY LIABLE FOR THE TOTAL RENT PER MONTH FOR THE PROPERTY.**

Is this property to be shared with **ANY** other adults, including paying tenants? **Yes**  **No**

If yes, please list names and date of birth of **ALL** other adults (18 or over) intending to live in the Property, even if they will not be contributing to the rent. Each adult will need to fully complete and return an application form and be processed for Right to Rent.

Name	Date of Birth
1	
2	
3	
4	
5	
6	
7	

### 4. NAMES & DOB ALL CHILDREN (under 18) INTENDED TO LIVE IN THE PROPERTY

Name:	DOB:
Name:	DOB:
Name:	DOB:
Name:	DOB:

### 5. CREDIT HISTORY (CCJ / IVA, BANKRUPTCY or other:

**Have you ever had a County Court Judgement, Court Decree, IVA, Bankruptcy, Administration Order or have/had a repayment plan in progress due to a non payment?**

*Please be honest, even if your CCJ etc has been settled you MUST declare it as it will be discovered and you will be declined. It may count if you are truthful.*

Yes  No  (If yes, please detail on a separate sheet)

### 6. REASON FOR MOVING: (Please tell us why you are looking to move?)

Landlord selling:  Property too small  Relationship break up  Relocation

Other reason: (Please explain):

### 7. NEXT OF KIN (excluding spouse)

Name: Relationship:

Address:

Email add: Telephone No:

## 8. BANK DETAILS

Bank/Building Society details (the account from which your rent will be paid)

*PLEASE NOTE: If you are sharing the rent with another person then you must decide between you from which account the rent is to be paid. Rent MUST be paid via ONE Standing Order per month, which MUST be the FULL rent amount.*

Bank: .....

A/C No: .....

Sort Code: .....

Name on account: ..... Time with Bank: ..... years ..... months

## 9. ESTATE AGENT/SOLICITOR/MANAGING AGENT/LANDLORD FOR THE PROPERTY YOU CURRENTLY OCCUPY (DELETE AS APPROPRIATE) (Please notify them they will be contacted)

Name

Address .....

Telephone (Day) ..... Email address: .....

## 10. EMPLOYMENT STATUS: Details of current Employer/Pension Administrator/Accountant

Employed  Self Employed  On Contract  Retired  Unemployed  Student

Employer's Name:	
Employer's address & Post Code:	
Telephone No:	
Your Position/Title?	
Starting date?	
Salary:	£ Per month <input type="checkbox"/> Per year <input type="checkbox"/> <small>(Additional sources of income can be completed on an additional sheet of paper and attached)</small>
Employer's Contact name:	
Employer's Position:	
Employer's email address:	
Are you aware of any matters that may cause your employment to change in the near future? (if yes, please give details overleaf)	
Additional information:	

**If Self-Employed or using an Accountant? Please complete below:**

Accountant Name:		
Address:		
Telephone No:		
Email address:		
Trading start date:		Approx annual income:
Your trading name:		

**11. ADDITIONAL INCOME**

Please provide details of ANY additional income below (if any) such as PENSIONS, TAX CREDITS, SECOND EMPLOYMENTS etc. Proof of this income will be required during referencing.

**NOTE: The referencing company will not be able to accept zero hour contracts. A guarantor or rent in advance would then be required.**

Source of income:	Amount:	How often Weekly/ Monthly/Yearly

**12. REGISTRATIONS OF VEHICLES TO BE KEPT AT THE PROPERTY:**

<b>1<sup>st</sup> vehicle:</b>	
<b>2<sup>nd</sup> vehicle:</b>	

**13. PLEASE PROVIDE A CONTACT ADDRESS TO BE USED AT THE END OF TENANCY (FOR YOUR DEPOSIT RETURN ADDRESS – This can be a relative):**

<b>NAME</b>	
<b>ADDRESS &amp; POST CODE:</b>	
<b>PHONE No/s:</b>	
<b>EMAIL/S:</b>	

**13) COMMENTS:**

Please provide any additional information you feel we/landlord might like to know:

**APPLICATION**

1. All application forms must be completed and signed before an application for a tenancy can be formally considered. All persons intended to live at the property, 18 or over, must be referenced.
2. easilett will not request your administration fee unless the landlord accepts you for the property.
3. Once you have been accepted by the landlord an administration fee is payable to cover the checks we are obliged to make to confirm your identity, credit status and various administrative documents including your Tenancy Agreement. Note: As we are unable to get this refunded to us this fee is non returnable, even if you do not proceed with the tenancy for any reason.
4. A Holding Fee must be paid at the time of acceptance, which forms part of your 1<sup>st</sup> month's rent. Note: The holding fee is not refundable should you not proceed with the tenancy for any reason, or if you fail reference checks.
5. The balance of the 1<sup>st</sup> month's rent and the security deposit must be paid 5 days before start of tenancy.
6. All Tenancies start with a 6 month term then roll on to a periodic Tenancy providing all is well.
7. All applicants are required to provide two forms of identification. This should include a copy of your passport or driving license with photo, plus one other form of identification linking you to your address such as a utility, phone, or council tax bills. You will need to provide this if your application is accepted.
8. All tenants **must** have **Tenants Liability Insurance** to protect the landlord's property in the event of accidental damage caused during the period of tenancy. Please visit [www.easilett.com/insurance/tenant-insurance/](http://www.easilett.com/insurance/tenant-insurance/) or contact us for more details.
9. Please be aware that ALL permissions or agreements will be provided IN WRITING. Any approved verbal changes relating to the Tenancy of any nature will be provided in writing, including permissions, dates or financial amendments. To clarify, only changes provided in writing should be deemed accepted.
10. A checkout fee will be required at the end of the tenancy.

**SECURITY DEPOSIT**

The security deposit is usually 1½ month's rent, and is deposited with a government approved custodial scheme until you vacate. This must be paid prior to occupation and funds must have cleared our bank by the start of tenancy date. Deposits will be returned as soon as possible after you vacate the property following the check out. This process is quicker if the property is returned in a clean condition. Common deductions are for cleaning cookers/carpets (and replacing filters), dirty fridges and inside kitchen units.

YOUR CONTACT DETAILS: It is VERY IMPORTANT that you keep us updated with your email address and contact number, as the return of your deposit is notified by email/phone.

**PET PAYMENT**

Should you be given written consent (a license) for a pet to reside at the property then an additional non-refundable 'pet' payment may be required, which is retained and used for professional chemical treatment for the carpets after you have had them professionally cleaned. Please enquire for the property of interest.

**FEES** (All prices **include** vat)

1. £198 Administration Fee per initial applicant (for referencing, tenancy agreement, and admin costs).
2. An additional fee of £99 is required per additional applicant or Permitted Occupier.
3. An additional fee of £65 per guarantor if required
4. Professional Inventory Service – tenant's contribution £35.
5. Rent arrears (late rent payment) fee (per late payment): £65 (See below)
6. Arrears Reminder. Subsequent reminders by emails/Calls/Letters Fee £30
7. Pet License £120 - £200 depending on property.
8. Tenancy Renewal if requested. £65
9. Tenancy surrender, if permitted £65
10. Additional visits, if easilett are required to make additional visits to property above regular 4 per year £65
11. Overpayment Fee, for admin processing any overpayments £30
12. Admin damage fee in the event of damage that easilett need to deal either during or after tenancy £50
13. Service charge in addition to initial Admin fee to rectify dilapidations, cleaning or clearance (if applicable) 10% of contractor costs.
14. End of tenancy checkout fee of £54 is required to cover easilett checkout visit and deposit return process.
15. End of tenancy, if easilett need to provide tenant references then £30 fee will apply.
16. Cash/Cheque payments will incur a bank charge of £1.50 per £100. Online payments are free.
17. Fees may be subject to change, visit [easilett.com/TenantFees](http://easilett.com/TenantFees) for updates

**LATE RENT PENALTY** The only other fees you may need to pay might be:

**£65 penalty: (THIS CAN BE AVOIDED IF YOU ENSURE TO PAY ON TIME)**

An initial £65 fee will be payable if your rent becomes overdue/ not paid on time. Interest of **3%** above Barclays base rate will also be payable on the whole outstanding amount until the rent is paid in full.

Plus should further notices or visits be necessary then a fee of £18 per email/letter or visit will be payable.

**Payment**

Payments for the above must be made via online banking transfer or paid directly into easilett bank account. Cash or Bankers drafts incur an extra fee of £1.50 per £100 as the bank transaction fees. Online payments are free.

**Prior to tenancy start**

Prior to occupation each applicant must sign the Tenancy Agreement and pay 'cleared funds' the security deposit and balance of 1<sup>st</sup> month's rent. Future rent must be paid via monthly Standing Order. We strongly recommend you visit our website and read '**Before applying**' (www.easilett.com/tenants/apply-for-property/before-applying) before proceeding.

**Permissions**

- Should you wish to decorate or put anything on the walls of the property you must obtain written permission/Decor License first. Pets are only permitted where easilett has provided a Pet License. Where pets have not been permitted the tenant understands a pet must not be introduced to the Property without prior permission from the landlord/Agent, this includes visiting pets. Smoking is strictly forbidden inside the property. Failure to comply with any of these conditions will be breach of agreement and may result in the tenancy being brought to an end and deductions from your deposit. We recommend this is agreed at the time of application to avoid disappointment.
- Landlords are not obliged to install appliances such as showers etc. where they are not provided at the commencement of the Tenancy. If properties are occupied when viewed then some contents may belong to the outgoing tenant. It is the applicant's responsibility to check with the agent or landlord regarding items they require to ensure they form part of the property/tenancy. Easilett cannot accept responsibility for assumptions the applicant makes regarding contents.
- Tenant's details including previous address and telephone numbers will be provided to utility companies and local councils.

**Where Easilett manage a property**

- easilett will contact Tenants by phone, email, text or letter advising of periodic visits at least 5 days prior to the visit and will assume tenants are agreeable to us attending the property with a key unless tenants contact easilett to arrange an alternative appointment.
- If it is necessary to visit the property, other than in an emergency, for other reasons easilett will make all reasonable attempts to reach the Tenants by telephone, email or text to gain access permission. Should we not receive a response we will contact the Tenant by email, text or letter at least 24 hours prior to appointment explaining we require to gain access and will assume that tenants are agreeable unless they contact us to arrange an alternative appointment.
- Wherever the cooker, hob, extractor, carpets and property have been professionally cleaned at the start of a tenancy tenants agree these items will be 'professionally' cleaned end of tenancy, by an easilett approved contractor and copy invoices must be provided or agree the cost will be claimed from deposit.
- In order to meet our legal obligations regarding Right to Rent legislation, to make sure that you are financially suitable for the property and to prevent and detect fraud, we will share your data with:

- |  |                          |   |                          |
|--|--------------------------|---|--------------------------|
| <b>7a</b> Credit Reference agencies                | <input type="checkbox"/> | <b>7d</b> The landlord of this property | <input type="checkbox"/> |
| <b>7b</b> Agencies conducting Right to Rent checks | <input type="checkbox"/> | <b>7e</b> Current employer              | <input type="checkbox"/> |
| <b>7c</b> Former landlords                         | <input type="checkbox"/> | <b>7f</b> Fraud prevention agencies     | <input type="checkbox"/> |

Please place a tick beside each of the boxes above to show you consent to us using your data for the purposes outlined. If you do not consent (which is your legal right) WE MAY NOT BE ABLE TO GRANT YOU A TENANCY. The data will be kept for 12 months from the date of application and then destroyed.

Please read the PRIVACY NOTICE on Contact us page of our website which explains this in more detail.

**Proof of ID, Funds & Residency to be provided if your application is successful:**

If your application is successful you will need to provide the following documents. You do not need to provide this yet, but it will be required before the tenancy can start.

- Passport or Driver License (with photo)
- 1 x utility, council tax or Mobile phone bill (dated within the last 3 months)
- Copy bank statements (dated last 3 months). Individual transactions can be blacked out.

**By signing this document you will be agreeing to the terms in this document.**

I hereby confirm that the information provided by myself is to the best of my knowledge true and I have no objections to the information being verified by whatever means deemed necessary. I understand the results of the findings will be forwarded to the appointed letting agent and/or landlord and maybe accessed again should I default on my rental payment. I agree that easilett and/or Van Mildert may search the files of the credit reference agency and will keep a record of that search. I understand that no details of the searches will be given to me by the letting agent and/or landlord, but I may ask Van Mildert for a copy of any information provided. This application is bound by 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 hereby authorise the above named bank or building society/Letting Agent to respond to status enquiries made in respect of this application. The details provided will be held by easilett. I hereby give authorisation to my employer/accountant and landlord to provide information requested by Van Mildert.

**Applicant Signature** .....

**Date** .....

Please send completed form to [info@easilett.com](mailto:info@easilett.com) or easilett, 82-83 High Street, Lincoln, LN5 8AA