

PERMITTED OCCUPIER APPLICATION FORM

A SEPARATE FORM MUST BE FULLY COMPLETED IN CAPITALS AND BLACK INK BY EACH OCCUPIER AGED 18 AND OVER, REGARDLESS IF THEY ARE A TENANT OR NOT. FAILURE MAY CAUSE DELAYS.



Complete form & return to:
easilett, 82-83 High Street
Lincoln, LN5 8AA
info@easilett.com

1) PROPERTY/TENANCY DETAILS

TODAY'S DATE:	
Address of property:	
Tenant Name/s	
Date you'd like to occupy:	
How long would you like to occupy?	6 months <input type="checkbox"/> 12 <input type="checkbox"/> 24 <input type="checkbox"/> 36 <input type="checkbox"/> longer <input type="checkbox"/>

2) OCCUPIER CONTACT INFORMATION

Title:	Mr <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Dr. <input type="checkbox"/> Other.....
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?	Yes <input type="checkbox"/> No <input type="checkbox"/> Yes, but only outside <input type="checkbox"/> No <input type="checkbox"/>
Do you have Pets?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, breed: Age: & name/s:
Current address	
Post Code:	
How long here?	<input type="text"/> Years <input type="text"/> Months
Are/Were you:	Owner <input type="checkbox"/> Council Tenant <input type="checkbox"/> Private Tenant <input type="checkbox"/> With parents? <input type="checkbox"/>
Previous add (If less than 3 years)	Provide previous addresses, dates of residency, (over 3 months), attach separate sheet if necessary.
Home phone No:	Work Phone No:
Email address:	Mobile phone No:

Have you ever had a County Court Judgement, Court Decree, Bankruptcy or Administration Order?

Yes No (If yes, please detail on a separate sheet)
Please tell the truth because if you have then it will be discovered. If you say 'no' (even if your CCJ has been settled) you must declare it.

3) NEXT OF KIN (excluding Spouse)

Name: _____ Relationship: _____
Address: _____
Email add: _____ Telephone Nos: _____

4) ESTATE AGENT/SOLICITOR/MANAGING AGENT/LANDLORD FOR THE PROPERTY YOU CURRENTLY OCCUPY (DELETE AS APPROPRIATE) (Please notify them we will be contacting them)

Name
Address
Telephone (Day) Telephone (eve)
Fax No: Email address:

5) EMPLOYMENT STATUS

Employed Self Employed On Contract Retired Unemployed Student

➤ Please give details of current Employer/Pension Administrator/Accountant

Employer's Name?	
Employer's address:	
Post Code:	
Telephone No:	
Your Position/Title?	
Starting date?	

If Self-Employed or using an Accountant please complete below:

Name:	
Address:	
Telephone No:	
Email address:	

6) REGISTRATIONS OF VEHICLES TO BE KEPT AT THE PROPERTY:

1st vehicle:	
2nd vehicle:	
3rd vehicle:	
4th vehicle:	

7) COMMENTS:

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

APPLICATION PROCESS

1. Once you have been accepted as a Permitted Occupier for the property an application fee is payable to cover the checks we are obliged to make to confirm your identity and credit status and various administrative documents. (As we are unable to get this refunded to us this fee is non returnable, even if for whatever reason you do not proceed to occupy the property).
2. We regret that we are unable to process your application until we have received payment of this fee.
3. Credit checks are carried out by Van Mildert referencing agency. Please provide all mandatory information or requested documentation, otherwise it may delay the application process.
4. All applicants are required to provide two forms of identification. This should include a copy of your driving licence or passport, plus one other form of identification linking you to your address such as a utility, phone, or council tax bills.
5. The Permitted Occupier understands that they have NO RIGHTS to the Tenancy whatsoever and that they are given permission to reside at the property only under the terms of the Agreement provided to the Tenant named in section 1 of this document.
6. 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:

- | | | | |
|--|--------------------------|---|--------------------------|
| 7a Credit Reference agencies | <input type="checkbox"/> | 7d The landlord of this property | <input type="checkbox"/> |
| 7b Agencies conducting Right to Rent checks | <input type="checkbox"/> | 7e Current employer | <input type="checkbox"/> |
| 7c Former landlords | <input type="checkbox"/> | 7f 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 our website which explains this in more detail.

FEES

1. £99 Application Fee per Permitted Occupier.
2. Fee to rectify dilapidations (if applicable) 10% on repair costs.

Proof of ID & Residency to be provided: (You'll need to provide these before you move in)

Please tick one choice of ID:

Passport NI Card Driver Licence ID Card

Please tick one choice of Residence:

Utility bill or Mobile phone bill (dated last 3 months)

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 that the results of the findings will be forwarded to the appointed letting agent and/or landlord. I agree that Van Mildert may search the files of the credit reference agency that 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 request the name and address of Van Mildert to whom I may apply for a copy of any information provided. This application is bound by ground 17 of the housing act 1996. The details you provide will be held by Van Mildert and the letting agent. I hereby give authorisation to my employer/accountant and landlord to provide information requested by Van Mildert should that be necessary.

Signature of Permitted Occupier Applicant:

Date

Please send completed form to **easilett, 82-83 High Street, Lincoln, LN5 8AA**