

Full Reference Application Form

Please return this form to Truelove Property Lettings. Asterisks (*) indicate a field is mandatory.

Agency Details

Letting Agent Name *

Truelove Property Lettings

Letting Agent ID *

4672

Property Details

Total Monthly Rent *

£

Abode *

Building/House Number *

Building/House Name *

Address Line 1 *

Address Line 2 *

Town *

County *

Postcode *

Tenancy Details

Start Date of Tenancy (dd/mm/yyyy) *

Length of Tenancy (months) *

Share of Rent *

£

Applicant's Contact Details

Title (e.g. Mr, Mrs, etc.) *

First Name *

Middle Name *

Last Name *

Date of Birth (dd/mm/yyyy) *

Telephone Number *

Mobile Number *

Email Address *

Previous Full Name (if your name has changed in the last 6 years)

Applicant's Details

Marital Status *

Do you smoke? *

☐

Do you have pets? *

☐

Any recent arrears or adverse credit? *

☐

If you have had any recent arrears or adverse credit within the last 10 years, please provide details on the 'Additional Information' page.

What is your expected residency status?

Family

☐

Single

☐

Couple

☐

Sharer

☐

Applicant's Employment Details

Job Title *

Select which one most closely describes your role:

Manager, director,
business owner

☐

Self employed,
freelance

☐

Professional

☐

Graduate trainee

☐

Administrator or
assistant role

☐

Skilled tradesperson

☐

Sales assistant or
customer service

☐

Employment Sector *

Select which most closely describes your employer's business sector:

Tech and ICT

☐

Creative
industries

☐

Financial and
banking

☐

Public sector
health

☐

Pharmaceuticals
and biotech

☐

Construction

☐

Professional (legal, accounting,
architect, etc)

☐

Education
(employed)

☐

Student

☐

Retail

☐

Leisure

☐

Transport

☐

Media PR, broadcast, advertising
including digital advertising

☐

Applicant's Work Address Details

Abode *

Building/House Number *

Building/House Name *

Address Line 1 *

Address Line 2 *

Town *

County *

Postcode *

Applicant's Current Address Details

Abode *

Building/House Number *

Building/House Name *

Address Line 1 *

Address Line 2 *

Town *

County *

Postcode *

What is your current residency position? If 'Tenant', please complete the section titled 'Landlord / Agency Details' below.

Tenant

☐

Owner

☐

Live with Parents

☐

Family / Friends

☐

Staff Accommodation

☐

Applicant's Previous Address Details (if available)

If you have occupied any previous addresses other than your current address in the last 10 years, please enter the most recent one below. Please provide any further addresses, going back up to 6 years, on the Additional Information page.

Abode *

Building/House Number *

Building/House Name *

Address Line 1 *

Address Line 2 *

Town *

County *

Postcode *

Move In Date (Estimate) *

Move Out Date (Estimate) *

Landlord / Agency Details For Your Current Address

Please note that we cannot accept landlord references from relatives or friends. All contact details must be your landlord or letting agents' business, not personal, details.

Name of Landlord / Letting Agent *

This is a Letting Agency

☐

This is a Private Landlord

☐

Title (e.g. Mr, Mrs, etc.)

Contact First Name *

Contact Last Name *

Contact Telephone Number *

Contact Email Address *

Source of Income

Please note that we cannot accept references from relatives or friends. All contact details for income referees must use their business, not personal, details.

Employed (PAYE)

☐

Self-Employed
(Self-Assessment)

☐

Self-Employed
(Accountant)

☐

Investments / Savings

☐

Benefits (please state which type)

Employer / Accountant Name *

Annual Income Amount *

Position / Role

Time With Employer

Title (e.g. Mr, Mrs, etc.)

Contact First Name *

Contact Last Name *

Primary Contact Number *

Secondary Contact Number

Contact Email *

Comments / Further Information (if you have further income sources, please specify these on the next sheet)

Identification

National Insurance Number *

Identification Type (e.g. passport, driving licence, etc)

Identification Number *

Bank Account Number *

Bank Account Sort Code *

International Applicants

Please complete the below

I can confirm that the
Name specified above is
correct *

☐

I can confirm that the
Date Of Birth specified
above is correct *

☐

Have you in the last 18 years been a resident in
the UK for a period of 12 months *

☐

Yes

☐

No

Please give your passport issuing country *

Please give your passport number *

How long do you intend to live in the UK *

Authorisation

I confirm that the information provided in this application form is true, accurate and complete. I understand that the information that I have submitted will be used in order to assess my suitability to be granted a tenancy agreement, or to be named on the tenancy agreement as a Guarantor, or to verify my identity to prevent and detect crime and money laundering, and acknowledge that the information that I have provided will be shared with third parties for this purpose. I understand and agree that current or former employers, landlords and letting agents may be asked to provide additional information about me or to verify information that I have provided, calls for which are recorded for training and monitoring purposes. I further acknowledge that the information that I have provided will be submitted to credit reference agencies in order that a credit check can be conducted. I understand that Rent4sure Ltd is not entitled to disclose a copy of my credit report to me but that I may obtain a copy of the report by applying to the relevant credit reference agency directly. I understand that I may be refused a tenancy, or may be found unsuitable to act as a Guarantor, as a result of the searches and references obtained by Rent4sure Ltd. I acknowledge that the referencing services provided are provided to the letting agent or landlord (as the case may be), and agree that I shall not seek to hold Rent4sure Ltd liable for such refusal nor shall I seek to bring any claim against Rent4sure Ltd for any loss or damage suffered by me as a result of such refusal.

☐ By ticking this box I agree to Rent4sure Ltd contacting me by e-mail and/or telephone regarding other goods and services that may be of interest to me, such as broadband, utilities, telecommunications and insurance products. Rent4sure Ltd may also on occasion share your personal data with third parties, such as the providers of these products, if you tick the box. If you change your mind in the future you can withdraw your consent at any time by contacting us (using the details in our Privacy Policy) or by using the unsubscribe option in e-mails. For more details on how we use your personal information, including details about the third parties with whom we may share your personal data, please see our Privacy Policy here: www.rent4sure.co.uk/legal#privacy.

Rent4sure Ltd is a controller under data protection law. For further details about how we collect and process your personal data, together with information about your privacy rights, please see our Privacy Policy here: www.rent4sure.co.uk/legal#privacy.

Applicant's Name *

Applicant's Signature *

Date (dd/mm/yyyy) *

Home Setup

When you move house, we know it can be a challenge to get all your existing services set up. That's why we've partnered up with several different utility companies, so you're all set for the day you move in. Check out our partner's services below, and if any of them look useful, tick the "Opt-In" checkbox. If your application is successful, we'll contact you with further information about each service you've expressed an interest in.

Tenants Liability Insurance
Rentguard

☐

Additional Information (Optional)

If you need to provide any previous addresses, names, credit history or other sources of income please describe them below.

Supplementary Orders (for use by Truelove Property Lettings only)

Rent Protection

RP 6 Months
1 Month Excess

☐

RP 6 Months
Nil Excess

☐

RP 12 Months
1 Month Excess

☐

RP 12 Months
Nil Excess

☐

Legal Expenses Insurance

LEI 6 Months

☐

LEI 12 Months

☐

Know Your Customer

Know Your Customer Checks find proofs of identity, proofs of residency, and identify potential alerts for your applicants in line with your Anti-Money Laundering regulations.

Add Know Your Customer

☐

Right to Rent Check

Right To Rent Checks help ensure you are verifying your tenant's right to reside in the UK, in line with your obligations under the Immigration Act 2014.

Add Right to Rent Check

☐

Terms And Conditions for tenant/Guarantor Application Process

INTRODUCTION:

We are delighted that you have chosen to rent a property through Truelove Property Lettings.

Please be aware that should your application require a Guarantor, they must also complete the same application form as you – **under Part F**.

APPLICATION FORM:

Please sign and return the attached application form, along with:

- **Photo ID - A copy of your passport or driving licence accompanied by your birth certificate**
- **Proof of Address - either a bank statement, credit card statement, utility bill or mobile phone bill**
- **University confirmation if you are a student or proof of income from your employer**
- **VISA – Truelove Property Lettings require a copy prior to being offered a tenancy. An up to date VISA needs to be provided throughout the duration of the tenancy**

This information, including a FULLY completed application form must be submitted within 7 days from your payment – **Failure to do so will lead to remarketing of the property to protect our landlord's interest.**

Once we have received all required information and a FULLY completed application form we will provide ALL information submitted to Rent4sure.

TENANCY REFERENCING - Introduction to Referencing TENANT AND GUARANTOR

When applying to let a property the landlord of that property will wish to carry out some checks on your background to ascertain your suitability for letting his property. These checks are carried out by an independent referencing agency Rent4sure, their checks include:

1. **Public Record Check** – authenticates your ID, checks for CCJ's, bankruptcy, IVAs and Fraud.
2. **Landlord reference** – if you are in rented accommodation Rent4sure will contact the landlord or their agent to obtain a reference which includes checking if you have been in arrears during your tenancy and how you have cared for the rental property.
3. **Employment Reference** – checks your salary and that you are on a permanent contract or a temporary contract that exceeds the term of the proposed tenancy. If you are self-employed we will require details of your accountant in order for affordability to be verified.
4. **Other Income** – if you use additional income to support your ability to afford the proposed rent such as pension, tax credits, grants, etc. we will need proof of this income.

Throughout the application please ensure you complete all of the application information carefully, accurately and truthfully. Failure to do so may delay or even cancel your application.

References can be completed in less than 72 hours but this depends upon your referees returning Rent4sure requests promptly. Please be aware that we may contact you to chase your referees and in the worst case, should the references take more than 7 days, you may be required to ask the referees for the reference directly as Rent4sure will stop chasing them. Remember that it is your responsibility to ensure references are returned promptly. Failure to get satisfactory references may delay or even cancel out your application!

GUARANTORS:

All listed information does apply exactly the same to both Tenants and Guarantors. We must make you aware of the fact that when you apply to be a guarantor you will automatically be liable for ALL named tenants on the account.

If your application is successful we will forward to you a legal contract for you to sign and return at your earliest convenience. Failure to sign and return this document will result in the tenancy being declined. This document will highlight all legal obligations and will confirm an exact amount of rental that you will be liable for – usually this is split equally between parties.

MAKING YOUR APPLICATION – Supporting Notes

Should you apply for the property whilst it is still tenanted, a move in date cannot be agreed until such time that they vacate. Truelove Property Lettings endeavour to work to a 14 day turnaround time from their vacate date but certain circumstances may not allow this. Truelove Property Lettings will not be held responsible for any delay.

Once Rent4sure have been provided with all your information, the referencing process can take up to seven working days – please do not call the office for an update during this initial period as it is unlikely that we will have had a reply within this time – **WE WILL CONTACT YOU ONCE YOUR APPLICATION IS SUCCESSFUL AND THE LANDLORD HAS APPROVED THE LET.**

Once we have formally offered you the tenancy on the property, we will arrange a time for you to visit our office to sign the tenancy agreement. Under no circumstances will you be permitted to move into the property until ALL references have been received back satisfactorily.

SHOULD YOUR APPLICATION NOT PROCEED?

Should your application not proceed, a refund may be paid according to the following circumstances and at the discretion of the landlord.

1. The landlord withdrawing the property for let prior to the grant of the tenancy – Full refund provided.
2. Your references being unsatisfactory or unsuitable – Non-refundable.
3. Where you pay the application and holding fee but subsequently do not place an application within 7 days - non-refundable.
4. Where your references are satisfactory but the landlord, for whatever reason, refuses to grant the tenancy to the tenant – Whole fee to be refunded.
5. The application and holding fee will not be refunded if a tenancy is offered to you upon receipt of satisfactory references if you are unable or unwilling to accept the tenancy.

ON THE DAY OF MOVE IN:

The Legal and Administration Team will arrange an appointment for you to visit the Lettings office to sign the agreement, pay the rent and security deposit monies due and collect the keys and any other information pertaining to the tenancy.

We will need the following for the appointment:

- **ALL** Tenants and Guarantors (if required) must be present to sign the tenancy agreement or have signed prior to keys being released (unless a signed copy Tenancy Agreement or Guarantor Agreement has been received already).
- Rental and deposit in **CLEARED FUNDS** i.e. bankers draft or cash (there is an additional £10 handling charge for cash payments) – alternatively you are able to pay by debit card but you must ensure that there are sufficient funds in your account to cover the cost of the rental and deposit. If you wish to pay by credit card, a 3% fee will be added to the total amount.

For accounting purposes, the administration cost and holding fee that you have paid will be shown on your final invoice as **LESS ALREADY PAID**.

Where applicable an appointment to review the Inventory and Schedule of Condition will be arranged with you either at the time of your signup or within seven days of your moving in. This is to protect you as much as the landlord so please arrange for any defects to be added to the inventory via our inventory clerk.

OTHER GENERAL TERMS:

1. Please be aware that most tenancies will be Assured Shorthold Tenancies and for a minimum period of six months. The tenancy can then be renewed for a further period on the expiry of the initial agreement. We charge for this service.
2. Applications will not be accepted until you have viewed the property internally. Truelove Property Lettings are not obliged to alter/change any fixtures or fittings within the property unless agreed by the Landlord and you accept that you reserved the property on this understanding.
3. Truelove property Lettings do not hold deposits, they are paid direct to DPS.
4. Applications are subject to contract, subject to satisfactory references and subject to the property being available. Under no circumstances does submitting this application constitute an offer of tenancy and maybe withdrawn at any time.
5. In the event that the move in date is delayed for any reason, Truelove Property Lettings are not liable to provide temporary accommodation or be liable for any cost to you as a result of this.
6. We do endeavour to make our property details accurate, however they should not be relied upon as statements of fact and they do not form part of the contract. Any information provided, verbally or in writing, should be verified by you.
7. If you require a permit to work or study in the UK, this will need to be provided prior to being offered a tenancy. For the duration of the tenancy, you must provide renewal confirmation. Failure to do this could result in your tenancy being terminated.
8. Please be aware that all residential apartments and communal areas are no smoking.

INSURANCE – Protect your deposit, belongings and the landlord's property:

It is recommended that you have your own insurance in place before collecting keys on a property. We have negotiated a preferential rate with Intersure, a specialist provider of contents and tenant liability insurance specifically tailored to rented property. They can provide you with a speedy no obligation quotation. Unless you specify otherwise they will contact you to discuss this.

FEE INFORMATION: (all pricing includes VAT)

Upon receipt of your application form you will be required to pay an application fee alongside a holding fee to remove the property from the rental market. The holding fee is deducted on the day you move in from the first month's rental.

Application Fee: **£200.00 (1bed)**

£300.00 (2bed)

£400.00 (3 bed)

Holding Fee: **£200.00**

If you provide a Guarantor, a fee also applies

Guarantor Fee: **£65.00 (per Guarantor)**

In the event you are un-employed or a student you will automatically be liable to provide either of the following:

A) A Guarantor (in full time employment) to cover the rental amount

B) Rent to be paid in advance for the full term

Should you have any queries with any information provided, please contact us direct on 0115 9417907

I can confirm that I have read and understand the above Terms and Conditions

I can confirm that I have read and understand the Terms and Conditions above.

Name: _____

Signed: _____