

# Avon Lettings

## Individual Tenancy Application

A separate application is required for each adult resident (to avoid delays please give full details)

I \_\_\_\_\_ apply for a Tenancy at:

Address:

For a period of:

Fees applicable:

**Pre Tenancy**      **Holding/Application Fee £150 (inclusive of VAT)** to secure the property, subject to references. This is non-refundable once the referencing procedure has started, however, this fee will be deducted from the Administrative/Tenancy fee on your move in invoice.

**Tenancy**            **Administration/Tenancy Fee £270 (inclusive of VAT)** less the £150 Holding/Application fee already paid.

**Rent £**                      per calendar month by Standing Order

**Deposit £**                6 weeks of the rent. If the deposit is being paid by a third party, please complete the 'relevant person' box on page 8.

I will be directly responsible for Council Tax, Telephone and Broadband. Avon Lettings will transfer accounts with utility providers and I will be responsible for paying directly to them for all services to the property.

I will pay one month's rent in advance plus the security deposit and Administration/Tenancy fee. All monies must be cleared before entry.

I understand that the information provided is necessary in order to enter into a contract with Avon Lettings. **Please see accompanying Tenant Privacy Notice.**

I therefore authorize the Landlord or Agent to:

- \*carry out credit searches and reference checks to contact employers, banks, accountants, book keepers, referees, guarantors, landlords/letting agents and credit reference agencies as appropriate.
- \*use the information obtained/shared with third parties to assess credit ratings, make insurance and mortgage decisions, for fraud prevention and tracing/debt collection.
- \*carry our 'Right to Rent' checks in line with current legislation.
- \*register your deposit with the Deposit Protection Service (DPS)
- \*provide contact information to tradesman during the period of the tenancy for any maintenance work required.
- \*provide tenancy and contact information, including forwarding address to the landlord, utility companies and the local council
- \*handle all information obtained in strictest confidence and in accordance with the principles of the Data Protection Act 1988 (DPA) and the EU General Data Protection Regulation (GDPR).
- \*process all information above as explained in our Privacy Policy.

# *Avon Lettings*

The lawful basis for processing the information listed above is necessary for the performance of the contract/Tenancy Agreement and/or because there is a legal requirement. If you do not wish for us to process your information as above then we will not be able to proceed with the Tenancy.

I understand that I can request the details of any credit reference agencies used so that I can verify with them the information provided.

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

Completing this form does not commit the prospective Tenant or Landlord to a Tenancy. A shared or single Tenancy will not be created until **all** applicants have been qualified and have signed the Tenancy Agreement.

I can confirm that I have read the above and have raised any concerns with the Landlord or Agent. Prospective Tenants should be aware that any false statement made could result in early termination of the Tenancy under Ground 17 of Section 8 of the Housing Act 1988 (As amended by Section 102 of the Housing Act 1996).

**Signature of Applicant:**

**Date:**

**Print full name in block capitals:**

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## Prospective Tenant Details:

Lead Tenant – Yes [ ] No [ ]

Title:

Last Name:

First Name:

Middle Name/s:

Any previous name/s in Full:

Address:

Post Code:

Length of time at this Address:

Years:

Months:

Telephone: Home:

Work:

Mobile:

E-mail Address:

## Previous Addresses (including Postcodes, Dates and Reasons for Moving):

1.

2.

## Identification:

(Please supply N.I Number, a copy of your Driver's License or Passport with Photograph and a copy of a Utility Bill confirming your present Address)

Date of Birth:

National Insurance Number:

Driver's License Number:

Passport Number:

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## Your Present Status (Please tick boxes):

Single [ ] Married [ ] Widowed [ ] Living with Partner [ ]

### Presently I am a:

House Owner [ ] Council Tenant [ ] Private Tenant [ ] Lodger [ ]

Living with Relatives or Friends [ ] Employment Accommodation [ ]

## Please answer clearly – will full explanations if needed:

Do you Smoke? Yes [ ] No [ ]

Do you have any Pets? Yes [ ] No [ ]

If Yes, Please write clearly ages and breeds of Pet/s:

Do you Claim **ANY** Benefits? Yes [ ] No [ ]

If yes, please provide details including evidence of what you are Claiming:

## Financial Details:

Do you have any County Court Judgments? (CCJ's) Yes [ ] No [ ]

Have you ever been declared Bankrupt? Yes [ ] No [ ]

Have you ever been evicted from a Property? Yes [ ] No [ ]

Have you any Administration Orders? Yes [ ] No [ ]

Do you believe your Credit Score to be poor? Yes [ ] No [ ]

If yes to any of these questions, please provide full details on an additional sheet.

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**Present Landlord: Yes [ ] No [ ]**

or, Letting Agent [ ] Solicitor [ ] Estate Agent [ ] (please tick a box)

Name:

Address:

Post Code:

Telephone:

E-Mail:

**Previous Landlord: Yes [ ] No [ ]**

or, Letting Agent [ ] Solicitor [ ] Estate Agent [ ] (please tick a box)

Name:

Address:

Post Code:

Telephone:

E-Mail:

**Proposed Additional Residents (Under 18 Yrs):**

Names, Ages (including Children), Full Addresses and Occupations:

Please continue on an additional sheet if necessary.

**Present Occupation (please tick a box):**

Employed [ ] Self-Employed [ ] On-Contract [ ] Retired [ ]

Student [ ] Un-Employed [ ] Independent Means [ ]

Please be aware that if you are Self-Employed we may need proof of income either by viewing your accounts or by verifying your stated salary with your accountant / book keeper.

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**I am Self-Employed:** Yes [  ] No [  ] if no please go to the next section

I can / will supply Accounts if requested [  ]

I cannot supply Accounts but can supply Bank Statements [  ]

I cannot supply any of the above but I give my authority to contact my accountant / book keeper whose address is as below [  ]

Accountants Name:

Accountants Address:

Post Code:

Telephone:

E-Mail:

## Present Employer:

Employer:

Address:

Post Code:

Telephone:

Line Manager/HR E-Mail:

Line Manager/HR or Other Contact:

Your Employee Staff / Ref No:

Position Held:

**Gross Annual Earnings / Salary** £

Date you started this Employment:

Is your Employment Permanent?

Do you plan to change Employment soon? Yes [  ] No [  ]

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## Previous Occupation (if less than 3 years):

Employer:

Address:

Post Code:

Telephone:

Line Manager/HR E-Mail:

Line Manager/HR or Other Contact:

Your Employee Staff / Ref No:

Position Held:

**Gross Annual Earnings / Salary**      £

Date you started this Employment:

Date you finished this Employment:

Reason for Leaving:

## Bank or Building Society Details:

Bank Branch Name:

Bank Address:

Post Code:

Bank or Building Society Current Account Name:

Account Number:

Sort Code:

## Vehicle/s to be kept at the property (Includes cars, cycles, motor cycles and caravans)

Make:

Model:

Reg No:

Make:

Model:

Reg No:

# Avon Lettings

## Character Reference (if specifically requested by Avon Lettings):

Full Name:

Occupation:

Address:

Post Code:

Telephone:

E-mail:

## Guarantor (where applicable):

Full Name:

Occupation:

Address:

Post Code:

Length of time at this Address:

Previous Address:

Post Code:

Telephone:

E-mail:

Date of Birth:

National Insurance Number:

Salary:

Work Reference Details (Name and Contact E-mail/Postal Address):



# Avon Lettings

Next of Kin:	
Full Name:	Occupation:
Address:	
Post Code:	
Telephone:	
Relevant Person (who may have paid some or all of the Deposit):	
Full Name:	Occupation:
Address:	
Post Code:	
Telephone:	
Additional Information	
I confirm I am applying for a tenancy on the basis that the property will be my main or only home:	
	Yes { }                      No { }

Avon Lettings is a member of a redress scheme provided by The Property Ombudsman [www.tpos.co.uk](http://www.tpos.co.uk)  
Avon Lettings is not a member of a Client Money Protection Scheme. If you would like to discuss this in more detail please contact a member of our team.



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