

# 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: Initial 6 month fixed term Assured Shorthold Tenancy Agreement

Proposed move in date (deadline for agreement date):

### **Payments applicable before the tenancy starts (payable to Avon Lettings 'the Agent')**

#### **• Holding Deposit: £**

Equivalent to a maximum of 1 week's rent per property

#### **• Damage Deposit: £**

Equivalent to a maximum of 5 weeks' rent per property

#### **• Rent: £** per calendar month payable by standing order.

One months rent in advance (this can sometimes be pro rata for the month)

### **Important Tenancy Information:**

An initial Holding Deposit (1 Weeks Rent inclusive of VAT) is required to secure the property, subject to credit checks/referencing. A copy of the draft Tenancy Agreement and details of our credit checking/reference criteria are included with this application. Once paid, formal acknowledgement will be emailed confirming the amount of deposit paid and the specified date for the 'deadline for agreement' (this will usually be 14 days unless agreed otherwise). The 'deadline for agreement' is the date both the tenant and Landlord are required to have entered into a Tenancy.

The Holding deposit will be refunded in full within 7 days of entering into a Tenancy. This can be deducted from your initial move in invoice should you prefer.

The Holding Deposit will also be refunded in full should the landlord withdraw from the proposed agreement or fail to enter into an agreement before the deadline for agreement date.

The Holding Deposit may be non-refundable if;

- you withdraw your intent to proceed with a Tenancy
- you fail to take reasonable steps to enter into the Tenancy
- you fail a 'Right to Rent' check
- the credit checks/references obtained prove to be unsatisfactory to us due to you providing false or misleading information within your application form which impacts your suitability to rent the property.

It is therefore imperative that all information provided is accurate and true to your best knowledge. Any adverse credit **must** be declared to us and if you are aware of **any** issues which may effect your credit check or references you must advise us before referencing commences. The criteria for our referencing checks are detailed below.

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Once we have completed the referencing and confirmed a move in date, the remaining amount will be due prior to move in and this will include the damage deposit (5 weeks rent) and the rent (one months rent in advance) less the holding deposit already paid. All monies must be cleared before entry.

## **Payments applicable during the tenancy (payable to 'the Agent')**

- Payment of £30 including VAT if you want to change the tenancy agreement (e.g. change of sharers or inclusion of a pet)
- Payment of interest for the late payment of rent at a rate of 3% above the Bank of England base rate
- Payment of any reasonably incurred costs for the loss of keys/security devices
- Payment of any unpaid rent or other reasonable costs associated with your early termination of the tenancy.

Tenants are responsible for Council Tax, TV License, Telephone, Broadband and all Utilities (e.g. gas/oil, electric, water, sewerage) unless stated otherwise.

## **Avon Lettings Credit check/referencing criteria:**

- Current and previous address
- Full names and date of birth
- National Insurance number
- Employment details and reference  
You must declare accurate salary details and this will need to be verified by your employer. False or misleading information may effect your application.
- Previous Landlord/Agent details and reference  
You must declare any previous rent arrears as this may affect your application.
- Proof of income if self employed/retired/other means  
You must declare accurate income and this will need to be verified. False or misleading information may effect your application.
- Financial details/credit status  
You must declare any adverse credit which may effect your credit score. False or misleading information may effect your application.
- Proof of residence: recent bank statements/utility bills
- Proof of ID: Passport or other as requested
- Right to Rent:  
In order to comply with the Government's Right to Rent guidelines, we are required to check that **all** tenants have a Right to Rent. Usually a passport will suffice but if you are a non UK, EU or Swiss Nationality you will need to provide further documents. Please see the Government user guide for documents we can accept but we will discuss this in further detail if necessary.  
<https://www.gov.uk/government/publications/right-to-rent-document-checks-a-user-guide>

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## **Data Protection and General Data Protection Regulations**

**Please see accompanying Tenant Privacy Notice.**

I understand that the information provided is necessary in order to enter into a contract with Avon Lettings.

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 out 'Right to Rent' checks in line with current legislation.
- \*register the 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.

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 if I default on my Tenancy obligations, this information may be released to authorized debt recovery agencies and could affect any future applications I make for Tenancies, credit and insurance.

### **Tenant Declaration:**

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 all the above and have raised any concerns with the Landlord or Agent.

I understand that if I knowingly supply any false or misleading information, this may result in the tenancy being refused and the holding deposit retained.

I understand that if I knowingly supply any false or misleading information, this may be used by the landlord to seek possession of the property under Ground 17 of Section 8 of the Housing Act 1988 (As amended by section 102 of the Housing Act 1996).

I give permission for enquiries to be made based on the information I have provided to establish my status.

**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:

Date of Birth:

Phone Number(s):

Home:

Work:

Mobile:

E-mail Address:

Marital Status:

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

National Insurance Number:

Passport Number:

In addition, please supply a copy of your Passport with Photograph and a copy of a Utility Bill confirming your present address (original copies will need to be seen and verified).

Please contact the office to discuss alternative Identification and 'Right to Rent' documents required.

<https://www.gov.uk/government/publications/right-to-rent-document-checks-a-user-guide>

## Misc: 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:

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## Address History: Please provide three years address history

### 1. Present Address:

Post Code:

Length of time at this Address:                  Years:                  Months:

**Status:** House Owner [  ]   Private Tenant [  ]   Living with Relatives or Friends [  ]

Other [  ] Please specify:

### Present Landlord

Letting Agent [  ]   Landlord [  ]   Other [  ] Please specify:

Name:

Address:

Post Code:

Telephone:    E-Mail:

### 2. Previous Address:

Post Code:

Length of time at this Address:                  Years:                  Months:

**Status:** House Owner [  ]   Private Tenant [  ]   Living with Relatives or Friends [  ]

Other [  ] Please specify:

Reason for leaving:

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## Previous Landlord:

Letting Agent [  ] Landlord [  ] Other [  ] Please specify:

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 [  ] Agency [  ] Retired [  ]

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

Other [  ] Please specify:

Please be aware that if you are;

Self-Employed: We will need proof of income either by viewing your accounts or by verifying your stated salary with your accountant / book keeper.

Retired: We will require proof of pension

In receipt of benefits/universal credits: We will require proof of all amounts declared.

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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:

Line Manager/HR or Other Contact:

Line Manager/HR E-Mail:

Your Employee Staff / Ref No:

Position Held:

Full time / Part time:

**Gross Annual Earnings / Salary** £

Additional employment earnings (e.g. overtime/allowances/bonus):

Date you started this Employment:

Is your Employment Permanent?

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

If Yes, please provide further information:

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

Employer:

Line Manager/HR or Other Contact:

Line Manager/HR E-Mail:

Your Employee Staff / Ref No:

Position Held:

**Gross Annual Earnings / Salary**                      £

Additional employment earnings (e.g. overtime/allowances/bonus):

Date you started this Employment:

Date you finished this Employment:

Reason for Leaving:

## Other Income (please include details of any other income you are in receipt of):

Please provide details of any other relevant income/allowances applicable:

Do you claim **ANY** benefits/universal credits?    Yes [  ]    No [  ]

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



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## Financial Details/Credit Information:

It is imperative that you declare any adverse credit (whether it is satisfied or unsatisfied). Failure to provide this information or by providing false or misleading information could result in your tenancy being refused and your holding deposit being retained.

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

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

Have you ever applied for an IVA? Yes [ ] No [ ]

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

Have you ever been in arrears with rental payments? Yes [ ] No [ ]

Have you ever been in arrears with any mortgage payments? Yes [ ] No [ ]

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

**If yes to any of these questions, please provide full details below or continue on a separate sheet.**

## Bank or Building Society Details:

Bank Branch Name and address:

Account Holder:

Account Number:

Sort Code:

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## Character Reference (where applicable):

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):

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## Next of Kin/Emergency Contact:

Full Name: Occupation:

Address:

Post Code:

Telephone: Email:

## Relevant Person (who may have paid some or all of the Deposit)

Avon Lettings will need to contact the relevant person to discuss prior to registering 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 { }

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## CLIENT MONEY PROTECTION/DEPOSITS

All client money is held in a separate Clients Money Account through Lloyds Bank (Registered address: 25 Gresham Street, London, EC2V 7HN) and Avon Lettings are a member of a Clients Money Protection Scheme through UKALA. A copy of our UKALA CMP certificate is available on our website or upon request.

Any interest accrued in the Client Account is retained by Avon Lettings. All monies received are paid into our Client Bank Account within 3 days of receipt or within a reasonable timeframe where appropriate. Any unidentified transactions are treated as client money until we can identify them. Where we owe money to clients, this will be paid as and when due, without delay. Avon Lettings will withdraw fees and commissions only once received and are due and payable. The Client Account is reconciled monthly and all client money is appropriately related to the client/property. Avon Lettings retain client accounting records for a minimum of six years plus the current year.

All Tenancy Deposits are registered and protected by a Government Authorised scheme.

Avon Lettings are registered with the HMRC Non-Resident Landlord Scheme.

Avon Lettings is a member of a redress scheme provided by The Property Ombudsman and subscribe to their Code of Practice for Letting Agents [www.tpos.co.uk](http://www.tpos.co.uk)

Avon Lettings is a member of a Client Money Protection Scheme through UKALA. If you would like to discuss this in more detail please contact a member of our team.



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