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**PRE - APPLICATION FORM**

**Application Form –** Complete the form fully, signed and legible.

**SHOULD YOUR APPLICATION BE SUCCESSFUL, WE WILL DO THE FOLLOWING.**

**References** – We will carry out a credit and Right to Rent Check on you, we will contact your employer and landlord for references.

**Right to Rent Checks** – EPM have a legal duty to carry out these checks and are required to verify ID/Visas if required on all prospective tenants.

**Proof of Income** – You will need to prove that your income is 2.5 times the monthly rent.

**Guarantor** – If a guarantor is required, they will need to complete a separate form. Please note that they need to be a UK resident, a home owner, over 21 years of age, earn 3 times the monthly rent and have a clean credit history.

**Landlords Requests** – If requested by a landlord, EPM will forward on copies of all references received.

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| **Applicant one**

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| **PROPERTY ADDRESS:** | Click or tap here to enter text. |
| **MONTHLY RENT:** |  **£**Click or tap here to enter text. **DEPOSIT £**Click or tap here to enter text. |
|  |  |
| **APPLICANT DETAILS**  |  |
| NAME | Click or tap here to enter text. |
| D.O.B |  Click or tap here to enter text. |
| CONTACT NUMBER |  Click or tap here to enter text. |
| EMAIL  |  Click or tap here to enter text. |
| MARITAL STATUS |  Click or tap here to enter text. |
| **ADDRESS INFO**  |   |
| CURRENT ADDRESS | Click or tap here to enter text. |
| TIME AT ABOVE ADDRESS  |  Click or tap here to enter text. |
| LANDLORD/AGENT DETAILS  |  Click or tap here to enter text. |
| **EMPLOYMENT DETAILS** |   |
| ROLE / POSITION |  Click or tap here to enter text. |
| ADDRESS |  Click or tap here to enter text. |
| MANAGERS NAME |  Click or tap here to enter text. |
| ANNUAL INCOME  |  Click or tap here to enter text. |
| TIME WITH EMPLOYER  |  Click or tap here to enter text. |
| **NEXT OF KIN DETAILS** |   |
| NAME |  Click or tap here to enter text. |
| ADDRESS |  Click or tap here to enter text. |
| CONTACT NUMBER |  Click or tap here to enter text. |
| RELATIONSHIP TO YOU |  Click or tap here to enter text. |
| **OTHER**  |   |
| ANY BAD CREDIT/ CCJ's |  Click or tap here to enter text. |
| Length of rental required  | Click or tap here to enter text. |
| CHILD 1 – NAME & AGE | Click or tap here to enter text. |
| CHILD 2 – NAME & AGE | Click or tap here to enter text. |
| CHILD 3 – NAME &AGE | Click or tap here to enter text. |
| DO YOU SMOKE? |  Click or tap here to enter text. |
| ANY PETS? |  Click or tap here to enter text. |
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| **APPLICANT TWO -**

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| **PROPERTY ADDRESS:** |  Click or tap here to enter text. |
| **MONTHLY RENT:** |  **£** Click or tap here to enter text. **DEPOSIT: £** |
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| **APPLICANT DETAILS**  |  |
| NAME |  Click or tap here to enter text. |
| D.O.B |  Click or tap here to enter text. |
| CONTACT NUMBER |  Click or tap here to enter text. |
| EMAIL  |  Click or tap here to enter text. |
| MARITAL STATUS |  Click or tap here to enter text. |
| **ADDRESS INFO**  |   |
| CURRENT ADDRESS | Click or tap here to enter text. |
| TIME AT ABOVE ADDRESS  |  Click or tap here to enter text. |
| LANDLORD/AGENT DETAILS  |  Click or tap here to enter text. |
| **EMPLOYMENT DETAILS** |   |
| ROLE / POSITION |  Click or tap here to enter text. |
| ADDRESS |  Click or tap here to enter text. |
| MANAGERS NAME |  Click or tap here to enter text. |
| ANNAUL INCOME  |  Click or tap here to enter text. |
| TIME WITH EMPLOYER  |  Click or tap here to enter text. |
| **NEXT OF KIN DETAILS** |   |
| NAME |  Click or tap here to enter text. |
| ADDRESS |  Click or tap here to enter text. |
| CONTACT NUMBER |  Click or tap here to enter text. |
| RELATIONSHIP TO YOU |  Click or tap here to enter text. |
| **OTHER**  |   |
| ANY BAD CREDIT/ CCJ's |  Click or tap here to enter text. |
| Length of rental required | Click or tap here to enter text. |
| CHILD 1 – NAME & AGE | Click or tap here to enter text. |
| CHILD 2 – NAME & AGE | Click or tap here to enter text. |
| CHILD 3 – NAME & AGE | Click or tap here to enter text. |
| DO YOU SMOKE? |  Click or tap here to enter text. |
| ANY PETS? |  Click or tap here to enter text. |
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| **Guidance notes and Authorisation - What will happen if you are accepted**

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| We will carry out credit checks and references, your employer and landlord will be contacted.  |
| EPM have a legal duty to carry out these checks.  |
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| If a guarantor is required, they will need to complete a separate form. They will need to be a UK resident, over 21 years old, |
| and earn 3 times the monthly rent and have a clean credit history as checks will be carried out. If the application is successful, I agree to pay the first month’s rent and deposit as cleared funds. Bank transfer must be paid 7 working days before the start of the tenancy into the landlord’s bank account.. |
| The rent thereafter will be paid by standing order monthly in advance each month.  |
| I agree that EPM can use my given details on this application form to carry out all necessary referencing and also carry out any third-party credit checks etc. |
| 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 agreementand 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 maybe 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 referencing agencies are 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 direct. |
| I understand that I may be refused a tenancy as a result of the searches and reference obtained by referencing agency. |
| I acknowledge that the referencing services provided are provided to the letting agent or landlord and agree that I shall not seek to hold any referencing agency liable for such refusal nor shall I seek to bring any claim against EPM for any loss or damage suffered by me as a result of such refusal. |

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| **ADDITIONAL INFORMATION**  |   |

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