

### APPLICATION FOR RENTED ACCOMMODATION

#### REFERENCES & IDENTIFICATION

All tenancies are offered subject to satisfactory references (see the signature section on the application form for details of the references which may be taken).

To put forward your application to the landlord for approval in principle we require the following:-

**2 forms of identification. Production of your passport is mandatory plus 1 further proof of I.D. EG Driver license**

**A recent gas, electric or 'phone bill (no older than 3 months)**

**Your last 3 months wage slips or a copy of your contract of employment. If these are not available you should provide a letter from your employer confirming your employment terms.**

**Your last 3 months bank statements.**

#### HOLDING DEPOSIT

If we confirm that your application is agreed in principle, we will ask you to pay a holding deposit equal to 1 weeks rent. You will be supplied with a draft tenancy agreement on or before payment of the Holding Deposit. **We do not accept cash payments**

We have 14 days in which to carry out reference checks etc. and come to an agreement with you regarding the tenancy (This period may be extended if both parties come to a written agreement).

The holding deposit will normally be refunded to the applicant where the landlord decides not to enter into a tenancy agreement.

Any refund is subject to the following exceptions: -

- a) The Applicant does not have a right to rent a property in the UK and the Landlord or his Agent did not know, and could not reasonably have been expected to know this, before the holding deposit was accepted;
- b) The Applicant provides false or misleading information, and the Landlord or his Agent is reasonably entitled to take into account the Applicant's actions or the difference between the false and correct information in deciding whether to grant a tenancy to the Applicant;
- c) The Applicant notifies the landlord or letting agent within 14 days from receipt of the holding deposit that the Applicant does not want to enter into a tenancy agreement;
- d) The Landlord or his Agent takes all reasonable steps to enter into a tenancy agreement, within 14 days from the date of receipt of the holding deposit, but the tenant fails to take all reasonable steps to enter into the agreement before that date.

#### DILAPIDATION DEPOSIT

**A dilapidation deposit equal to 5 weeks rent is payable on or before the start of the tenancy. The Holding Deposit may be applied towards the dilapidation deposit.**

The dilapidation deposit is held against the terms of the Tenancy Agreement and is returned at the end of the tenancy, subject to satisfactory check out procedure, rent and other payments on the property being paid in full. The deposit will be protected under a Tenancy Deposit Protection Scheme operated by The Deposit Protection Service (DPS), The Pavilions, Bridgwater Road, Bristol, BS99 6AA Website: - <http://www.depositprotection.com> Dedicated help line: - **0844 4727 000**.

Details of the scheme and the dispute resolution provisions will be issued within 14 days of receipt of the deposit. If we are employed by the Landlord just to find and install a tenant, the deposit may be passed to the Landlord at the start of the tenancy and we will instruct the Landlord to supply you with full details of the Tenancy Deposit Scheme that he has elected to use within 14 days of the start of the tenancy. **We do not accept cash payments**

#### LEAD TENANT

IF THERE IS MORE THAN 1 APPLICANT & YOU WISH TO NOMINATE A 'LEAD TENANT' FOR ALL CORRESPONDENCE & MATTERS RELATING TO THE DEPOSIT PROTECTION SCHEME (See 'DEPOSIT' SECTION ABOVE, ENTER THE NAME BELOW. If this section is left blank you will permit Aston and Co to nominate a 'LEAD TENANT')

**ENTER LEAD TENANT HERE \_\_\_\_\_ (If blank, Aston & Co will choose a Lead Tenant)**

#### **ANY SPECIAL REQUIREMENTS?**

**If your application is subject to any special requirements or if you have any questions (E.G. Will the landlord supply a washing machine? What furniture is included? Is any work planned at the property prior to it being let?) you must list them below. When we have your application form & the documents listed above, we discuss your application with the landlord to obtain approval in principle. Any special requirements you list here will be part of those negotiations. The right is reserved to reject any application.**

**If this section is blank, we cannot re-negotiate the terms of your application at a later date.**

- 1.
- 2.
- 3.
- 4.



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## THE TENANCY AGREEMENT

If your application is successful, you will be asked to sign a fixed term contract. An agreement known as an Assured Shorthold Tenancy Agreement. A draft agreement will be supplied to you before or when we ask for the Holding Deposit. If you require a draft tenancy agreement before then please ask.

## RENT REPAYMENT

You will be required to pay one months rent in advance prior to the start of the tenancy. Subsequent rent payments must be paid by standing order from a UK bank account. **We do not accept cash payments**

## GUARANTOR

In certain circumstances a guarantor may be required.

## TERMS of BUSINESS & ACCURACY OF INFORMATION

Whilst we endeavor to make our property details accurate and reliable, they should not be relied on as statement or representation of fact and do not constitute any part of an offer or contract. Aston and Co Aston and Co Aston and Co and The Owner do not make or give any representations or warranty in relation to the property. If there is any point which is of particular importance to you, we will be pleased to check the information for you. We strongly recommend that all the information we provide about the property is verified by you on inspection. E.G The extent of furniture or furnishings to be included or excluded. The properties offered to let are not owned by Aston and Co. Aston and Co act as agents for owners and some owners may wish to self-manage their properties I.E. Collect rent, carry out their own inspections and in certain circumstances use their own tenancy agreement and deal directly with the tenant following completion of the tenancy agreement

## AGENCY FEES. We do not make any charges for the following: -

Tenancy set-up fees and referencing fees  
Requirements in the tenancy agreement for professional cleaning at end of tenancy  
Additional pet fees or requirement to carry out pest treatment services at the end of a tenancy  
Check-in and check-out fees

## AGENCY FEES. Exceptions - Permitted Payments

### Before the tenancy starts (payable to Aston & Co 'the Agent')

Holding Deposit: 1 week's rent  
Deposit: 5 weeks' rent

### During the tenancy (payable to the Agent):

Payment of up to £50 if you want to change the tenancy agreement  
Payment of interest for the late payment of rent at a rate of 3% above Bank of England base rate (calculated annually).  
Payment of costs reasonably incurred for the loss of keys/security devices  
Payment of any unpaid rent or other reasonable costs associated with your early termination of the tenancy

### During the tenancy (payable to the provider) if permitted and applicable

Utilities – gas, electricity, water  
Communications – telephone and broadband  
Installation of cable/satellite  
Subscription to cable/satellite supplier  
Television license  
Council Tax

## Other permitted payments

Any other permitted payments, not included above, under the relevant legislation including contractual damages

## CLIENT PROTECTION

**Redress Scheme membership details:** The Property Ombudsman, Registered Office address: - Milford House, 43-55 Milford Street, Salisbury, Wiltshire, SP1 2BP **Membership Number:** D04216

**Client Money Protection Scheme:** Money Shield, 6 Tournament Court, Edgehill Drive, Warwick CV34 6LG

**Scheme Reference:** 58480982 **Tel:** 01926 417763 **Website:** [www.money-shield.co.uk](http://www.money-shield.co.uk)

## 1 Tenancy Details (To be completed by the Letting Agent)

ASN/Agent Code

Property Address  Postcode

Total rent per month  £ Tenant's share of rent per month  £

**Let type:** Managed  Rent collection  Let only

**Property type:** Detached  Semi detached  Flat  Terraced  Bungalow

When was the property built? (Year)  Tenancy Term (Months)

Number of Tenants  Tenancy Start Date

Is the full term being paid in advance? Yes  No  Is a financial reference required? Yes  No   
(If rent is paid in advance)

Do you want us to perform a Right to Rent check? Yes  No

*If you have chosen to complete a right to rent check, please obtain the relevant document from your applicant. If you are in doubt of which one is the correct document, you can visit our document library on your agent portal to download a guide.*

## 2 Personal Details (To be completed by the Tenant)

Title  First Name(s)  Middle Name(s)

Last Name(s)  Previous/Other Names

Date of Birth (DD / MM / YYYY)    Email Address

Contact Number  Mobile Number

Resident Status UK Resident  Overseas Resident  Nationality

National Insurance Number  *This will help identify you when we request a financial reference (if applicable).*

Bank Name  Bank Account Number  Bank Sort Code

**In the last 6 years, have you had any adverse credit such as CCJs, bankruptcies or insolvencies?**

If yes: CCJ  Bankruptcy  Insolvency  Other

**Employment Status** (If multiple boxes are ticked, please complete all of the financial sections overleaf that apply)

Employed  Self-Employed  Retired  Savings  Investments  Student  Unemployed

### 3 Address History Details (To be completed by the Tenant)

**Current address** (3 lines of address)

*We require three years of address history or a maximum of three addresses.*


Postcode

Duration at the address

Years

Months

**Previous address 1** (3 lines of address)


Postcode

Duration at the address

Years

Months

**Previous address 2** (3 lines of address)


Postcode

Duration at the address

Years

Months

### 4 Residential Reference Details (To be completed by the Tenant)

**Residential Status:** Currently Renting (including renting from the Council)  Living with friends/relatives  Homeowner

Please complete the below section with the details of the person or entity who you pay rent to and manages your property if you have selected currently renting as your residential status.

What is your current rent per month?

£


Landlord/Letting Agent name

Landlord/Letting Agent address

Contact Number

Email Address

### 5.1 Financial Details - Employed 1 (To be completed by the Tenant)

 You can provide the details for multiple employers if needed.

Company Name

Company Address

Name of Financial Referee

Financial Referee Position

Contact Number

Mobile Number

Email address

Your Job Title

Payroll/Employee Number

Annual Salary

£

Annual Overtime

£

Annual Bonuses

£

Start Date

**Tick all that apply:**

Full Time

Part Time

Temporary

Permanent

Zero Hour Contract

## Employed 2 (To be completed by the Tenant)

Company Name

Company Address

Name of Financial Referee  Financial Referee Position

Contact Number  Mobile Number

Email address  Your Job Title

Payroll/Employee Number  Annual Salary  £

Annual Overtime  £ Annual Bonuses  £ Start Date

**Tick all that apply:**

Full Time  Part Time  Temporary  Permanent  Zero Hour Contract

## Employed 3 (To be completed by the Tenant)

Company Name

Company Address

Name of Financial Referee  Financial Referee Position

Contact Number  Mobile Number

Email address  Your Job Title

Payroll/Employee Number  Annual Salary  £

Annual Overtime  £ Annual Bonuses  £ Start Date

**Tick all that apply:**

Full Time  Part Time  Temporary  Permanent  Zero Hour Contract

## 5.2 Financial Details - Self Employed (To be completed by the Tenant)

Net Profit £  Start Date

If you complete your own tax returns, please confirm the form used below:

**Self Assessment Tax Return or Tax Calculation:** HMRC SA100  HMRC SA302  1st tax return not filed yet   
*(If one of these boxes are ticked, you may need to provide proof of this)*

If you have an accountant please complete the information below:

Accountant Company Name  Accountant Referee Name

Accountant Address  Postcode

Email Address

Contact Number  Mobile Number

## 5.3 Financial Details - Pension/Retired (To be completed by the Guarantor) (i) You may be asked to provide proof of this

Pension Provider  Start date of pension  Annual Income £

Pension Provider 2  Start date of pension  Annual Income £

Pension Provider 3  Start date of pension  Annual Income £

## 5.4 Financial Details - Savings (To be completed by the Tenant)

(i) You may be asked to provide proof of this

Value of savings £

## 5.5 Financial Details - Investments (To be completed by the Tenant)

(i) You may be asked to provide proof of this

Value of investments £  Investment Scheme/Company

## 5.6 Financial Details - Unemployed (To be completed by the Tenant)

Do you have any benefits? Please detail type of benefit and annual amount received. You may need to provide supporting documents to prove this

Tax Credit	<input type="checkbox"/>	How often is this paid	<input type="text"/>	Amount	£ <input type="text"/>
Carer's Allowance	<input type="checkbox"/>	How often is this paid	<input type="text"/>	Amount	£ <input type="text"/>
Child Benefit	<input type="checkbox"/>	How often is this paid	<input type="text"/>	Amount	£ <input type="text"/>
Disability Benefit	<input type="checkbox"/>	How often is this paid	<input type="text"/>	Amount	£ <input type="text"/>
Foster Allowance - Guardian Allowance	<input type="checkbox"/>	How often is this paid	<input type="text"/>	Amount	£ <input type="text"/>
Child Maintenance - Housing Benefits	<input type="checkbox"/>	How often is this paid	<input type="text"/>	Amount	£ <input type="text"/>
Employment/ Support Allowance	<input type="checkbox"/>	How often is this paid	<input type="text"/>	Amount	£ <input type="text"/>
Universal Credit	<input type="checkbox"/>	How often is this paid	<input type="text"/>	Amount	£ <input type="text"/>

## 6 Additional Information (To be completed by the Tenant)

If there is any other information relevant to this application to make us aware of.

## Additional Financial Information

Your reference will be completed by Let Alliance on behalf of your agent. Let Alliance will consult with a number of sources to verify the information provided by you, including a licensed credit reference agency, ID verification sources and any referees you have provided.

**By completing and submitting this application you confirm the following:**

- The information you have provided in this application is true to the best of your knowledge
- You are happy for Let Alliance to complete the required checks, the results of which may be accessed again if you apply for a tenancy in the future.
- You are happy for Let Alliance to contact your referees (including those outside the EEA), with personal information you have provided in this application, to allow them to verify the information about your earnings, dates of employment and previous tenancy.

**About your reference**

The information you provide will be held by Barbon Insurance Group Limited and used for the administration of your referencing application. By providing this information you're confirming you give permission for Barbon Insurance Group Limited to use and store it.

- Let Alliance is part of the Barbon Insurance Group Limited and for the purposes of this application, Barbon is the Data Controller as defined in the General Data Protection Regulation 2018
- Let Alliance may pass on any information you supply to your prospective landlord and/or letting agent, including the results of any linked verification checks
- Let Alliance will share your information with credit reference agencies who may record the results of this search. This information may also be used for debt tracing and fraud prevention. The credit reference agencies will record our enquiries and will leave a footprint, but this does not affect your credit rating
- If you default on your rental payments, Let Alliance may record this on a centrally held database. This could affect any future application for tenancy, credit, or insurance
- Let Alliance may use debt collection and tracing agents to trace your whereabouts and recover any monies owed to Let Alliance

The personal information we have collected from you will be shared with fraud prevention agencies who will use it to prevent fraud and money laundering and to verify your identity. If fraud is detected, you could be refused certain services, finance, or employment. Further details of how your information will be used by us and these fraud prevention agencies, and your data protection rights, can be found on <https://www.letalliance.co.uk/privacy-policy/>.

Details of addresses, including past, current, and prospective, may be provided to specified third parties which would be used for preventing unnecessary marketing communications only. This processing is carried out for the legitimate interests of both You, the data subject, and the thirdparty companies. If you'd like to find out more about any of the information sources we access to complete your application, please visit <https://www.letalliance.co.uk/privacy-policy/>. You can also find out more about the referencing process on <https://www.letalliance.co.uk>.

I understand that providing false information may lead to early termination of any subsequent tenancy agreement.

I have read and agree to be bound by the above terms.

**Signature of applicant**

**Full Name**

**Date** (DD / MM / YYYY)

<input type="text"/>	<input type="text"/>	<input type="text"/>
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## Keeping you informed

**Yes** - Let Alliance is a PIB Group company. We will update you throughout the referencing process to keep you informed on progress. We'd also love to contact you, to tell you about our range of products and services for tenants, but if you'd prefer not to hear from us then please leave the box unchecked.

**Yes** - We partner with trusted third parties to get tenants the best deals on Telephony, Broadband and TV. To make your life easier, we'll send them your contact details so that they can get in touch and run through the latest deals with you.