**APPLICATION PROCESS**

We are pleased that you wish to rent a property through Maltbys. Before completing the application, please ensure you have read the following information carefully and agree to the terms\*.

1. Please complete this application form and return it to us along with a copy of your ID. Photographic ID is **required** as part of the Governments ‘Right to Rent’ check (further information can be found on the Government website). A valid passport would be the preferred identification. However, if you do not have this available, a combination of a driving license and birth certificate/recent council tax bill will be acceptable. We will also require proof of address which can be a bank statement or letter from a government official sent within the previous 3 months.
2. If your application is approved by the landlord, you must pay a holding deposit (this is no more than one week of the rental value). Please note, this holding deposit will be retained by Maltbys, if either applicant or guarantor:
* Provides false or misleading information within this application
* Fails a right to rent check
* Withdraws from the property
* Fails to take all reasonable steps to enter into a tenancy agreement by the deadline agreement date
1. Upon receipt of the holding deposit, each prospective tenant will be required to complete an application form through Vouch, who are an independent referencing company. They will carry out a credit check, employment check and contact your previous landlord if applicable, to verify your suitability as a tenant and your ability to meet your commitments. Vouch are likely to contact you for more information so they can complete their checks. If a Guarantor is required, they will also be required to submit an application and they will be referenced in a similar way. Please bear in mind that the Guarantor will act as Guarantor for **all** of the applicants in residence as you are jointly and severally liable within the Tenancy.
2. Referencing should take approximately one week. This can progress quicker if you make your current landlord/agents (if applicable) and employer aware, so they can confirm your position. As soon as we receive the results we will contact you. At this stage we will send you confirmation of the move in monies due which must be paid in cleared funds prior to moving in.
3. On the agreed move in date and time, **ALL** parties will be required to attend the office during working hours to sign all the paperwork, so please bear this in mind when the move in day has been confirmed as this cannot be changed last minute.
4. If your property has an inventory carried out for your new tenancy, you will either be given a copy of the Inventory and will be asked to check and agree the contents within 48 hours of the commencement of the tenancy, or you will meet our inventory clerk at the property at an agreed time where they will run you through the property and get you to sign it on the day (which process is used depends on landlord decision). If you find any discrepancies, please immediately provide full details to us in writing together with photographs so that we can attach to the inventory and address any maintenance issues that may be necessary.
5. Upon move in, you will be provided with a copy of the Tenancy Agreement, Inventory (if applicable), Energy Performance Certificate, Gas Safety Certificate (if applicable), Electrical Installation Condition Report, ‘How to rent’ booklet, and at least one key to the property.
6. It is your responsibility to contact **all** of the utilities and notify the council of your new residence.
7. Within 30 days of move in, you will be provided with a copy of the Deposit Certificate, and prescribed information which must be signed and returned to us.

**To confirm, the monies due:**

To Reserve the Property after being approved by the landlord:

* **Holding deposit (non-refundable) - this will be no more than 1 weeks rent and the exact amount will be confirmed to you by the agent**

Move in monies to be received by us in cleared funds before the move in day:

* **One month’s rent - this will be the agreed rental price, minus the holding deposit**
* **Security deposit - this is capped at 5 weeks rent and the exact amount will be confirmed to you by the agent**

\*To view the terms of our current AST please request a copy from our office. For more information on renting in England please Search on GOV.UK for ‘How to Rent’.

**PRE- APPLICATION FORM**

Please complete this form which will enable us to assess your suitability for the proposed tenancy. If your application is successful, our referencing agency Vouch will contact you with a comprehensive application form for you to complete. If any information supplied is inaccurate, you will likely fail your application and therefore surrender your holding deposit. Please ensure the form is completed in full and all information provided is accurate to the best of your knowledge.

|  |
| --- |
| **Property you are applying for:** |
|  |
| **What date would you like to move in?** |
|  |

|  |  |
| --- | --- |
| FIRST APPLICANT | SECOND APPLICANT (if applicable) |
| Name in full (including middle name(s) and title): | **Name in full (including middle name(s) and title):** |
|  |  |
| Date of Birth: | **Date of Birth:** |
|  / / |  / / |
| National Insurance Number: | **National Insurance Number:** |
|  |  |
| Phone Number(s): | **Phone Number(s):** |
|  |  |
| Email Address: | **Email Address:** |
|  |  |
| Current Address (including postcode): | **Current Address (including postcode):** |
|  |  |
| Do you have any adverse credit history? (If you suspect or are unsure if you have any CCJ’s or any form of adverse credit history please give details) | **Do you have any adverse credit history?** (If you suspect or are unsure if you have any CCJ’s or any form of adverse credit history please give details) |
| Yes/No – if yes, please specify: | Yes/No – if yes, please specify: |
| Do you have any pets? | **Do you have any pets?** |
| Yes/No – if yes, please specify: | Yes/No – if yes, please specify: |
| Do you have any children who will be living with you? | **Do you have any children who will be living with you?** |
| Yes/No – if yes, please specify their ages: | Yes/No – if yes, please specify their ages: |
| Do you smoke? | **Do you smoke?** |
| Yes/No | Yes/No |

|  |  |
| --- | --- |
| FIRST APPLICANT continued | SECOND APPLICANT continued |
| Name & Address of Employer: | **Name & Address of Employer:** |
|  |  |
| Job Title: | **Job Title:** |
|  |  |
| How long have you worked for your current employer? | **How long have you worked for your current employer?** |
|  years and months |  years and months |
| Gross Annual Salary (Basic Salary): | **Gross Annual Salary (Basic Salary):** |
|  |  |
| Any additional income (Commission, bonuses etc.): | **Any additional income (Commission, bonuses etc.):** |
|  |  |
| Do you have a permanent contract? | **Do you have a permanent contract?** |
| Yes/No | Yes/No |
| What are your contracted weekly hours? | **What are your contracted weekly hours?** |
|  |  |
| Are you in receipt of any benefits? | **Are you in receipt of any benefits?** |
| Yes/No – if yes, please specify: | Yes/No – if yes, please specify: |
| Why are you looking to move? | **Why are you looking to move?** |
|  |  |
| Are you currently in rented accommodation? | **Are you currently in rented accommodation?** |
| Yes/No - if no, please move on to next section | Yes/No - if no, please move on to next section |
| How long have you lived there? | **How long have you lived there?** |
|  years and months |  years and months |
| How much is your current monthly rent? | **How much is your current monthly rent?** |
|  |  |
| What share of your current monthly rent do you pay? | **What share of your current monthly rent do you pay?** |
|  |  |
| Are you currently tied in to a fixed term tenancy? | **Are you currently tied in to a fixed term tenancy?** |
| Yes/No – if yes what is your end date? | Yes/No – if yes what is your end date? |
| Current Letting Agent/Landlord contact details: | **Current Letting Agent/Landlord contact details:** |
|  |  |
| Any additional information you think may benefit your application: |
|  |

|  |  |
| --- | --- |
| NEXT OF KIN FOR FIRST APPLICANT | NEXT OF KIN FOR SECOND APPLICANT  |
| Name: | **Name:** |
|  |  |
| Phone Number(s): | **Phone Number(s):** |
|  |  |
| Email Address: | **Email Address:** |
|  |  |
| Address (including postcode): | **Address (including postcode):** |
|  |  |

I confirm that the information I have provided is correct to the best of my knowledge and I

understand that providing misleading or false information may affect my application or the

tenancy at a later date.

SIGNED BY:

**FIRST APPLICANT: SECOND APPLICANT:**

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