



holts

Estate Agents, Letting Agents & Financial Services

Rental Application Form

All tenancies are agreed on an initial six month Assured Shorthold Tenancy Agreement and may continue after this period on a month-to-month basis. This agreement contains any special requirements together with the Terms and Conditions of Rental.

Before an applicant is accepted for tenancy they must submit the following:

Application Fee, a non-refundable application fee of £195

Application Form, this must be completed in full.

Proof of identification must be provided either by way of passport or driving license.

Proof of Address must be provided showing applicants current address. We will accept bank statement, utility bill, credit card statement.

If the applicants references are approved then;

A bond is required which is usually equivalent to one months rent to be held in a Government approved Scheme.

(Provided the property is left in a satisfactory condition the bond is returnable.)

One month's rent in advance is required

To hold a property, for a period of time, the bond is required immediately.

On the day of occupation, a member of our staff will attend the property to take the current meter readings i.e. gas, electric and water. Also an inventory is taken with regard to the contents of the property and notes made on the condition thereof. The tenant is then required to sign this document. The meter readings are passed to the relevant utility company together with the new name of the tenant and the date tenancy begins. The Local Authority is also given details of the new tenant. A Standing Order Mandate is completed by the tenant in respect of the rent.

If Holts are managing the property, thereafter any queries or problems the tenant may have are directed to ourselves. If the property is being managed by the owner, then any queries or problems should be directed to them.

You can contact our rental department on 01642 750065 with any questions.



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Advanced Reference

Proposed Property Details

Total Monthly Rent	
Rental Term	
Letting Status	Managed By Agent <input type="checkbox"/> Let Only <input type="checkbox"/>
First Line of Address	
Town	
County	
Post Code	
Number of Bedrooms	
Type	Semi Detached <input type="checkbox"/> Detached <input type="checkbox"/> Flat <input type="checkbox"/>
Total Number of Tenants	
Intended Move in Date	

Applicants Personal Details

Title	
First Name	
Middle Name	
Last Name	
Date of Birth	
Telephone Number	
Mobile Number	
Email Address	
The Rent Amount The Tenant Is Responsible For	
National Insurance Number	
Driving Licence Number	
Adverse Credit History	Yes <input type="checkbox"/> No <input type="checkbox"/>
CCj's	Yes <input type="checkbox"/> No <input type="checkbox"/>
Current Status	Living As Private Tenant <input type="checkbox"/> Living With Family/Friends <input type="checkbox"/> UK Property Owner <input type="checkbox"/>
If UK Property Owner	Have you ever defaulted on any mortgage payments? Yes <input type="checkbox"/> No <input type="checkbox"/>



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Applicants Current Address (we require 6 years address history)

First Line Of Address	
Town	
County	
Post Code	
Residing Since (Year)	

Applicants Previous Address (If Applicable)

First Line Of Address		
Town		
County		
Post Code		
Residing Since (Year)	From:	To:

Applicants Landlord Details

Landlord Name		
First Line Of Address		
Town		
County		
Post Code		
Contact Telephone		
Contact Fax		
Contact Email		
Tenancy	From:	To:
Monthly Rent(£)		

<input type="checkbox"/>	
Employed (If Applicable)	
Company/Organisation	
Position Held	
Person to Contact	
Employed From	

<input type="checkbox"/>	
Self Employed Without Accountant/DSS/Retired (If Applicable)	
We need to have proof of your income. Please supply proof of income and attach it to this document.	

<input type="checkbox"/>		
Self Employed With Accountant (If Applicable)		
Name Of Accountant		
Accounting Period	From:	Till:

Applicants Employment Details	
Contact Telephone	
Contact Fax Number	
Contact Email	
First Line Of Address	
Town	
County	
Post Code	
Gross Annual Income (£)	
Other Income (£)	
Notes	

<input type="checkbox"/>	
Unemployed (If Applicable)	
No details are required	



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Advanced Reference

Applicants Bank Details	
Bank Name	
Branch Address	
Account Holder Name	
Sort Code	
Account Number	

Authority to do report

Signed:

Print:

Date