

Address: 49B Allesley Old Road, Chapelfields, Coventry, CV5 8BU

Telephone: 02476 679 333 Website: [www.lets-complete.com](http://www.lets-complete.com)

## Property Application Form



Requested Move Date



Requested Property Address

### Fees due on application

Application Fee (covers 2 applicants)

**£240.00** (£200.00 + VAT)

Additional Applicant (guarantor or any applicant over the age of 18 years old)

**£72.00** (£60.00 + VAT)

*In order for us to process your application, the Application Fee must be paid along with a copy of the Application Forms. You must also provide proof of your identity and proof of your current address.*

### Fees due before move date

Agreed Monthly Rent / Rent In Advance

Deposit (Equivalent to one month rent plus £200)

Tenancy Agreement Fee (£100.00+VAT)

**£120.00**

*There is an additional deposit of £200.00 where there are pets kept at the property (subject to landlords approval). All carpets will be professionally cleaned at the end of the tenancy.*



Total due before check-in £

If full and satisfactory references cannot be obtained, we reserve the right to request for a higher deposit, 6 months rent in advance, a guarantor or to decline the application. The application fee paid is **refundable** if the landlord has chosen a different application. The application fee paid is **non-refundable** if the applicant withdraws their application during the application process or if the applicant gives false information.

Signature

Date

Print Name

# Application For Tenancy

To be completed by the applicant. If more than one applicant, a separate application form must be completed for each person.

Please complete this Application form in **BLOCK CAPITAL LETTERS**.

Please return to: Complete Residential Lettings Ltd  
49B Allesley Old Road  
Chapelfields  
Coventry  
CV5 8BU

Or email to: enquiries@lets-complete.com

## Part One - Applicant Details

All fields must be completed.

Title  Date Of Birth  /  /  Marital Status

First Name

Middle Name

Surname

Nationality  National Insurance Number

Contact Number

Email Address

Do you have any pets? **Yes**  **No**  If yes, please specify pet type

Are you a smoker? **Yes**  **No**  Do you have any children? (if yes, please complete below) **Yes**  **No**

Names of children living in the property	<input type="text"/>	Date Of Birth	<input type="text"/> / <input type="text"/> / <input type="text"/>
	<input type="text"/>		<input type="text"/> / <input type="text"/> / <input type="text"/>
	<input type="text"/>		<input type="text"/> / <input type="text"/> / <input type="text"/>
	<input type="text"/>		<input type="text"/> / <input type="text"/> / <input type="text"/>

Are you aware of any County Court Judgements (CCJ) /Certificate of Deposit (CD) Bankruptcy Orders or Individual Voluntary Arrangements, current or pending? **Yes**  **No**

If yes, please give details

## Part Two - Current Address

Flat Number / Name

House Number / Name

Street

Town  County

Post Code

What is your current status? **Owner**  **Rented**  **Living with parents**  **Council tenant**

**Other**  If other, please specify

If rented, amount of monthly rent in £  Year of entry  Year of exit

Do you have any arrears or have you ever made any late payments? **Yes**  **No**

### Part Three - Previous Address

If you have lived in your current address for less than 3 years, please provide your previous address

Flat Number / Name

House Number / Name

Street

Town  County

Post Code

What is was your status? **Owner**  **Rented**  **Living with parents**  **Council tenant**

**Other**  If other, please specify

If rented, amount of monthly rent in £  Year of entry  Year of exit

Do you have any arrears or have you ever made any late payments? **Yes**  **No**

### Part Four - Landlord Details

Landlord or Agent Name

Address

Post Code

Contact Number

Email Address

### Part Five - Employment Details

Employment status **Employed**  **Self Employed**  **Unemployed**  **Retired**   
**Student**  **Payment in advance**

Profession

Annual gross income in £  Start Date  /  /

Full Time or Part Time  Payroll or Pension Number

Type of contract **Permanent**  **Temporary**  **Agency**

Are your circumstances likely to changes? **Yes**  **No**

*If you are employed, self-employed or retired, please give details of your employer, accountant or pension provider (alternatively you may provide proof of pension). Please authorise them to reply to the enquiries which will be made to verify this information.*

Employer / Accountant / Pension Provider

Address

Post Code

Contact Name

Contact Job Title

Contact Number

Email Address

## Part Six - Additional Income

If you have any additional income, please advise how much per annum in £

Source of additional income

## Part Seven - Bank / Building Society Details

Name of Bank  Account Name

Account Number  Sort Code

Address   
  
 Post Code

How long have you been with this branch?

## Part Eight - Next of Kin

*In the event of an emergency, please provide details of your next of kin (must be a relative or closest living relative)*

Name

Address   
  
 Post Code

Contact Number

Email Address

Relationship

## Part Nine - Forwarding Address

*Due to a change in legislation concerning the return of deposits, we are now required by law to obtain a forwarding address. If you are unable to provide this, a work address or address of a close family member will suffice*

Address   
  
 Post Code

Advise if this is a work address or a family member

## Application Fee Payment

*Please pay the application fee to the following bank account. You must also put the first line of the property address that you are applying for as the payment reference e.g. 11 High Street*

**Name of Bank:** LLOYDS

**Account Name:** COMPLETE RESIDENTIAL LETTINGS LTD

**Account Number:** 51367168

**Sort Code:** 30-92-33

**For international payments:**

IBAN Number: GB31 LOYD 3092 3351 3671 68

BIC: LOYDGB21033

*Please note that international payments may take up to seven working days to reach our account*

## Applicants Consent

The information which I have given in my application is true to the best of my knowledge. I consent to this information verified by fair and lawful means, which I understand will involve contacting referees and licensed credit reference agencies. I understand the resulting verified information would be forwarded to the letting agency / or to the landlord. The result may also be accessed again if I apply for a tenancy in the future.

I consent to Complete Residential Lettings Ltd searching information held by a credit reference agency and agree that Complete Residential Lettings Ltd and the credit-referencing bureau will keep a record of that search and the results of that search. The results of that search show how I conduct my payments including rental payments and this may also be disclosed to the agency and may affect future credit applications from me and/or from members of my household and from time to time such information may be used for debt tracing and fraud prevention. I also consent to Complete Residential Lettings Ltd contacting my employers to verify the information supplied.

I hereby expressly consent to my personal details including any forward address at the determination of any tenancy being passed to the landlord and/or to the utility companies and/or to the local authority. Otherwise all information will be treated as confidential.

I agree that information supplied by me will be held in accordance with the company's notification under the Data Protection Act 1998. That you may record sensitive data as defined in the Data Protection Act 1998 and I understand that I have the right to ask for a copy of the information held about me subject to payment of an administration fee that will be notified to me upon application, though it will not exceed the amount set by any statute. I have the right to request the information on me be amended if it is found to be incorrect. I also consent to passing the results of any such search or assessment to my prospective landlord(s) for the purpose of assessing this application.

We may use software supplied by Tenant Shop Limited to notify the local council, water supplier(s) and the energy provider(s) in line with your tenancy start date and again on the tenancy end/vacating date. We will ask the Tenant Shop to contact you on our behalf by Text, Phone and/or Email to offer you Energy, Insurance and Media comparisons for your new Tenancy. Call Centre comparisons are completely optional for you (the tenant) and **you can opt out at any time by emailing customerservices@mytenantshop.co.uk**

Tenant Shop Limited is fully compliant with the Data Protection Act 1998 and a registered member of the Information Commissioners Office with the registration number Z305733X and will only use your information for the purpose set out above.

Signature

Date

Print Name

## Fees and charges

### Before you move in

Application fee is payable for up to 2 people	£200.00 + VAT = <b>£240.00</b>
Additional applications (guarantors or each applicant over the age of 18)	£60.00 + VAT = <b>£72.00</b>
Tenancy Agreement (lease signing)	£100.00 + VAT = <b>£120.00</b>

**Deposit** - equivalent to one month rent plus £200. Please note that the landlord may request for a larger deposit.

There is an additional deposit of £200.00 where there are pets kept at the property (subject to landlords approval). All carpets will be professionally cleaned at the end of the tenancy.

### During your tenancy

Charges for renewals (after the initial fixed term period)	£60.00 + VAT = <b>£72.00</b>
Late payment of rent	£25.00 + VAT = <b>£30.00</b>
Late payment of rent (per week)	£25.00 + VAT = <b>£30.00</b>

### At the end of your tenancy

Check out fee	£100.00 + VAT = <b>£120.00</b>
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## Important Notice To All Prospective Tenants

**Please note: In order to qualify as a potential tenant of any property you will need to earn a gross income of at least 2.5 times the annual rental figure. If a guarantor is required, their earnings need to be 3 times the annual rental figure. Guarantors must be immediate family and UK homeowner.**

Before setting up a tenancy, we will take up references on you. In order to assist you in finding the right property speedily, it is important that you **supply us with mandatory information** to reference you properly.

It is essential that all your information requested is supplied and the **form fully completed** and legible - **missing information will delay your application** and may endanger your desired property of choice.

When completing the reference application form, you will need to have the following information / supporting documents with you:

- The full address of your current property, including the post code. If less than three years at your current address, a list of all addresses for the last three years with post codes and years of occupation
- The full company name, address and post code your employer (if applicable)
- A contact name and telephone number for your employer's personnel department
- A contact name / company name, address, telephone number of current letting agent or landlord (if applicable)
- Your bank details, including your account name, bank account number and sort code
- A contact name, address, post code and telephone number for your next of kin
- A forwarding address for the end of your tenancy

You must also provide **proof of identity** and **proof of your residency at your current address** by providing **at least one** of the following

- A driving licence with your current address
- A recent utility company bill no more than three months old
- A recent mobile phone bill
- A council tax bill in your name at your current address
- A sign and dated letter from your employer's Human Resources Department or Finance Director showing the name of the individual and their position within the company
- Three months bank statements with your current address

We do not accept DHSS applications unless the landlord agrees and you can supply a guarantor.

**Please ensure that ALL referees** you have provided have been advised that they will be **contacted by Complete Residential Lettings Ltd.**

Signature

Date

Print Name