

1. The Property You Are Interested In	
Address:	
Deposit	£
Rent (PCM)	£
Desired Date of Occupancy:	

2. Personal Details (1st Applicant)			
Title:			
Surname:			
Previous Name:			
Forename(s):			
Current Address:			
Postcode:		Time at Address:	
Previous Address History (Please provide at least 3 years)			
Date of Birth:		Nationality:	
Marital Status:			
Home Tel:			
Work Tel:			
Mobile:			
Email:			
NI Number:			
Next of Kin:			
Current Status			
<input type="checkbox"/> Homeowner <input type="checkbox"/> Private Tenant <input type="checkbox"/> Council Tenant <input type="checkbox"/> Living with Parents <input type="checkbox"/> Other _____			
Please provide current landlord details if applicable			
Address:			
Email:			
Tel:		Fax:	
Current Rent:	£		
Moving reason:			
Do you have any adverse credit history you are aware of?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes please give details: _____			

2. Personal Details (2nd Applicant)			
Title:			
Surname:			
Previous Name:			
Forename(s):			
Current Address:			
Postcode:		Time at Address:	
Previous Address History (Please provide at least 3 years)			
Date of Birth:		Nationality:	
Marital Status:			
Home Tel:			
Work Tel:			
Mobile:			
Email:			
NI Number:			
Next of Kin:			
Current Status			
<input type="checkbox"/> Homeowner <input type="checkbox"/> Private Tenant <input type="checkbox"/> Council Tenant <input type="checkbox"/> Living with Parents <input type="checkbox"/> Other _____			
Please provide current landlord details if applicable			
Address:			
Email:			
Tel:		Fax:	
Current Rent:	£		
Moving reason:			
Do you have any adverse credit history you are aware of?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes please give details: _____			

2. Both Applicants

Primary Applicant:			
Deposit paid by third party?	<input type="checkbox"/> Yes <input type="checkbox"/> No	If yes please name: _____	
Do any occupants smoke:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Have Pets:	<input type="checkbox"/> Yes <input type="checkbox"/> No Specify Pets: _____

3. Bank Details (1st Applicant)

Bank:	
Address:	
Postcode:	
Account Holder:	
Sort Code:	
Account Number:	

3. Bank Details (2nd Applicant)

Bank:	
Address:	
Postcode:	
Account Holder:	
Sort Code:	
Account Number:	

4. Other Persons – Full names and dates of birth for ANY other persons who will occupy the property in addition to above applicants (All persons over 18 must complete an application)

Name:	Date of Birth:

5a. Employment (self employed go to 5b)

Employer:			
Address:			
Postcode:			
Position/Job Title:	Payroll No:		
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary			
Gross Salary (before tax):	£	per year	
Average Commission/Overtime:	£	per year	
Employment Start Date:			
Details of contact to confirm employment			
Name/Position:			
Tel:	Fax:		
Email:			
Address:			

5a. Employment (self employed go to 5b)

Employer:			
Address:			
Postcode:			
Position/Job Title:	Payroll No:		
<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time <input type="checkbox"/> Temporary			
Gross Salary (before tax):	£	per year	
Average Commission/Overtime:	£	per year	
Employment Start Date:			
Details of contact to confirm employment			
Name/Position:			
Tel:	Fax:		
Email:			
Address:			

5b. Self Employed (1st Applicant)

Name of Business:	
Nature of Business:	
Business Address:	

5b. Self Employed (2nd Applicant)

Name of Business:	
Nature of Business:	
Business Address:	

Time Trading:		Avg. Earnings:	£
Accountant (to confirm details)			
Name:			
Address:			
Email:			
Tel:		Fax:	

Time Trading:		Avg. Earnings:	£
Accountant (to confirm details)			
Name:			
Address:			
Email:			
Tel:		Fax:	

5c. Employment References (1st Applicant)			
I hereby give permission for my employers to release my employment details to 5 Towns Sales & Lettings in the form of Employment Reference			
Signed:			
Name:			
Date:			

5c. Employment References (2nd Applicant)			
I hereby give permission for my employers to release my employment details to 5 Towns Sales & Lettings in the form of Employment Reference			
Signed:			
Name:			
Date:			

5d. Other Income (Pension/Benefit e.t.c) (1st Applicant)			
Pension Provider:			
Provider Address:			
Pension No:		Amount:	£
Company:			
Other Income:		Amount:	£
Other Income:		Amount:	£

5d. Other Income (Pension/Benefit e.t.c) (2nd Applicant)			
Pension Provider:			
Provider Address:			
Pension No:		Amount:	£
Company:			
Other Income:		Amount:	£
Other Income:		Amount:	£

6. Terms and Declarations

5 TOWNS SALES & LETTINGS charge the following fees (plus VAT) for the administration and referencing of your application:

- Application fee £250 including VAT for up to 2 people
- Each additional applicant thereafter - £120.00 including VAT
- Reference request fee £42.00 including VAT

PLEASE NOTE THAT FEES ARE NON REFUNDABLE UNDER ANY CIRCUMSTANCES.

Please consider carefully before applying for a property.

In the event that the chosen property is offered with no application fees then a holding deposit of £100 no VAT will be payable.

This is non-refundable. This payment is not required where an application fee is chargeable.

You can pay your application fee by debit/credit card either in person or by telephone or in cash.

A tenancy will normally be offered to you subject to contract and subject to the following conditions:

- Satisfactory credit searches have been carried out by a 3rd party credit reference agency
- Suitable and satisfactory references have been obtained
- The landlord has accepted your offer
- A fully completed application form has been received by 5 Towns Sales & Lettings together with the full fee.

If an applicant withdraws an application or should the landlord reject the application due to unsatisfactory references or for any other reason, the fee or any deposit paid to date will be forfeited to cover costs. If your application is accepted you will be required to pay a tenancy deposit, a minimum of one month's rent and a tenancy signing fee.

If you are asked to provide a guarantor then a guarantor fee would be payable.

If in any doubt as to what is included within the let (e.g. furniture, etc.) you should seek further confirmation prior to submitting your application form.

A tenancy signing fee of £150 including VAT per property is payable on signing a tenancy agreement, which covers the cost of your tenancy signing and administration in the tenancy set up. Initial tenancy payments such as your tenancy deposit, initial rent and signing fee must be paid by debit card or prior arranged bank transfer which must be cleared in full 24 hours before any keys are released.

If after the expiry of the initial fixed term tenancy both parties wish to extend the tenancy, a fee of £78.00 including VAT will be payable for the tenancy renewal. (Fees correct at time of printing and subject to change).

The length of a fixed term tenancy is at the discretion of the landlord. Rent payments will be paid by monthly standing order which will be set up at the time you sign your tenancy agreement. It is your responsibility to ensure this is set up correctly with your bank. All rental payments must be made on or before the due date.

Main Applicant

Applications by two or more people will be asked to name a Main Applicant who will become our first point of contact during the application procedure.

Declaration

I confirm that the information provided is to the best of my knowledge correct. I agree to this information being verified by contacting the 3rd parties I have detailed in this form. I understand that the results will be seen by the landlord and may be accessed again in the future and during the tenancy if required. I agree that 5 Towns Sales & Lettings Ltd or their agent may search the files of a Credit Reference Agency and keep a record of the search. I understand that I may request the name and address of the Credit Referencing Agency and I may then apply for a copy of the information provided.

I understand that should there be any default in respect of the terms in my tenancy agreement, the information contained therein may be disclosed to tracing companies or debt collection agencies in order to recover funds due or to trace me. Information will also be disclosed to relevant utility companies etc.

I understand that personal information within this form may be provided to companies associated with 5 Towns Lettings for the purposes of providing related services such as insurance and utilities. I can opt out by writing to The Lettings Manager, 5 Towns Sales & Lettings, 6 - 8 Gillygate, Pontefract, WF8 1PQ. Any complaints should be made in writing, addressed to the Lettings Manager.

The information provided in this form by me is information as described in Ground 17 of the Housing Act 1996 and I understand that if any information within this application is found to be untrue, it is grounds for termination of the tenancy.

Application and all supporting information needs to be received within 48 hours or your application will be declined.

If our referencing company have not been able to obtain your landlord and employment references within 7 days then your application will be declined

Tenant Shop Limited acts on our behalf to notify the local council, water supplier(s) and energy provider(s) in line with your tenancy start date and secondly to supply notifications to the local council, water supplier(s) and energy providers(s) from the date that you vacate the property.

Tenant Shop limited will only use your information for the purpose of council and utility registration, closing of council and utility accounts and Energy/Media comparisons upon your arrival.

Call Centre comparisons are completely optional for you (the tenant) and you can opt out at any time.

Tenant Shop Limited is fully compliant with the data protection act 1998 and a registered member of the Information Commissioners Office with registration number Z305733X.

5 Towns Sales & Lettings work in partnership with Let Alliance who will provide you with a no obligation quote for tenant liability insurance and tenant contents insurance upon completion of your reference application.

Please return this form with:

- One monthly bank statement dated within last 3 months
- Applicable Application Fee
- Current utility bill providing proof residency at address provided on application
- One piece of valid ID for each applicant

FEE PAYMENTS ARE NON REFUNDABLE

HOW TO SUBMIT THIS AGREEMENT	
Please ensure you have read and understood the contents of this agreement and completed all fields marked in RED to be able to submit the form successfully.	
If you have an email account configured on your computer (eg Microsoft Outlook, Outlook Express, Windows Mail, Mozilla Thunderbird etc) simply click the SEND BY EMAIL button below. Your email software will open and simply enter a message and click send.	
If you use a webmail based email service such as Hotmail or Gmail click the SAVE AGREEMENT AS PDF FILE button below and save the file on your computer (note the location and name of the file) then send an email to info@5towns.properties and attach the PDF document you saved to the email.	
If you are unable to send this file by email for whatever reason simply click PRINT AGREEMENT to print a paper copy of the agreement and return this paper copy to: 5 Towns Sales & Lettings, 6-8 Gillygate, Pontefract, WF8 1PQ	
No matter how you return the agreement please ensure you save this file for your reference by clicking SAVE AGREEMENT AS PDF FILE and save a copy on your computer for your reference.	

Sign. 1st Applicant:	
Date:	

Sign. 2nd Applicant:	
Date:	

SEND BY EMAIL

SAVE APPLICATION AS PDF FILE

PRINT AGREEMENT