

Application for Tenancy

Thank you for applying to rent this property through Hamilton Smith Lettings. **We kindly ask that you read this document fully and return it to the relevant office as soon as possible.**

Each Individual tenant (aged 18 and over) must complete a separate application form.

Any tenant in receipt of housing benefit will be required to provide a guarantor.

This initial form must be completed and signed before any application for tenancy can be formally considered. Applicants are reminded that completion of this form is not an acceptance of your tenancy. All tenancies are subject to landlord acceptance and satisfactory references through our chosen tenant referencing provider. Applicants are also reminded that in addition to the reference information requested herein they **must also provide proof of identification and a utility bill** with your current address on. **No application will be processed until the above have been presented to us. Missing information will result in delays in this process.**

Move in Costs inclusive of VAT (payable on or before date of move in by cleared funds)

Holding Deposit (1 week's rent) *

1st Months' Rent In advance

Property Deposit (5 Weeks rent or Flatfair)

The tenants agree to pay 1 weeks rent as a holding deposit on the property. If the application is successful, this will go towards the first month's rent instalment. If the application is not accepted due to false information, failed referencing or the tenant withdrawing their application then this fee is non-refundable. Suitable references must be obtained within 7 days of the application starting

Property Address Applied For:	
Monthly Rent:	Date you would like tenancy to start:
Signed:	Date:

Needham Market

54 High Street
Needham Market
Suffolk
IP6 8AP
Tel: 01449 722006
needham@hs-lettings.co.uk

Leiston

80a High Street
Leiston
Suffolk
IP16 4BX
Tel: 01728 833007
leiston@hs-lettings.co.uk

Ipswich

5 Great Coleman Street
Ipswich
Suffolk
IP4 2AA
Tel: 01473 251766



BRITISH
PROPERTY
AWARDS
2020 - 2021

GOLD WINNER

LETTING AGENT
IN IP15-19

— DID YOU
HEAR...?
WE WON!



Your Personal Details

Title	
First Name(s)	
Surname	
Date of Birth	
Mobile Numbers	
Email Address	
Residential Status	<input type="checkbox"/> Homeowner <input type="checkbox"/> Tenant <input type="checkbox"/> Living with Family <input type="checkbox"/> Other

Do you have any County Court Judgements, Court Decrees, Bankruptcy, Administration orders, Individual Voluntary Arrangements, or any other adverse credit history whether settled or not? (Please circle)

☐ Yes ☐ No

Your Address

Current Address	
	Postcode:
Period at Address	

Your Current Letting Agent/Landlord (if applicable)

Name	
Address	
Telephone Number	
Email Address	
Your current rent per month	£

Your Financial Information	
Please select one of the following	<input type="checkbox"/> Employer <input type="checkbox"/> Accountant <input type="checkbox"/> Self Employed (self-assessment)
Company Name	
Address	
Telephone Number	
Email Address	
Your Position	
Your Annual Salary	£
Your Start Date	
Your End Date (if applicable)	
Is the position	<input type="checkbox"/> Permanent Contract <input type="checkbox"/> Temporary Contract

Additional Financial Information	
Please select one of the following	<input type="checkbox"/> Future Employer <input type="checkbox"/> Second Employer <input type="checkbox"/> Benefit/Other
Company Name	
Address	
Telephone Number	
Email Address	
Your Position	
Your Annual Salary	£
Your Start Date	
Your End Date (if applicable)	
Is the position	<input type="checkbox"/> Permanent Contract <input type="checkbox"/> Temporary Contract

Additional Information	
Marital Status	
Are you a smoker?	
Do you have pets? (if yes please specify type & Breed)	
Do you have children? (if yes, names and age)	
Nationality	

Next of Kin (this should not be your spouse)

Name	
Address	
Telephone number	
Relationship	

Addition Comments

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