

Priority Estates

88 Connaught Avenue, Frinton on Sea, Essex, CO13 9PT
1 Central House, High Street, Dovercourt, Essex, CO12 3PT

PROSPECTIVE TENANT APPLICATION FORM

Proposed Rental Address			
Tenancy Term:	Tenancy Start Date:	Rental Amount:	Deposit Amount: Funded by:
Lead Applicant Full Name and Date of Birth			
Title:	First Name:	Surname:	D.O.B.
			NI Number:
Other Applicant's Full Name(s) of Applicant(s) and Date of Birth who will be Residing at the Property (inc. children)			
Title:	First Name:	Surname:	D.O.B.
Lead Applicant Current Address			
Period at Address:			
Residential Status (please circle)		Tel. Numbers	
Property Owner / Council Tenant / Private Tenant / Living with Friends or Relatives		Home:	
		Mobile:	
		Work:	
		Email:	
Lead Applicant other Addresses within the last 3 years		Do you have any pets? (If yes, please list)	
Period at Address:			
		Do any of the applicants smoke? (If Yes, please list)	
Period at Address:		Do any of the applicants intend to claim housing benefit? (Yes/No)	
Period at Address:		Housing benefit claim number if known:	
Any additional information you would like to add			

REFERENCES

Landlord/Agent Reference (if applicable)	
Name:	
Address	
Telephone Number	
Fax	
Email	

Lead Applicant Employment Reference (or accountant if self-employed)	
Name:	
Job Title:	
Address	
Telephone Number	
Fax	
Email	

Second Applicant Employment Reference (or accountant if self-employed)	
Name:	
Job Title:	
Address	
Telephone Number	
Fax	
Email	

Lead Applicant Employment Status	
Bank Details	
Branch	
Bank Name	
Account Name	
Sort Code	
Account Number	

Character Reference (not a relative)	
Name:	
Address	
Occupation	
Relationship to applicant	
Telephone Number	
Fax	
Email	

Character Reference (not a relative)	
Name:	
Address	
Occupation	
Relationship to applicant	
Telephone Number	
Fax	
Email	

Next of Kin	
Name:	
Address (This address may be used to forward the deposit to when the tenancy comes to an end).	
Relationship to applicant	
Telephone Number	
Fax	
Email	

I/We agree to the following:

1. That the information supplied is correct to the best of my knowledge.
2. Consent is given to Priory Estates to contact the above named referees for any information deemed necessary, and those approaches will be made in the upmost confidence.
3. NO reason needs to be given if the application is rejected.

Lead Applicant Signature:

Second Applicant Signature:

Date:

CREDIT HISTORY

Have you ever been made bankrupt, had any County Court Judgements made against you or made informal arrangements with creditors? **YES/NO**

DECLARATION FOR CREDIT CHECK

The Search we do to access this application involves checking details you supply against those held on databases Priory Estates has access to. This includes information from the Electoral Register and fraud prevention agencies.

A record is kept of this search. We may use information we get about you and those with whom you are linked financially.

This information may be used for debt tracing, the prevention of money laundering, and the management of your account. We may pass information to organisations involved in fraud prevention, to protect our customers and ourselves from theft and fraud. If you give us false or inaccurate information and we suspect fraud, we will record this and share this information with other organisations.

Please read the declaration and sign and date below. **WE CANNOT PROCEED WITH THIS APPLICATION IF YOU DO NOT SIGN.**

I hereby confirm that the information provided by me is to the best of my knowledge true. I consent to this information being verified by contacting the third parties detailed in this form. I understand that the results of the findings will be forwarded to Priory Estates and may be accessed again should I default on my rental payment or apply for a new tenancy agreement in the future. I agree that Priory Estates may search the files of a Credit Reference Agency and IDS Ltd, the insurance industry's data collection agency, which will keep a record of that search. I understand that I may request the name and address of the Credit Reference Agency to whom I may then apply for a copy of the information provided.

I also understand that in the event of my defaulting on the rental payment, that any such default may be recorded with the Credit Referencing Agency and IDS Ltd, who may supply the information to other credit companies or insurers in the quest for the reasonable granting of tenancies, insurance and credit.

I understand that in the event of any default by me in respect of the covenants in my tenancy agreement with my landlord, the information contained herein may be disclosed to Priory Estates and/or one or more tracing companies and/or debt collection agencies in order to recover any monies due or to trace my whereabouts. I understand that the information provided by me may be transferred to a country outside of the EU for the purposes only of processing this referencing application, notwithstanding such transfer, the Credit Reference Agency will remain the Data Controller for the purposes of this application. 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. I also understand that any default in the payment of rent may affect any future application for tenancies, credit or insurance and that the assessment of this application presumes that at some time during the tenancy agreement, I may be granted or allowed some form of deferred payment.

Lead Applicant Sign:

Name:

Date:

Terms and Conditions for holding deposit

The payment of the agreed holding deposit ensures that Priory Estates will not offer the above accommodation to any applicant for the next 10 working days. Should the letting not proceed at our request, **unacceptable references exempted**; your holding deposit will be refunded. If however, you decide not to proceed, the holding deposit is **not refunded**.

If you cannot provide proof of address, proof of income and failed to inform us if you have CCJ's against you or against any person who will be residing in the above property this will result in **unacceptable references and your holding deposit will not be refunded**.

All references we need must be received within 10 working days of the date this holding deposit form is signed. **If the required references are not received by this time, you will lose your entire holding deposit, and we will start marketing the property.**

The administration charge of **£117.50** (including VAT) is to cover our costs of obtaining references from parties such as your employers, landlord and bank and for all other paperwork.

It is necessary that satisfactory Bank and Employers and Landlord references and or guarantees have been received by this office before the move date and also that all parties have signed the Tenancy Agreement and Relevant Notice(s). You will be unable to move in unless we have received them. Although we will make every effort to ensure that references are received in time, the responsibility lies with you. Interest is not payable on any funds held on your behalf.

Services

It is the tenant's responsibility to register for payment of Council Tax and to take over the gas, water and electricity supplies together with the telephone. We suggest that this is done in good time, as Priory Estates cannot accept responsibility for any costs incurred in this regard. **We cannot be hold liable for any service not connected on the move in date.**

Method of Payment

If we are managing the property all rent payments will be by standing order. Any other form of payment may be accepted in exceptional circumstances by prior agreement.

Early Termination

In some circumstances subject to landlord's acceptance we may agree to terminate the tenancy early. But you will still be responsible for the rent until the end of tenancy or until we find a new tenant whichever is the sooner. **You will also be charged two weeks rent as penalty.**

(TO BE COMPLETED ON ACCEPTANCE)

Proposed Terms

(Subject to satisfactory References and signing of Tenancy Agreement)

Property address :

Proposed commencement date :

Proposed length of tenancy :

FIRST MONTH'S RENT :

DEPOSIT :

FEES :

Rent difference to be paid (if any) :

TOTAL :

PRE PAID :

***BALANCE DUE :**

The above balance due must be paid in full before your tenancy commences in cleared funds i.e. cash or bankers/ building society draft.

We hope this will prove satisfactory and look forward to a problem free move.

I, on behalf of all named tenants, agree to the terms and conditions listed within this leaflet.

Signed:..... **Name:**

Date: **Tel:**