

MARTIN MASLIN

Application for tenancy – preliminary information.

Dear Sir/Madam

If you wish to be considered as a prospective tenant of a property managed by Martin Maslin Estate Agents we will initially require you to provide preliminary information by completing this form and submitting it to us. Once the information has been assessed and we have discussed your interest with the Landlord of the property we will, if appropriate, provide you (and any joint tenants) with full Tenancy Application forms which will, when completed and returned to us, be submitted to Homelet, the national referencing Agency for formal assessment. We will also provide you with a draft Tenancy Agreement to enable you to fully understand the terms of the tenancy you are applying for. **Prospective tenants submitting full Tenancy Application Forms for credit checks, referencing etc will be required to pay a Holding Deposit equivalent to one weeks rent for this property. The Holding Deposit will be administered in compliance with the Tenant Fees Act 2019.**

Please complete the sections below as appropriate AND RETURN TO US BY EMAIL TO rental@martinmaslinestateagents.co.uk

1. Address of property you wish to be considered for :-
- 2.

3. Full names of ALL proposed occupants (including children) and relationship, e.g. spouse, partner, sister etc. to Person A:

NAME	RELATIONSHIP	AGE	NAMED TENANT
A.			
B.			
C.			
D.			
E.			

Please tick the right hand box to indicate which persons (aged 18 and above only) will be named tenants. This information is essential to ensure that the necessary application forms are completed and that the income criteria is met to confirm affordability.

PLEASE NOTE THAT OCCUPATION OF THE PROPERTY BY PERSONS NOT NAMED IN THIS SECTION MAY BE REGARDED AS A BREACH OF SECTION 4 OF ANY SUBSEQUENT TENANCY AGREEMENT.

4. Current Property Address _____

Basis of your occupation of your current property (tick as appropriate):

- A. Owner occupier; selling current propertyPlease provide estimated sale date _____
- B. Owner occupier; not selling current property.....Is there a mortgage on the property? Y/N
- C. Private tenant of property..... Have you given notice yet? Y/N
- D. Moving to UK from abroad. Do you have any current financial affairs in the UK? Y/N

5. Contact Details

Mobile Phone No: _____

Email Address: _____

6. Does anyone named in Section 2. Above smoke or Vape? Yes No

7. Are you a pet owner or do you intend to acquire a pet during the term of the proposed tenancy?

Yes No Details _____

8. Employment/Benefit situation

Are you and your joint applicants (if appropriate) in permanent employment? Y N

Are you or your joint applicants (if appropriate) in receipt of any form of State Benefits? Y N

9. Duration of Tenancy

Based on your current circumstances can you indicate how long you expect to occupy the property you are applying for. Tick as appropriate.

Long term occupation Y N

(Please note that the Assured Shorthold Tenancy will normally be set for an initial six month fixed term with follow on provision thereafter.)

10. If your income is considered too low or there are difficulties with your financial background, can you provide a Guarantor who will sign to be legally responsible for paying the rent and for honoring all other terms of the Tenancy Agreement?

Tick as appropriate: Yes No

Please note, the Guarantor will also be fully referenced to assess their financial viability and background.

Name and address of Guarantor (where appropriate):

11. Will you please provide an indication of your approximate annual income.

£..... Main tenant

£..... Secondary tenant (if appropriate)

12. Do you have any County Court Judgements or adverse credit history. If yes please provide basic details.

RIGHT TO RENT CHECKS

13. Due to legal obligations upon Letting Agents to carry out "right to rent" checks all applicants and occupiers named in Section 2 (over the age of 18) will be required to provide full personal Identification Documents prior to us formally processing an application for any property. Please note that we will require individual applicants and occupiers over the age of 18 to visit our office with their own I.D documents for verification. Refusal to adhere to this requirement will unfortunately mean that we cannot continue with the application procedure.

Acceptable forms of I.D include originals not copies of one of the following documents:-

1. A passport (current or expired) showing that the holder is a British citizen of the UK and Colonies having the right of abode in the UK.
2. A passport or national identity card (current or expired) showing that the holder is a national of the European Economic Area or Switzerland.

If the above are not available then we will require two from the following list:-

1. Full birth or adoption certificate issued in the UK, the Channel Islands, the Isle of Man or Ireland, which includes the name(s) of at least one of the holder's parents or adoptive parents.
2. A letter issued within the last 3 months confirming the holder's name, issued by a UK government department or Local Authority and signed by a named official (giving their name and professional address), or signed by a British passport holder (giving their name, address and passport number), or issued by a person who employs the holder (giving their name and company address) confirming the holders status as an employee.
3. A current full or provisional UK driving licence (a photocard without paper counterpart is acceptable).
4. Benefits paperwork issued by HMRC, Local Authority or a Job Centre Plus on behalf of the Department of Works and Pensions or the Northern Ireland Department for Social Development within the last 3 months.

Some additional forms of I.D. maybe acceptable – Please speak to our office if you are unable to provide the documents in the above lists.