

Please complete and return to  
[info@flatlineonline.co.uk](mailto:info@flatlineonline.co.uk)

### TENANCY DETAILS

Property: First floor Flat Westbury Hill

Property Ref: FLA1000016

Number of Beds: 2 Bedrooms

Contract Type: Assured Shorthold Tenancy

Total Rent:  
(exclusive of utilities) £1,895.00 pcm

Dilapidation  
Deposit: £1,895.00

Holding deposit £  
437.00



### GENERAL INFORMATION FOR TENANTS

*Please only complete this application form if you have already carried out a viewing of the property and are wishing to request a tenancy.*

*This application form does not constitute any part of a Tenancy Agreement and either the Applicant(s) or the Landlord or Agent reserves the right to cancel a reservation at any point prior to the Tenancy Agreement being executed.*

#### Holding Deposit

Following a request to proceed with a property a successful Applicant will be requested to pay a non-refundable holding Deposit. Upon completion of the Tenancy Agreement and paperwork, the Holding Deposit will automatically be transferred to the balance of the property's Dilapidations Deposit.

#### Payment Structure

The Rent for this property is payable monthly in advance by Standing order.

#### Utilities

Unless specifically stated all properties are let exclusive of all utility bills. This means as tenants you will be responsible for the gas supply, electricity supply, water rates, council tax, Broadband, TV license etc. As tenants you will also be responsible to ensure that all supplies are both set up correctly (with meters read) at the start of the tenancy and correctly closed down at the end of the tenancy.

#### Tenancy Agreement

##### Tenancy Agreement

The tenancy agreement is a joint and several tenancy and can only be signed by a person over the age of 18.

Q: what does Joint and several liability mean?

Joint tenants are 'jointly and severally liable' for all the obligations owed under the tenancy. This means that the landlord can pursue all or just one of the tenants in respect of any obligation that is not fulfilled, for example payment of rent.

#### Referencing

The Landlord requires that we obtain references on all applicant over the age of 18 who will be living full time in the property. We use a third-party company to undertake references and will arrange for them to contact you direct to provide your consent for these reference to be undertaken. These references may include the following

- A 6 year credit history search which identifies Public Information registered against the Tenant (eg County Court Judgements (CCJs), bankruptcies. Voluntary Arrangements, Administration Orders, Sequestrations etc).
- Linked address search which establishes undisclosed addresses and checks these addresses for detrimental information.
- Authenticate Check which includes a search of the Voters Roll to confirm that the Tenant is who they say they are.
- Current/Previous Landlord Reference.
- Bank status Enquiry.
- Employment Reference.

#### Right to Rent Checks - Passport Requirement

We are required by UK Law to undertake right to rent checks on all persons named on and residing in a property (for more information regarding Right to Rent checks please visit <https://www.gov.uk/government/publications/right-to-rent-document-checks-a-user-guide>), in order to comply with the Act, a successful applicant will be asked to make arrangements for this to be carried out normally within 7 days of acceptance of the property.

##### UK citizens

We need to take sight of you and your physical passport together

##### No UK Residents

We need to take sight of you and your physical passport together along with your unique settled or pre-settled status share code.

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### Data Protection

By completing this Viewing Request Form as a group you agree to us processing the data you have provided to us to. We will therefore process your personal data as part of our contract with you, for legitimate interests and or to comply with legal obligation.

You hereby consent to us passing your personal data to your future Landlord, between all your future tenants and their guarantors, Inventory Clerks, Utility providers, referencing agency, and other independent contractors for functions such as (for example) data and file storage, back-up, destruction, billing, debt collection, processing your application, to ensure that the property is maintained/repared. We may share personal data with professional advisers used by us to provide you with the tenancy service such as legal advisers or as required by Law to the HMRC, the local council, police, and deposit protection schemes etc.

We will ensure that all reasonable technical and organisational measures are taken to protect any personal data supply by you to us against unauthorised or lawful processing, accidental loss, destruction or damage, including when we sub-contract any processing (for example, in the case of external storage of data).

We may also process as data controller personal data concerning our clients and contacts in other ways for our own business purposes (for example, but not limited to day to day processing, client management, billing, archives). We may also process and transfer personal data as necessary to affect a re-organisation of our business.

For more information visit our privacy policy on our website [www.flatlineonline.co.uk](http://www.flatlineonline.co.uk).

### Our Information

Flatline Bristol Ltd, Registered office: 182 Whiteladies Road, Clifton, Bristol, BS8 2XU Tel: 0117 9732004 Email: [info@flatlineonline.co.uk](mailto:info@flatlineonline.co.uk)

Registered in England no: 11614550

Members of: ARLA, BALMA

Client money protection: Propertymark's Client Money Protection (CMP) scheme, Propertymark, Arbon House, 6 Tournament Court, Edgehill Drive, Warwick CV34 6LG

Redress scheme: Property Redress Scheme Premiere House, 1st Floor, Elstree Way, Borehamwood, WD6 1JH.

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TO BE COMPLETED FOR APPLICANTS

General Information

Proposed Tenancy start date			
How many adults will be living in the property?		How many children will be living in the property?	
Does any person within this application smoke?			
Do you plan on having any animals, birds, or domestic pets reside on the property, whether it's on a full-time or part-time basis? (if yes please specify)			

Applicant Information

LEAD TENANT Personal details

Rental Amount for this Applicant	£		
Name (as shown on your passport)	Title		
Current Age			
Mobile			
E-mail Address			
PASSPORT: Country of Issue:			
Have you had any rent arrears, CCJ or adverse credit history within the last 10 Years			

Employment details

Employment Status		If self-employed please state length of self-employment	
Are you either on a Zero hour contract or a contract with less than 12 month remaining			
Name of Company You Work For			
Position			
Basic Salary Per Annum	£		

Applicant Information (2<sup>nd</sup> Person)

Personal details

Rental Amount for this Applicant	£		
Name (as shown on your passport)	Title		
Current Age			
PASSPORT: Country of Issue:		E-mail Address	
Have you had any rent arrears, CCJ or adverse credit history within the last 10 Years			

Employment details

Employment Status		If self-employed please state length of self-employment	
Are you either on a Zero hour contract or a contract with less than 12 month remaining			
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Application Form

