



WALLACE JONES ESTATE AGENTS AND VALUERS

27 DERBY ROAD LONG EATON NOTTINGHAM NG10 1LU

RENTAL APPLICATION FEES AND CHARGES

Once you have found a rental property you wish to let through Wallace Jones, we would ask that you complete and return the attached application form to us at your earliest convenience, together with the application fee (see below) and all relevant documentation outlined in the application itself.

Only when we are in receipt of all the above information are we able to process your application and contact the relevant Landlord for a decision.

Unfortunately we are not able to 'hold' a property if there are outstanding items but will do our best to assist all potential tenants in collating the information if we can. If for any reason you are unsuccessful in your application, the application fee will be refunded to you in full as soon as possible, UNLESS it is found that information in your application was false or misleading in which case we reserve the right to retain an amount relevant to cover the cost of any administration or checks already carried out. Please note that all answers given must be truthful and honest as they will be relied on should any dispute occur.

Our application fees are as follows:

Application Fee £250 + VAT (£300)

We accept cash, cheques and bankers drafts. We are also able to accept payment by cards.

You will of course be given a receipt when we receive your application fee.

We are required by law to check your identity. In order to verify the information you provide we may make searches about you with a Credit Reference or Fraud Prevention Agency; this will include information from the Electoral Roll. The agencies will record details of the search whether or not your application proceeds. Scoring methods may be used as part of this process. We may ask you to supply at least one original document of confirmation of your identity, address or both, which we will use along with any electronic checks we may perform using the services of a credit reference or fraud prevention agency. Any documents provided to us will be recorded and copied for audit purposes as part of our Anti Money Laundering requirements.

We will carry out these checks prior to any tenancy being granted and again may need to discuss some of the findings with your Landlord.

All information will be stored securely in line with Data Protection guidelines and will not be shared with third parties. If you have any queries regarding the above, please contact Wallace Jones to discuss prior to application.

If your application is accepted, you will also be required to pay one month's rent in advance either before or at the time of signing your tenancy agreement and also the equivalent of one month's rent as bond (unless specified otherwise), which will be registered by us as managing agents, or your Landlord, in a Government approved tenancy deposit scheme. This is to protect you in the event of any dispute at the end of your tenancy provided all of the terms and conditions of your lease have been carried out in a satisfactory manner, the property is left in a clean and tidy state and all rental payments are up to date. Again you will receive a receipt from us in respect of this money.

We hope that the above information is of assistance to you, if however you have any queries, please do not hesitate to contact us.

RENTAL APPLICATION

PROPERTY ADDRESS:

RENT PCM: _____ DEPOSIT _____

Date you would like tenancy to begin: _____

APPLICANT DETAILS:

Applicant One

Title: _____

Name: _____

Address: _____

Applicant Two

Title: _____

Name: _____

Address: _____

Time at Current Address: _____

Time at Current Address: _____

Mobile: _____

Mobile: _____

Home: _____

Home: _____

Work: _____

Work: _____

E Mail: _____

E Mail: _____

Date of Birth: _____

Date of Birth: _____

National Insurance No: _____

National Insurance No: _____

If your above property was rented, please provide details of your Landlord/Letting Agent:

Name: _____

Name: _____

Address: _____

Address: _____

Tel: _____

Tel: _____

Previous Address (if less than 5 years):

Next of Kin (not your wife or husband)

Name: _____

Address: _____

Mother, Father, Sister, Brother, Uncle, Aunt

Tele No _____

Next of Kin (not your wife or husband)

Name: _____

Address: _____

Mother, Father, Sister, Brother, Uncle, Aunt

Tel No _____

EMPLOYMENT DETAILS:**Current Employer Name and Address:**

Tel: _____

Tel: _____

E Mail: _____

E Mail: _____

Applicant One:
Position Held: _____Applicant Two:
Position Held: _____

Current Salary: _____

Current Salary: _____

Start date of Employment: _____

Start date of Employment: _____

To your knowledge is there any possibility of redundancy or alteration to your hours or rates of pay with your current employer, or do you have any plans to move jobs in the next three months?

Yes / No *

Yes / No *

* delete as applicable

Details of all parties who will reside of the property:

Name: _____

Date of Birth: _____

Name: _____

Date of Birth: _____

Name: _____

Date of Birth: _____

Do you have any pets? Yes/ No

If yes, give details: _____

Do you smoke? Yes/No

Have you ever had a rental application declined or been asked to leave a rental property during the term of a tenancy? Yes/No

If yes, give details: _____

Have you had any difficulties in the past regarding payment of rent? Yes/No

If yes, give details: _____

Do you have any active CCJs or have you been declared bankrupt within the last ten years?

Yes/No

If yes, give details: _____

Please give details of an address for use after your tenancy ends should we need to contact you regarding the return of the bond. This can be a relative or employers address, if at the time of vacating the property you have provided us with a forwarding address, we will of course update our records accordingly.

Applicant One: _____

Applicant Two: _____

BANK DETAILS

Name of Bank: _____

Name of Bank: _____

Sort Code: _____

Sort Code: _____

Account No: _____

Account No: _____

Name as appears on the account: _____

Name as appears on the account: _____

GUARANTOR DETAILS

NAME: _____

ADDRESS: _____

TEL (home): _____ Mob: _____

GUARANTORS EMPLOYMENT STATUS

COMPANY NAME: _____

ADDRESS: _____

TELEPHONE NO: _____ Fax No _____

GROSS SALARY: _____ LENGTH OF SERVICE: _____

POSITION HELD: _____

Is your employment: - Permanent: Full time: Casual: Part time

PLEASE NOTE:

Proof of identification and address:

Before we can process your application in full we will require identification from you for our records. For all parties who are to be named on the lease we will require sight of either an original, current passport, driving licence or other photo ID with a signature, plus sight of a utility bill proving your residence at your current address stated above. This cannot be in the form of a mobile phone statement but can be a water services bill, electricity, gas or council tax statement or a bank statement, but must be dated within the last three months.

Please note that copies of the above documents may be requested by your Landlord for their records, particularly where we are acting for the Landlord on a tenancy find only basis. All documents will be kept in a secure place and no information will be passed to 3rd parties.

Money Laundering and Credit Checks:

Please be advised that we may apply for a credit check for applicants for our rental properties and may be required to discuss information from such a check with your Landlord. Please advise us prior to application if you do not grant us permission to do so. It may however affect the Landlords decision regarding granting of a tenancy if credit checks are not carried out.

Applicant Declaration:

We confirm that we have read and understand the items above and confirm that the information we have provided is true and accurate according to the best of our knowledge. We confirm that should any of the information change prior to our application being accepted, that we will inform you immediately.

Reference from Landlord:

If you are currently renting a property please inform your Landlord that we may contact them for a reference relating to your tenancy to confirm that it was carried out in a satisfactory manner.

Proof of Employment and Earnings:

We will also require sight of your last three months payslips if you are paid monthly or last eight weeks if you are paid weekly. Please also provide where possible a letter from your employer confirming your start date of employment, salary and position.

Please note that copies of the above documents may be requested by your Landlord for their records, particularly where we are acting for the Landlord on a tenancy find only basis. All documents will be kept in a secure place and no information will be passed to 3rd parties.

Signed:

Applicant One: _____

Applicant Two: _____

Name: _____

Name: _____

Date: _____

Date: _____



27 Derby Road, Long Eaton, Nottingham NG10 1LU
Telephone: (0115) 9468946. Fax (0115) 9468511
enquiries@wallacejones.net www.rightmove.co.uk
www.findaproperty.com www.propertyfinder.com



W A L L A C E · J O N E S

ESTATE AGENTS AND VALUERS
ESTABLISHED 1994

I the undersigned authorise the following information to be released to Wallace Jones Estate Agents and Valuers, regarding my employment/Tenancy with:

.....(Employers/Landlords name).

Signed:

Printed.....

Dated:

I the undersigned authorise the following information to be released to Wallace Jones Estate Agents and Valuers, regarding my employment/Tenancy with:

.....(Employers/Landlords name) .

Signed:

Printed.....

Dated:

- **Length of Employment**
- **Position Held**
- **Salary**
- **Is The Position Permanent / Agency/ Part time**

- **Tenancy commencement date**
- **Rental per calendar month £**
- **Have there been any arrears and amount if applicable**
- **Would you recommend the above for a Tenancy**



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enquiries@wallacejones.net www.rightmove.co.uk
www.findaproperty.com www.propertyfinder.com