

APPLICATION FOR TENANCY

Thank you for choosing to rent with Tattershalls, we always aim to ensure that you are happy throughout the entire letting process. If you are unsure about any of the information below, please do not hesitate to contact a member of the team.

In order to ensure a stress free process, please read the following information carefully and ensure that the application is filled out completely.

In order to make an application, you are required to pay the application fee of £150 including VAT this fee is non-refundable. This fee will need to be paid in order to secure the property and to take it off the market.

We cannot secure the property until the fee has been paid and will not market the property as let until the fee has been received. The fee can be paid via bank transfer or cash.

This application form does not constitute an offer of tenancy and maybe withdrawn at any time. During your application process all agreements made are 'subject to contract'. Should you decide to withdraw from the let at any time all monies paid will be non-refundable. Should the landlord withdraw you will receive a full refund of any monies paid.

Your application form will need to be returned within two working days, in order to start the application process. You will need to bring into the office your passport, in order for us to verify your identity. If you do not have a passport, please inform a member of the team and they will send you a list of other documents you can submit.

Seven days after submitting your application, your deposit will be due. This will be protected in a government scheme until the end of your tenancy. Further information on this will be provided with your tenancy agreement.

Before moving into the property, all funds must be cleared in our account. We do not accept cheques, only cash or BACS transfers.

The referencing process usually takes 7 working days. The application fee will cover the administration and referencing of your application.

At the end of your tenancy, the tenant is responsible for the check-out costs which include an inspection of the property and a condition report.



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Application details

Please fill out all parts that relate to you and your application. If you do not fill in the application completely this may delay the process and your move in date.

Property details

Property address you have applied for:

Rent amount agreed:

What date do you require the property from?

How long do you require the property for?

Have you agreed any terms in order to take the property?

Your details

Name:

Address:

Telephone number:

Email address:

Other contact details:

D.O.B:

Current property address:

Post code:

Do you have any pets, if yes what type?

Do have any children, if yes how many and what are their ages?

Do you smoke?

Employment details

Name of employer:

Salary:

Position:



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Name of manager we can contact:

Telephone number:

Email address:

Work address:

If you have been employed with your current company for less than 6 months, please state details of your previous employer:

If you are a student, please fill out the below information

University:

University course:

Length of course and year you are in:

If you are also employed, please fill out details in the employment section of this application form.

Current Landlord or Letting agent details

Landlord address:

Landlord email address:

Landlord contact number:

How long have you been living at the property?

If you have been living at the above property for less than 6 months, please state previous address:

Reason for moving:



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Guarantor details

Guarantor name:

Address:

Contact number:

Email address:

Date of birth:

Name of employer:

Salary:

Position:

Name of manager we can contact:

Telephone number:

Email address:

Work address:

Bank details for the tenant(s)

Bank name:

Branch address:

Account name:

Account number:

Sort code:

Please note that tenants must show proof that standing orders have been set up in order for their rent to be paid on the 1st of each month. This can be emailed to info@tattershalls.co.uk before the tenant(s) collect their keys.

If you have any questions or additional comments, please make them below:



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Declaration

I hereby authorise Tattershalls to make any enquiries considered necessary to substantiate information supplied on this application. I authorise you to disclose any information on this application form in order to seek the necessary references. I give permission for any reference to be shown to a landlord and/or their lender. I confirm that the information supplied is true to the best of my knowledge and belief.

Before signing this application, you should carefully read all of the terms and conditions set out in this document. It is very important that you read and understand all of the terms and conditions that will apply to this agreement before entering into this agreement. Only sign this agreement if you wish to be bound by all of these terms and conditions it contains.

Signed: _____

Full Name: _____

Date: _____