

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.

Alongside your completed application form, we do require a holding deposit to be paid. This amount will be equivalent to one weeks rent for the property. 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. Please note, this will be withheld if any relevant person (including any guarantor(s)) withdraw from the tenancy, fail a Right to Rent Check, provide materially significant false or misleading information, or fail to sign the tenancy agreement (and/or Deed of Guarantee) within 15 calendar days (or other Deadline for Agreement as mutually agreed in writing). The fee for the holding deposit can be paid via bank transfer.

This application form does not constitute an offer of tenancy and maybe withdrawn at any time.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 and complete a Right to Rent check. If you do not have a passport, please inform a member of the team as soon as possible and they will send you a list of other documents you can submit.

As part of the referencing process, we do require three months of recent bank statements and a copy of your credit report. This can be obtained for free from Clearscore or Noddle. The referencing process cannot be completed without this information. Please also note the applicant must be in receipt of income equal to or greater than 30 times the monthly rent.

We aim to have your referencing completed within seven to fifteen days. Once complete, you will be required to attend the office and sign the tenancy agreement. Payment of the security deposit will be due within 24 hours of signing the agreement and the first months rent will then be required in cleared funds a minimum of 48 hours before key collection. No funds for the rent or deposit are to be transferred until the tenancy agreement has been signed by both parties. We accept payment via BACs transfer.

The security deposit for the property will be protected in a government scheme at the start of your tenancy until the end of your tenancy. Further information on this will be provided with your tenancy agreement.

Don't forget to download our 'My Property File' app to keep you updated throughout the process! Read more information towards the end of this application.

Please sign here to confirm you accept & understand the above: _____



TATTERSHALLS
NOTTINGHAM

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 are applying for:

Rent amount agreed:

What date do you require the property from?

How long do you require the property for?

Have you agreed any special terms in order to take the property? **YES/NO**
If yes, please specify.

Do you have any pets which will be living in the property? **YES/NO**
If yes what type of pet?

Do you have any children who will be living with you? **YES/NO**
If yes how many and what are their ages?

Do you smoke? **YES/NO**

ABOUT YOU:

Full Name *(including any middle names)*:

Contact number:

Email address:

Any other contact details:

Date of Birth:

National Insurance Number:

Current property address:

Post code:

Next of Kin (please provide name, relationship to yourself, contact number and address):



TATTERSHALLS
NOTTINGHAM

EMPLOYMENT DETAILS:

Please fill in the following section based on which one applies to you.

EMPLOYED SELF EMPLOYED STUDENT RETIRED OTHER (please state)

EMPLOYED

Name of employer & address:

Job Title:

Time in current position of employment:

Contracted basic salary (excluding any bonuses, overtime etc.):

Do you have any other guaranteed income?

Contact Details for Manager or HR Department (please include phone number & email address):

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

SELF EMPLOYED

We will require details of your company including at least one years' worth of accounts, a letter from your accountant showing income, or a reference from your accountant

STUDENT

If you are a student, you will be required to provide a UK based guarantor, pay rent up front or use a guarantor service. We will also require details of the university you are attending including course title and your student ID number

RETIRED

If retired you may be asked for proof of funds e.g. savings or pension income

CURRENT LANDLORD/LETTING AGENT DETAILS:

Name of Landlord or Letting Agent:

Address:

Email Address:

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:



TATTERSHALLS
NOTTINGHAM

GUARANTOR DETAILS (required for all Students and applicants whose income does not match the minimum requirement)

Guarantor name:

Address:

Contact number:

Email address:

Date of birth:

Name of Guarantors employer, including Address:

Annual basic salary (excluding any bonuses, overtime etc.):

Job Title:

Contact Details for Manager or HR Department (please include phone number & email address):

If your guarantor is retired, please state here:

We will require them to provide proof of funds such as income or savings to confirm they are eligible to act as guarantor.

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



TATTERSHALLS
NOTTINGHAM

DECLARATION – please read carefully before signing and dating

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.

I confirm that all contact details provided for myself are correct and these can be used to send information regarding the application and tenancy. I also agree for documents regarding the tenancy to be sent to the email address I have provided.

I accept the holding fee paid to secure the property will be credited towards the first months rent once the tenancy agreement has been entered and signed by both parties.

I agree to pay the balance of remaining funds, including the security deposit within 24 hours of signing the agreement and the first rent payment at least 48 hours prior to key collection.

Tattershalls works with Uswitch to provide tenants with the best energy prices. Uswitch will compare the current market to find you the best energy deals. If you wish for your details to be passed on, please tick the box

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: _____



PropertyFile

Tenants

My Property File is an online platform designed to keep you informed & updated on your rented property.

Timeline - We keep you informed every step of the way

Moving house can be a stressful experience. Using your My Property File account you can stay informed from the application stage right the way through to when you move out.

We let you know important events such as your referencing status, when inspections are booked. You can also find out move in and move out appointment dates and times.

When using our mobile application, these alerts can be pushed to you so that you are updated immediately. No more lost emails or unexpected inspections.

Report maintenance issues and track their progress

By using our maintenance issue reporting tool, you be safe in the knowledge that we have received it. No more chasing or calls to find out what is happening. A well reported issue is significantly more likely to be resolved quicker. Give photos to help the agent understand the problem. Get help and advice on common issues not covered by the tenancy agreement.

As the work progresses we keep you informed. You can use the messaging system to keep us updated of any extra details. Reporting issues properly ensures you don't incur costs from unreported issues becoming worse and causing more damage that you may become liable for.

Find all your tenancy details in one place

With your My Property File account, you stay in control and informed about all the relevant details of your tenancy. Use it to double check key dates, find out how much you owe on move in, and check your rent has been received.

You can also download key documents that we share with you such as your tenancy agreement. Managing your tenancy has never been so easy.

Instant access from any location on any device

My Property File is designed and built so that you can securely log into the system and access your vital information whenever and where ever you may need it.

