

TENANT APPLICATION FORM



PLEASE RETURN YOUR COMPLETED APPLICATION FORM AS
SOON AS POSSIBLE TO:-

BURNETT DAVIES LETTINGS
17 HIGH STREET, BARRY, CF62 7EA
TEL: 01446 737 255
enquiries@burnettdavieslettings.co.uk

**FOR US TO PROCESS THIS APPLICATION YOU MUST PROVIDE
THE FOLLOWING WITH YOUR APPLICATION:-**

- 1. PROOF OF PHOTOGRAPHIC ID**
- 2. PROOF OF CURRENT ADDRESS**
- 3. A CREDIT CHECK UNDERTAKEN IN THE LAST 6 MONTHS**
- 4. A COPY OF YOUR MOST RECENT BANK STATEMENT**

NOTES TO APPLICANTS – PLEASE READ CAREFULLY:-

- Please write clearly and legibly using a black pen.
- Email addresses and fax numbers are very helpful in speeding up the reference process so please supply these.
- Please ensure you sign the employers consent form which needs to be returned to Burnett Davies Lettings within this application.
- Please contact your referees (employer, current landlord/managing agency) to let them know you have requested a reference and give them your permission to disclose information to us.
- You **MUST** produce 2 original forms of ID one of which must be photographic and one with your current address dated in the last 6 months. Copies will be taken and retained on our files in accordance with GDPR.
- You are also required to supply us with a credit check undertaken in the last 6 months and a copy of your most recent bank statement.
- Please note if you are a foreign national you **MUST** provide us with original copies of any Residence Permits, Work Permits, Visas and a valid passport. Copies will be taken and retained on our files in accordance with GDPR. If your Visa or permissions to remain in the UK expire during your tenancy, you **MUST** provide proof of renewal by the expiry date and no later. Failure to provide ID within the appropriate timescales may result in you being reported to the Home Office.

Other information

- If you wish rent to be paid on a specific day of the month (i.e. 1st of each month) please advise us before you sign up so the contract can be amended otherwise the rent will be due on the same day each month as the date you move in. Please note this is a legal document which we are unable to amend once signed.

Move in costs

- The first months rent and bond can be paid either in cash in your sign up appointment or by bank transfer prior to the sign up. Bank transfer must be made a minimum 2 working days prior to your sign up date to ensure cleared funds. Please check with your negotiator if you are unsure
- First months rent
- Bond (usually one months rent) but some landlords charge more. Please check this with your negotiator.

BURNETT DAVIES LETTINGS APPLICATION FORM – PLEASE ENSURE ALL BOXES ARE COMPLETED FULLY

Address: 17 High Street, Barry, Vale of Glamorgan, CF62 7EA Tel No: 01446 737255

Email: enquiries@burnettdavieslettings.co.uk Website: www.burnettdavieslettings.co.uk

YOUR DETAILS

Miss/Mrs/Ms/Mr _____ First Name: _____ Surname: _____

Maiden Name: _____ Marital Status: _____ D.O.B _____

Home No: _____ Mobile No: _____ Work No: _____

Email: _____ Nationality: _____

National Insurance No: _____ Occupation: _____

CURRENT ADDRESS:

_____ Postcode: _____

Time at present address: _____ yrs ____ mths Status: Property Owner/Rented/other (specify) _____

If less than 3 yrs please give details of previous address

Address: _____ Postcode: _____

Time at previous present address: _____ yrs ____ mths Status: Property Owner/Rented/other (specify) _____

Reason for moving: _____

Have you given notice on your current property? YES or NO If yes, what is the agreed move out date? _____

CURRENT LANDLORD/AGENT

Name: _____

Full Address: _____

_____ Postcode: _____

Landline No: _____

Mobile: _____ Rent per month: £ _____

Email: _____

Current Address: _____

PREVIOUS LANDLORD / AGENT if less than 3 yrs ago

Name: _____

Full Address: _____

_____ Postcode: _____

Landline: _____

Mobile: _____ Rent per month: £ _____

Email: _____

Previous Address: _____

NEXT OF KIN: (must be a family member but they **cannot be living at the property with you)**

Full Name: Mr / Mrs/ Miss/ Ms _____

Full Address: _____ Postcode: _____

Home No: _____ Mobile No: _____ Work No: _____

Email: _____ Relationship to you: _____

Are you still in regular contact with this person?: _____ If No, why? _____

EMPLOYER INFORMATION

Employer: _____ Your Position: _____

Employer Address: _____ Postcode: _____

Contact name for reference: _____ Tel No: _____

Email: _____ Employment Start Date: _____

Your salary (annual/hourly): _____ Date Salary Paid: _____

Are you Permanent/Temporary/Zero Hours? _____

Do you have other income you wish us to consider? YES or NO (if yes, please give details on separate sheet)

CHARACTER REFERENCE – someone you have known for 3yrs or more and cannot be a relative of yours or your partner

Name: Mr/Ms/Miss/Mrs _____

Full Address: _____ Postcode: _____

Home No: _____ Mobile No: _____ Work No: _____

Email: _____ Relationship to you: _____

Occupation: _____ How long have you known this person: _____

Are you still in regular contact with this person?: _____ If No, why? _____

OTHER DETAILS:

Who will be living at the property _____

Number of children: _____ Ages _____ M/F _____ M/F _____ M/F _____ M/F

Do you have any Pets? Yes or No (if yes, please specify) _____

Are you a smoker? YES or NO**Do you have any County Court Judgements?** YES or NO (if yes, please give details on separate sheet)**Have you ever been evicted from a property?** YES or NO (if yes, please give details on separate sheet)**Have you ever had any rent arrears?** YES or NO (if yes, please give details on separate sheet)**Address of Property applying for:** _____Agreed rent £: _____ Agreed Bond £: _____ Rental Period in Months £: _____ Move in date: _____
(not guaranteed)

I the undersigned, declare that the information given to be both accurate and complete. I authorize Burnett Davies Lettings acting as agents for the landlord to make such enquiries as are necessary to determine my suitability as a prospective tenant. I also undertake immediately to notify Burnett Davies Lettings of any alterations of circumstances that may occur during the processing of this application.

Signed: _____ **Date:** _____**IDENTIFICATION DETAILS:**

You MUST show your original documents including passport / Visa / Residency Permit in support of this application. Copies will be made and retained on file in accordance with GDPR. Failure to provide these documents may result in your application being delayed and or failed. If your Visa or permissions to remain in the UK expire during your tenancy, you MUST provide proof of renewal by the expiry date and no later. Failure to provide ID within the appropriate timescales may result in you being reported to the Home Office.



EMPLOYER CONSENT FORM

I hereby consent to my employer or accountant to provide Burnett Davies Lettings with the information they require to process my application:-

Applicants signature: _____

Print name: _____

Date: _____

OFFICE USE

Letting Agent Ref: _____

**Please return your completed Application Form to:-
Burnett Davies Lettings, 17 High Street, Barr y CF62 7EA
Or email to: enquiries@burnettdavieslettings.co.uk**

FOR US TO PROCESS THIS APPLICATION YOU MUST PROVIDE:-

- 1. PROOF OF PHOTOGRAPHIC ID (see below)**
- 2. PROOF OF CURRENT ADDRESS (see below)**
- 3. A CREDIT CHECK UNDERTAKEN IN THE LAST 6 MONTHS**
- 4. A COPY OF YOUR MOST RECENT BANK STATEMENT**

What can you provide for Proof of Identification?

- 1. Passport ✓**
- 2. UK Photocard Driving Licence ✓**
- 3. Home Office issued Residence permit for EEA nations with home country passport ✓**
- 4. National Identity card bearing a photograph of the applicant ✓**

No photo ID? We can accept your original birth certificate but you must provide us with a passport photograph that has been certified and dated by a professional person or someone well-respected in your community ('of good standing'). The person you ask should not be related to you, living at the same address or in a relationship with you. You could ask the following if they offer this service:

- bank or building society official
- Councilor
- minister of religion
- dentist, doctor
- chartered accountant, chartered surveyor
- solicitor, teacher or lecturer

What can you provide as Proof of your Current Address?

Documents MUST be dated within the last 6 MONTHS

- 1. Utility Bill (gas , electric, satellite TV, landline phone bill) ✓**
- 2. Council Tax Demand from the local authority ✓**
- 3. Bank or Building Society Statement ✓**
- 4. P45 or P60 ✓**
- 5. Benefits entitlement letter from HMRC or Universal Credit ✓**

PLEASE SEE OUR WEB PAGE FOR OUR PRIVACY STATEMENT