

**APPLICATION FOR TENANCY**

PROPOSED TENANT NAME ....................................................................................................

NATIONAL INSURANCE NUMBER ........................................................... D.O.B. ..............................

COUNTRY OF BIRTH ..............................................................

CURRENT ADDRESS .............. ...........................................................................................

 ........................................................ POSTCODE ......................YEARS............

PREVIOUS ADDRESS

IF LESS THAN 3 YEARS ...................................................................................................YEARS............

HOME TELEPHONE NO. ...........................................................MOBILE ..................................................

EMAIL ADDRESS .............................................................................................................................

CONTACT DETAILS OF NEXT OF KIN: ...........................................................CONTACT NUMBER..................................

 (I.C.E – not person sharing rental)

ADDRESS: .............................................................................................................................

PREVIOUS / CURRENT

LANDLORD / AGENT: .............................................................................................................................

(Please note private landlords will be checked via Land Registry.)

ADDRESS / E MAIL: .......................................................... CURRENT RENT PCM £ .............................

OTHER PERSONS WHO

WILL OCCUPY THE PROPERTY .................................................................CHILDREN / AGES..............................

STATE ANY PETS YOU HAVE .............................................................SMOKER YES / NO

EMPLOYER’S NAME ............................................................................................................................

EMPLOYER’S ADDRESS ............................................................................................................................

 ........................................................................POSTCODE ................................

EMPLOYER’S TEL. NO. ....................................................E MAIL:...........................................................

PRESENT SALARY £................................................LENGTH OF EMPLOYMENT..............................

ACCOUNTANT DETAILS

IF SELF EMPLOYED: ...........................................................................................................................

PHONE NUMBER: ..............................................E MAIL:.............................................................

ADDRESS OF PROPERTY ...........................................................................................................................

TO BE RENTED:

RENT: £..................... DEPOSIT £................... ANY CCJ’S..Iva/ Bankruptcy...........

DATE TENANCY TO COMMENCE ...............................

SIGNED AND DATED ..............................................................................................................

**PLEASE PROVIDE PHOTOGRAPHIC I.D WITH YOUR APPLICATION. Passport / Driving licence**

1. References will be required to support your application, one from your present employer, along with two current payslips, last two bank statements, and a Landlord’s reference if you have rented within the last five years. **The proposed tenants must note that WE WILL contact your Employer and Landlord (if applicable) for references.** If on any benefits/ grants you will need to supply supporting documentation.
2. Post tenancy address details are a requirement of any approved Tenant Deposit Scheme. No tenancy can be granted without this information.
3. Please note we only contact successful applicants, however if we have a vacant property on our books that we think may be suitable for you arrangements will be made for you to view this property.
4. Completed application forms, supporting documentation and application fee should be returned to **Able Property Trust by email to jez@ablepropertytrust.co.uk**
5. Please ensure you have read and understood our terms and conditions, set out below.

**TERMS & CONDITIONS**

**RENT**

One month’s rent in advance will be required, **AT THE TIME OF SIGNING**, payable by Cash **or** BACS before signing. **Rent will then be payable monthly in advance by Standing Order.**

**DEPOSIT**

A deposit will be taken, **once we formally offer you the tenancy**, equivalent to one month’s rent which will be held in a Government Backed Scheme against damage and dilapidations upon commencement of the tenancy. The deposit will be returned at the end of the tenancy, subject to the terms of the tenancy agreement. **THIS DEPOSIT DOES NOT COUNT AS RENT.** Payment details are the same as the rent.

**APPLICATION FEE / HOLDING DEPOSIT**

A holding deposit of **£100** will be taken from applicants to secure the property whilst we carry out the referencing and credit checking of the applicant, this is a refundable deposit. **THIS PAYMENT WILL HOLD THE REQUESTED PROPERTY FOR YOU WHILST REFERENCES ARE APPLIED FOR AND IF SUCCESSFUL WILL BE PUT TOWARDS YOUR DEPOSIT UPON SIGNING.**

**BACS details: Acc name A.P.T (Nottingham) Ltd Sort code: 40 35 18 Acc: 74608887. WE DO NOT ACCEPT CARD PAYMENTS.**

**LEGAL AGREEMENTS**

Under the terms of an Assured Shorthold Tenancy, the tenant must remain in the property for a minimum period of six months, providing the terms of the tenancy are being complied with.

**INVENTORY**

When signing the tenancy agreement, the tenant will be required to sign a copy of an inventory and digital photographs, this document should be checked thoroughly. On termination of the tenancy the inventory will be checked to ensure that all fixtures and fittings remain at the property and no damage has occurred.

**SERVICES**

It is the tenant’s responsibility to inform the relevant authorities i.e. gas, electricity, water and Council tax, that they are moving into the property, so that accounts can be put into tenant’s name.

**REFERRALS** Able Property Trust reserve the right to pass tenant details to third parties for potential services to your new property.

**TENANT PRIVACY STATEMENT**

Collection of personal information

As a lettings agency, Able Property Trust collect your personal information to assess the risk in providing you with the tenancy of the premises you have requested / are currently resident in and for the ongoing management of your tenancy agreement.

This information may include, but not exclusively:

Full name, date or birth, gender

Occupation, including salary

Current and previous rental addresses

Contact details (phone, fax and email)

Details of rental history

References

You can ask to access the information that Able Property Trust holds about you, by contacting the office via:

Telephone: 0115 9207788

Email: jez@ablepropertytrust.co.uk

Information collected about you is passed onto the landlord.

Disclosure of personal information

To carry out the role of the ongoing management of your tenancy agreement and for some time thereafter, the landlord may be required to disclose your personal information to one or more of the following:

The landlord's lawyers, mortgagee or insurer

Organisations or trades people required to carry out maintenance to the premises

Organisations or trades people required to carry out assessments / checks of the premises

Residential Tenancy Tribunals & courts

Other estate agents & landlords (for e.g. for references)

The Local Authority (for e.g., for council tax purposes)

If your personal information is not provided and / or you do not consent to the potential disclosure of your personal information, risks cannot be properly assessed and the landlord cannot carry out their duties. Consequently, you would not be provided with the tenancy of the premises / consideration may be given to terminating your tenancy.

Generally, personal information is used and disclosed for the purposes for which it was collected and on the whole, where possible and practical, your consent would be sought to share such information in the first instance.

In addition, there may be circumstances where we are required or authorised by law to disclose your personal e.g. to an Ombudsman, tribunal, court, law enforcement agency or government department.

We request that you please sign below to acknowledge that you fully understand this privacy statement and the manner in which your private information may be collected and used. By signing this document, you consent to the collection, use and disclosure of your personal information for purposes set out above.

Signed:................................................................. ................................................................

Name:.................................................................. ...............................................................

Date:.................................................................. ...............................................................

**Able Property Trust - PO Box 6098 – Nottingham – NG5 2LS** **Company Registration Number 04356733 (England and Wales)**

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