Letting service
Letting & Management service

Tenancy application

Whitton & Laing lettings department
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WHITTON&LAING

RENTING A PROPERTY

Thank you your interest in renting a property through Whitton & Laing.

To get started, please complete the form that follows. All people over 18 proposing to occupy the property must be included within the tenancy, so each one will need to complete an application form. You cannot take a tenancy if you are under 18.

It is essential that all the information requested is supplied and the form is fully completed and legible. Missing information will delay your application and may jeopardise your choice of property.

We usually require a minimum of ten working days from receipt of your application to the date from which you wish the tenancy to start.

Before setting up a tenancy we will take up references on you, and may also undertake credit searches to confirm your suitability as a tenant. If you have any concerns please discuss with us before completing the application form as this can prevent problems later in the process.

WHAT INFORMATION YOU'LL NEED TO SUPPLY

In order to complete the tenancy application form you will need:

- ADDRESSES: the full address and postcode of your current property, and any other properties you've occupied over the last three years, together with the dates.
- EMPLOYER: the name, full address, postcode, email address and telephone no/s for your current employer and the name of the person to contact for a reference (if applicable).
- PREVIOUS LANDLORD/S: the name, full address, postcode, email address and telephone no/s for your current or previous landlord (if applicable).
- REFERREES: the name, full address, postcode and email address of 2 referees if you are unable to provide employer and landlord details. *Please ensure you have notified any referees that they we'll be contacting them. All references must be received in writing or by email.*
- IDENTITY: proof of identity and residence, eg your passport or driving licence. Please provide this with the completed application form, so we can photocopy it in the office..

TENANCY FEES:

single tenancy	£180 incl. VAT
joint tenancy	£210 incl. VAT
each additional tenant	£90 incl VAT

Payment by cleared cheque or online at whittonandlaing.com

Please complete and return your tenancy application form as soon as possible to maximise your chances of agreeing a rental

Whitton and Laing lettings is a member of ARLA

TENANCY APPLICATION FORM

All people over 18 proposing to occupy the property must be included within the tenancy, so each one will need to complete an application form. You cannot take a tenancy if you are under 18.

Address of the property that interests you			
Your title and full name			
Proposed date of occupation		Your current address	
Home tel		Work tel	
Mobile		Email	
Date of birth & age			
If under 3 years at present address, please list all others, with dates			
Do you work (tick one):	full time	part time	not working
Name & address of employer		Contact for reference	
		Phone no.	
Your job title		Email	
Current salary			
If you are self-employed, are you able to provide proof of income?	Y	N	
Name & address of next of kin for emergency			
Relationship		Home tel	
Work tel		Mobile	

WHITTON&LAING

Do you currently rent a property?		Y	N	If yes, what address & postcode?			
Date tenancy started		Current rent	£	Agent / landlord name & address			
Agent/landlord phone & email							
Why are you leaving?							
If you don't currently rent, have you rented in last 12 months?		Y	N	If yes, please complete above			

If you have provided employer and landlord/agent details above, we will contact them for a reference.

If you have not, please give two referees below (no relatives) who have known you for some time and can confirm your suitability as a tenant.

REFERREE 1: name & address							
their email address							
Relationship		Home tel		Work tel		Mobile	
REFERREE 2: name & address							
their email address							
Relationship		Home tel		Work tel		Mobile	

Have you had any County Court Judgements, Court Decrees, Bankruptcy or Administration Orders against you? If so, please give details.				
Do you smoke?	Y	N	If any children or pets will live at the property, please give details	

Please state anything else that may have a negative bearing on your application.	
Please state anything else that you'd like to include to support your application.	

DECLARATION

I hereby confirm that the information provided by me is to the best of my knowledge true and I have no objections to the information being verified by whatever means necessary. I understand that the results of the findings may be retained by Whitton & Laing and may be accessed again should I default on my rental payment or apply for a new tenancy in the future. I agree that Whitton & Laing may search the files of a Credit Reference Agency, which may keep a record of such a search. I also understand that the details of any such searches will not be provided to me but I may contact the credit reference agency to request a copy if I wish to do so. I also confirm that in the event of my defaulting on the rental payment, that any such default may be recorded with a credit referencing agency who may supply the information to other credit companies in the quest for the responsible granting of tenancies, insurance and credit. This application is bound by Ground 17 of the Housing Act 1996 and I understand that if any information is found to be untrue, it is grounds for termination of the tenancy. I understand that any default in rental payments may affect any future applications for tenancies, credit or insurance.

signed		date	

Remember to enclose proof of identity and residence, eg passport or driving licence.

Please use this space as an overflow for any answers above.