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## APPLICATION FOR RENTED ACCOMMODATION

It is essential that all information requested is supplied and the form is FULLY completed and legible, as missing information will delay your application

PROPERTY: \_\_\_\_\_

REQUIRED MOVING IN DATE: \_\_\_\_\_

RENTAL £ \_\_\_\_\_ PCM VIEWING DATE: \_\_\_\_\_

FULL NAME OF APPLICANT - INCLUDING MIDDLE NAME(S) (Over 18 years of age)

RELATIONSHIP TO OTHER APPLICANT(S) \_\_\_\_\_

MALE/FEMALE: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_ NATIONALITY: \_\_\_\_\_

MARITAL STATUS: \_\_\_\_\_ MAIDEN NAME: \_\_\_\_\_

DO YOU SMOKE? \_\_\_\_\_ CHILDREN: \_\_\_\_\_ IF SO, AGE (S): \_\_\_\_\_

ANY PETS? \_\_\_\_\_ IF YES, HOW MANY and WHAT TYPE? \_\_\_\_\_

(PLEASE ALSO SEE NOTES OVERLEAF REGARDING PETS)

CURRENT FULL POSTAL ADDRESS: \_\_\_\_\_

POST CODE: \_\_\_\_\_

TEL NO: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

MOBILE NO: \_\_\_\_\_ E-MAIL \_\_\_\_\_

PERIOD AT ADDRESS \_\_\_\_ Years \_\_\_\_ Months \*\*PROPERTY HELD AS OWNER /COUNCIL TENANT/WITH PARENTS/PRIVATE TENANT/ FURNISHED/UNFURNISHED

CURRENT RENT/MORTGAGE: £ \_\_\_\_\_ REASON FOR MOVING: \_\_\_\_\_

MANAGING AGENT/LANDLORD (if applicable) NAME: \_\_\_\_\_

FULL POSTAL ADDRESS (incl. postcode): \_\_\_\_\_

TEL. NO: \_\_\_\_\_ FAX NO: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

IF PROPERTY HELD FOR LESS THAN 3 YEARS, PLEASE PROVIDE PREVIOUS ADDRESS, INCLUDING POST CODES AND DATES OF OCCUPATION FOR THAT PERIOD (PLEASE USE ADDITIONAL SHEET IF NECESSARY)

\*\*IF CURRENT PROPERTY BEING SOLD PLEASE STATE SITUATION OF SALE (e.g.: Contracts Exchanged/Completion Date Agreed):

NEXT OF KIN/ALTERNATIVE ADDRESS:

(IN THE EVENT OF NO FORWARDING ADDRESS at the end of the contract, the address below will be supplied to the local council and utility companies.)

FULL NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TEL NO: \_\_\_\_\_ RELATIONSHIP TO APPLICANT: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

GUARANTOR (\*Where applicable) FULL NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TEL NO: \_\_\_\_\_ RELATIONSHIP TO APPLICANT: \_\_\_\_\_

**\*PLEASE ASK FOR A SEPARATE FORM, WHICH NEEDS TO BE FILLED IN, IN FULL BY THE GUARANTOR**

EMPLOYER DETAILS

EMPLOYMENT STATUS: FULL TIME  PART TIME  CONTRACT  RETIRED

COMPANY: \_\_\_\_\_

FULL POSTAL ADDRESS: \_\_\_\_\_

POST CODE: \_\_\_\_\_ TEL. NO. (inc. STD Code): \_\_\_\_\_

YOUR JOB TITLE: \_\_\_\_\_ PERMANENT  TEMPORARY

EMPLOYEE NUMBER (If Applicable): \_\_\_\_\_ NATIONAL INSURANCE NO: \_\_\_\_\_

COMMENCEMENT DATE: \_\_\_\_\_ ANNUAL INCOME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_ THEIR JOB TITLE: \_\_\_\_\_

CONTACT'S FAX NO: \_\_\_\_\_ CONTACT'S E-MAIL ADDRESS: \_\_\_\_\_

IF CURRENT EMPLOYMENT LESS THAN 3 YEARS, PLEASE PROVIDE DETAILS OF PREVIOUS EMPLOYERS, ALONG WITH COMMENCEMENT AND DEPARTURE DATES.

IF SELF EMPLOYED - ACCOUNTANT'S NAME \_\_\_\_\_

ADDRESS: \_\_\_\_\_

FAX NO: \_\_\_\_\_ TEL. NO: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

IF YOU ARE IN RECEIPT OF ANY OF THE FOLLOWING PLEASE STATE THE AMOUNT BELOW

WORKING TAX CREDITS £ \_\_\_\_\_ pa. CHILD TAX CREDITS £ \_\_\_\_\_ pa. CHILD BENEFITS £ \_\_\_\_\_ pa.

PLEASE NOTE WE REQUIRE WRITTEN PROOF OF THE ABOVE WHEN SUBMITTING THIS APPLICATION.

Are you currently receiving or expect to receive any form of housing allowance:

\*YES/NO

*\*Please delete as applicable*

PLEASE NOTE WE REQUIRE WRITTEN PROOF OF THE ABOVE WHEN SUBMITTING THIS APPLICATION.

BANK/BUILDING SOCIETY ACCOUNT DETAILS (Please note this is for credit check purposes only)

BANK NAME: \_\_\_\_\_

FULL POSTAL ADDRESS: \_\_\_\_\_

SORT CODE \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ ACCOUNT NUMBER: \_\_\_\_\_

HOW LONG HAS THE ACCOUNT BEEN OPEN?: \_\_\_\_\_

DO YOU HAVE A CHEQUE GUARANTEE CARD WITH THIS ACCOUNT?

YES/NO

NUMBER OF CREDIT CARDS HELD?: \_\_\_\_\_

Do you have any adverse credit history: \*YES/NO

(If yes, please provide date of record/s and relevant details):

Date: \_\_\_\_\_ Details: \_\_\_\_\_

Date: \_\_\_\_\_ Details: \_\_\_\_\_

How did you hear of Penningtons? (please tick box to indicate source)

EADT/Evening Star  Internet - Our website  Repeat business (previous tenant)

Yellow Pages / Yell.Com  Rightmove  Mailing List

To Let Boards  Zoopla

Other Site (please specify): \_\_\_\_\_

#### APPLICANTS PLEASE READ

PLEASE NOTE THAT WE REQUIRE ONE ITEM FROM EACH LIST (see below) (THE DOCUMENT MUST BE AN ORIGINAL, PLEASE DO NOT SEND ORIGINALS IN THE POST), WHICH WE CAN PHOTOCOPY FOR OUR FILES. IF NOT PROVIDED BY YOU WE WILL BE UNABLE TO PROCEED FURTHER WITH YOUR APPLICATION.

#### IDENTITY DOCUMENTS

1. Current signed passport.
2. Current UK photo card driving licence.
3. Residential permit issued by the Home Office to EU Nationals on sight of their own country passport.
4. Benefit book or original notification letter from the
5. Self-employed in the construction industry - tax exemption certificate with photograph of holder (forms C155, C156 or SC60).

#### EVIDENCE OF ADDRESS

1. A utility bill issued within the last three months (but not mobile Phone bills as these can be sent to different addresses).
2. Local authority tax bill (valid for the current year).
3. Bank, building society or credit union statement containing a current address.
4. The most recent original mortgage statement from a recognised lender.
5. Current UK driving licence (old full licence or new photo card licence) if not used for evidence of name.

**APPLICANTS PLEASE READ AND SIGN THE FOLLOWING:-**

- I CONFIRM THAT YOU MAY APPLY FOR FINANCIAL REFERENCES and understand that it is not the responsibility of Pennington Surveyors Ltd to chase the referees supplied by me/us in order to obtain the references. I/We agree that upon being informed by Pennington Surveyors Ltd that the references are outstanding, I/we will ensure that such references will be responded to without delay. I/We further confirm that I/we will not hold Pennington Surveyors Ltd responsible in any way if the references are not forthcoming in time to prepare the necessary documentation to allow me/us to move in to my/our chosen property on the preferred date. I/We understand that copies of references will be sent to the proposed Landlord(s) for approval.
- Please read the declaration and sign and date below. **WE CANNOT PROCEED WITH THIS APPLICATION IF YOU DO NOT CONSENT TO THESE TERMS.** I confirm that the information which I have given in my application form is to the best of my knowledge true and accurate. I acknowledge and agree to Let Insurance Services/Pennington carrying out searches to verify such information. I consent that such verifications may involve Let Insurance Services/Pennington:
  - contacting any referee detailed in my application;
  - consulting with credit referencing agencies;
  - consulting with the Industry Sortcode Directory (ISCD) and Account Modulus Checker in order to confirm the accuracy of my bank account details; and
  - consulting with other third party tenancy database providers, such as Insurance Database Services Limited (who operate the Claims and Underwriting Exchange (CUE)).

In connection with my application I acknowledge and consent that:

- Let Insurance Services and any third party may keep a record of any search carried out to verify the information I have provided;
- Let Insurance Services may pass on any information I have supplied and the results of any linked verification checks to the letting agent and/or any appointed landlord;
- If I default on my rental payment or apply for a new tenancy agreement in the future Let Insurance Services/Penningtons may review the results of the verifications and searches set out above;
- Let Insurance Services/Pennington can use debt collection agencies or tracing agents to trace my whereabouts and recover any monies I owe to Let Insurance Services/Pennington.

The provisions of Section 17 of the Housing Act 1996 will apply, where applicable, to this application. If any information within this application is found to be untrue it may be grounds to terminate the tenancy agreement.

I agree that information supplied by me and the results of the assessment process will be held in accordance with the Company's notification under the Data Protection Act 1998. I understand that I have the right to ask for a copy of the information held on me subject to the payment of an administration fee that will be notified to me upon application, though it will not exceed the amount set by statute. I have the right to request that the information held be amended if it is found to be incorrect.

Let Insurance Services, as well as the letting agency and other selected businesses, may use this information to keep you informed by post, telephone, email or other means about products and services that may be of interest. If you do not want your information to be used for these marketing purposes please signify by ticking the box.

I hereby authorise my employer/accountant/pension administrator (delete as appropriate) to provide details of my earning and dates of employment to Let Insurance Services/Pennington for the purposes described above.

**I UNDERSTAND THE FOLLOWING:-**

- £70 (inc VAT) PER PERSON IN RESPECT OF ADMINISTRATION COSTS.
- £100 (Plus VAT) IN RESPECT OF PREPARATION OF TENANCY DOCUMENT.
- APPROXIMATELY ONE MONTH'S RENT IN ADVANCE (PAYABLE AT THE COMMENCEMENT OF THE TENANCY - BY BANKERS DRAFT, BUILDING SOCIETY CHEQUE OR DEBIT CARD)
- SECURITY DEPOSIT EQUIVALENT TO SIX WEEKS RENT (PAYABLE AT THE COMMENCEMENT OF TENANCY - BY BANKERS DRAFT or BUILDING SOCIETY CHEQUE OR DEBIT CARD)
- £50.00 (PLUS VAT) IN RESPECT OF FINAL CHECK OUT (IF CARRIED OUT BY PENNINGTONS AT THE END OF THE TENANCY)
- I AM AWARE THAT PETS ARE NOT ALLOWED IN RENTED ACCOMMODATION (UNLESS PET CLAUSE AGREED)
- I AM OVER THE AGE OF 18
- I AM AWARE THAT I/WE MAY NEED TO INFORM THE APPROPRIATE COUNCIL TAX OFFICE AND OTHER NECESSARY UTILITY COMPANIES ONCE MY/OUR TENANCY COMMENCES.
- PLEASE NOTE THAT WE REQUIRE ONE ITEM FROM EACH LIST (ON PAGE 3) (THE DOCUMENT MUST BE AN ORIGINAL), WHICH WE CAN PHOTO COPY FOR OUR FILES. IF NOT PROVIDED BY YOU WE WILL BE UNABLE TO PROCEED FURTHER WITH YOUR APPLICATION.
- FURTHER CHARGE OF £30+VAT WILL BE PAYABLE AT MOVE - IN IF A TENANCY AGREEMENT HAS TO BE AMENDED FOR ANY REASON AFTER AN AGREED MOVE IN DATE HAS BEEN CONFIRMED.

It is company policy that contents insurance for accidental damage to Landlords fixtures and fittings is required and you will need to produce proof of existing cover or take out a policy meeting these requirements.

**PLEASE NOTE PERSONAL CHEQUE OR CASH (FOR SECURITY REASONS) FOR INITIAL RENT & DILAPIDATIONS DEPOSIT IS NOT ACCEPTABLE**

**APPLICANTS PLEASE NOTE THAT £70 per person (inc VAT) TO COVER OUR ADMINISTRATION CHARGE MUST BE SUBMITTED WITH THIS FORM ALONG WITH YOUR ID AND PROOF OF ADDRESS.**

This fee is not refundable if I/we should withdraw from the transaction but will be returned in full if the Landlord/Agent should withdraw for any reason; except if the references are deemed to be unsatisfactory

**APPLICANT'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_**