



10 Crown Street Ipswich Suffolk IP1 3LD
Tel: 01473 214343 Email: info@pennington-online.co.uk
www.pennington-online.co.uk

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 6/12 months preferred 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: SELF-EMPLOYED FULL TIME PART TIME AGENCY 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?: _____

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 WE ARE REQUIRED BY LAW TO CARRY OUT RIGHT TO RENT CHECKS PRIOR TO A TENANCY COMMENCING. **YOU MUST PROVIDE ORIGINAL COPIES OF APPROPRIATE ID AS FOLLOWS (WE ARE UNABLE TO PROCEED FURTHER WITH YOUR APPLICATION WITHOUT THESE):**

IDENTITY DOCUMENTS:

1. PASSPORT
2. EUROPEAN ID CARD
3. PHOTOCARD DRIVING LICENCE AND BIRTH CERTIFICATE
4. A VALID VISA OR RESIDENCE PERMIT IF OUTSIDE THE EU

WE ALSO REQUIRE VALID PROOF OF ADDRESS:

1. A UTILITY BILL ISSUED WITHIN THE LAST THREE MONTHS
2. LOCAL AUTHORITY TAX BILL (VALID FOR THE CURRENT YEAR)
3. BANK OR BUILDING SOCIETY STATEMENT DATED WITHIN THE LAST THREE MONTHS
4. CURRENT UK DRIVING LICENCE IF NOT USED AS AN ID DOCUMENT

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 Rent4Sure/Pennington carrying out searches to verify such information. I consent that such verifications may involve Rent4Sure/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:

- Rent4Sure and any third party may keep a record of any search carried out to verify the information I have provided;
- Rent4Sure 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 Rent4Sure/Penningtons may review the results of the verifications and searches set out above;
- Rent4Sure/Pennington can use debt collection agencies or tracing agents to trace my whereabouts and recover any monies I owe to Pennington/3rd party.

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.

Tenant Shop Limited acts on our behalf to notify the local council, water supplier, and energy providers(s) in line with your tenancy start date and secondly to supply notifications to the council, water supplier and energy providers(s) from the date that you vacate the property. Tenant Shop Limited will only use your information for the purpose of council and utility registration, closing of council and utility accounts and Energy/Media comparisons upon your arrival. Call Centre comparisons are completely optional for you (the tenant) and you can opt out at any time. Tenant Shop Limited is fully compliant with the data protection act 1998 and a registered member of the information Commissioners Office with registration number Z305733X.

Rent4Sure, as well as the letting agency and Tenant Shop Limited may contact you via telephone, email or post to offer products and services which may be of interest to you. If you do not want your information to be passed on please tick this 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:-

- £90 (inc VAT) PER PERSON IN RESPECT OF REFERENCE FEE COSTS.
- £150 (inc VAT) IN RESPECT OF PREPARATION OF TENANCY DOCUMENT.
- GUARANTOR FEE £90 (inc VAT)
- 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)
- £60.00 (inc 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 £36 (inc VAT) MAYBE PAYABLE AT MOVE - IN IF A TENANCY AGREEMENT HAS TO BE AMENDED FOR ANY REASON AFTER AN AGREED MOVE IN DATE HAS BEEN CONFIRMED.

We recommend that you have tenant's insurance which should also cover accidental damage to landlord's fixtures and fittings. We would appreciate a copy of the insurance certificate at the time of signing or as soon as possible after this.

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

APPLICANTS PLEASE NOTE THAT £90 per person (inc VAT) TO COVER OUR REFERENCE CHARGE & £150 (inc VAT) TENANCY FEE MUST BE SUBMITTED WITH THIS FORM ALONG WITH YOUR ID AND PROOF OF ADDRESS.

These fees are not refundable if any applicant should withdraw from the transaction or if any applicant fails credit/reference checks.

APPLICANT'S SIGNATURE _____ DATE _____