

# Tenancy Application



## Address

## Monthly Rent £

Please complete and return this form to Mather Marshall Stevenage.

Address 129 High Street, Old Town, Stevenage, Herts SG1 3HS Email:- [stevenagelettings@mathermarshall.com](mailto:stevenagelettings@mathermarshall.com)

## Section 1 - Property Details

Address \_\_\_\_\_  
\_\_\_\_\_  
Postcode \_\_\_\_\_

Tenancy term \_\_\_\_\_

Proposed move in date (DD/MM/YY) \_\_\_\_\_

Monthly rental £  Rent Share for applicant £

Number of applicants \_\_\_\_\_

Do you smoke?  Yes  No

Do you have pets?  Yes  No

If Yes please specify \_\_\_\_\_

## Property Cost Guide

### Property Cost Guide

#### Step 1

Holding Fee(1 weeks rent) £

#### Step 2 - If your application has been successful :-

1 months rent in advance £

Deposit 5 weeks Rent £

**TOTAL** £

Less holding fee £

**BALANCE DUE** £

## Section 2 - Tenant's Personal Details

Title \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name(s) \_\_\_\_\_ Surname \_\_\_\_\_

Date of Birth (DD/MM/YY) \_\_\_\_\_ Marital status \_\_\_\_\_

Nationality \_\_\_\_\_ Passport number \_\_\_\_\_ EU Passport Yes No

Phone number \_\_\_\_\_ Email address \_\_\_\_\_

If you have even been known by another name, please confirm it here \_\_\_\_\_

Please provide three years address history (If more space is needed please use a separate sheet)

### Present Address

Address \_\_\_\_\_  
\_\_\_\_\_  
Postcode \_\_\_\_\_

Time at this address Years Months

Address status (please tick one)

Owner  Rented  Living with Parents/ Friends

Other

### Landlord / Letting Agent Details

Name of Letting Agent/ Landlord \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
Postcode \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

### Previous Address 1

Address \_\_\_\_\_  
\_\_\_\_\_  
Postcode \_\_\_\_\_

Time at this address Years Months

Address status (please tick one)

Owner  Rented  Living with Parents/ Friends

Other

### Landlord / Letting Agent Details

Name of Letting Agent/ Landlord \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
Postcode \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_



## Previous Address 2

Address \_\_\_\_\_  
Postcode \_\_\_\_\_

Time at this address      Years      Months

Address status (please tick one)

Owner     Rented     Living with Parents/ Friends  
 Other

## Landlord / Letting Agent Details

Name of Letting Agent/ Landlord \_\_\_\_\_  
Address \_\_\_\_\_  
Postcode \_\_\_\_\_

Phone Number \_\_\_\_\_  
Email Address \_\_\_\_\_

## Section 3 - Tenant Credit Information

**ADVERSE CREDIT** - It is imperative that you declare adverse credit, whether it is satisfied or unsatisfied. Failure could have a detrimental affect on your application.

Do you have any undischarged bankruptcy?       Yes     No    If Yes, please give details below  
\_\_\_\_\_

Have you ever applied for an I.V.A?       Yes     No    If Yes, please give details below  
\_\_\_\_\_

Have you ever previously rented a property?       Yes     No

Have you ever been in arrears with your rental payments?       Yes     No    How much £

Have you ever been named on a mortgage?       Yes     No

Have you ever been in arrears with your mortgage payments?       Yes     No    How much £

Have you got, or had, any CCJs?       Yes     No    If Yes, please give details below  
\_\_\_\_\_  
\_\_\_\_\_

## Section 4 - Employment Details

Current employment status (please tick one)

Employed (Full/T)     Employed (Part/T)     Unemployed     Student     Self-Employed  
 Agency Worker     Independent Means     Temp Worker     Retired     Zero Hours

**NOTE - If you are Self Employed, a Director of your own company, Retired or have Independent Means, go to section 5**

Name of company \_\_\_\_\_      Position \_\_\_\_\_

If Company Director, Company Number \_\_\_\_\_       Full Time     Part Time

Payroll number \_\_\_\_\_      Start date (DD/MM/YY) \_\_\_\_\_

Gross salary \_\_\_\_\_

Address \_\_\_\_\_  
Postcode \_\_\_\_\_

Reference contact name and position \_\_\_\_\_

Contact number \_\_\_\_\_      Email \_\_\_\_\_

Is your current position going to change in the near future?       Yes     No    If yes, please give details below  
\_\_\_\_\_  
\_\_\_\_\_

### Previous employment details (if less than 6 months)

Name of company	Position
If Company Director, Company Number	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
Payroll number	Start date (DD/MM/YY)
Gross salary	
Address	
	Postcode
Reference contact name and position	
Contact number	Email

### Other sources of income

If you have other sources of income then please state these below. Additional income proof will be required.

Overtime	£	Shift allowance	£	London weighting	£
Bonus	£	Car allowance	£	Tax credits	£
Disability benefit	£	Housing benefit	£	Child maintenance	£
Carers allowance	£	Fosterers allowance	£	Child benefit	£
Employment support allowance	£	Guardian allowance	£		
Additional income 1	£	Description			
Additional income 2	£	Description			

### Section 5 - Self Employment, Director, Independent Means, Retired

#### Self Employed / Director

Are you a Company Director?  Yes  No Start date (DD/MM/YY)

Annual income Salary £ Dividend £

Have you got proof of income / funds?  Yes  No

Will accountants be verifying income?  Yes  No If yes, please complete section above

Have final accounts been prepared?  Yes - by accountant  Yes - Self assessment  No

#### Independent Means

Have you got proof of income / funds?  Yes  No

Will accountants be verifying income?  Yes  No If yes, please complete section above

#### Retired

Have you got proof of pension?  Yes  No

Pension provider Pension number

Pension amount £

### Section 6 - Other Occupants

Everyone living in the property regardless of age must be listed below.

Name	D.O.B.	Age	Relationship to Applicant

Will the deposit be paid by anyone other than the tenant?  Yes  No

Full Name

Address

Postcode

Contact Number

Email

## Emergency Contact

**This must be a UK resident who is not a cohabiting tenant.**

Next of kin name

Relationship to tenant

Phone number

Email

Address

Postcode

## Section 7 - Bank Details

Name of bank

Account number

Address

Account holder

Postcode

Sort code

## Section 8 - Insurance Details

You must insure against any loss or damage you may cause to the Landlords contents. We can arrange this insurance for you.

Would you like a quotation?

Yes

No

Sum insured

£

If No, please provide a copy of your insurance certificate to confirm this risk covered and complete the following details

Contents insurer

Telephone

Policy number

Policy holders name

## How to proceed with your application

### STEP 1

Complete and sign the tenancy application form and return to Mather Marshall Steveanage with your Reservation fee, preferably in cash as your application can then be processed immediately. Please also provide photographic identification of who you are (i.e. passport or new style driving license) and two utility bills detailing your current address.)

### STEP 2

Assuming your application has been accepted, you will need to pay the Balance Due by Bank Transfer three working days before you move into the property. A Nil Deposit scheme in all other cases it will be 6 weeks deposit.

## Declaration

I understand that providing false information may lead to a tenancy being refused or early termination of any subsequent tenancy agreement.

Mather Marshall uses a third party referencing agent, by signing this agreement you agree to being contacted by that agency.

Mather Marshall or their selected third party referencing agents will hold your data securely and only use it with regard to the referencing for this tenancy application and future tenancy.

As a condition of the tenancy you will be required to have Tenant Liability Insurance throughout the term of your tenancy. You understand that Mather Marshall will pass your details for a 'no obligation' quote, and if you do not wish to take advantage of the quote given then proof of a suitable policy must be shown prior to the commencement of the tenancy.

I have read and agree to be bound by the above terms.

## Conditions

- In order to comply with the Immigration Act 2014, I understand that all persons who will be occupying the property will need to demonstrate that they have the Right to Rent and that checks on my/their immigration status will need to be carried out. The government criteria for the Right to Rent can be found by going to gov.uk/ and searching Right to Rent.
- I understand that some or all monies may not be returned to me should I not wish to proceed with this application, but understand they will be returned to me should **Mather Marshall** not accept me as a Tenant unless I have given false information or failed to disclose any material fact or, where applicable, my Guarantor has given false information or failed to disclose any material fact. I further understand that the monies will not be returned where I or anyone who would be occupying the property fail the Right to Rent checks. For the avoidance of doubt, a material fact is anything that would influence the Landlord's decision as to whether to rent the property to me.
- The property may continue to be marketed following the submission of my application.
- Should my application be accepted, I agree to pay all outstanding due balances **three days** before the start of the tenancy in cleared funds.

## General Data Protection Regulations

By providing us with the above information you consent to us obtaining, holding and using personal data about you in connection with the business of letting and renting out of residential properties as specified below for so long as may be reasonably required for our legitimate purpose. We will use that information for communicating with you. We may also provide that information to third parties with a legitimate reason to receive it in connection with your dealings with us (e.g. landlords (where applicable), utility and service providers, or transferee of our business) or to such third parties as required by you or the law, whether within or outside the European Economic area. Our privacy policy can be found on our website.

Signature

Print Name

Date (DD/MM/YY)

## Signature

I hereby give my consent for any person or organisation to furnish **Mather Marshall** with whatever information they require in relation to my application. Applicant's Signature

Print Name

Date (DD/MM/YY)

The following works/amendments to the property have been agreed.

Please complete this form and return it to your Mather Marshall.

FOR OFFICE USE ONLY		Notes
References	<input type="checkbox"/> Ordered <input type="checkbox"/> Passed	
Rent Guarantee?	<input type="checkbox"/> Existing Prop. <input type="checkbox"/> New Prop.	
Identification Uploaded	<input type="checkbox"/> Yes	
Landlord Updated	Yes	
Property File Started	Yes	
<b>Tenancy Details</b>	Yes	
Number of tenants being referenced	_____	
Proposed tenancy start date (DD/MM/YY)	_____	
Due diligence for AML completed	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Right to rent checks completed	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Manager Signed Ready for move in	_____	