

Application Form and Checklist

Complete the attached application form and return to
66 Station Road Marston Green Birmingham B37 7BA within 2
working days

- *All parties including Guarantor(s) present in the office to sign the relevant paperwork*
- *Original of photographic identification (e.g. passport, driving license)*
- *Photocopy of photographic identification (we can do this in the office for you)*
- *1 months rent & Security Deposit (variable up to 5 weeks rent at Landlords Discretion)*

PLEASE BE AWARE THAT ALL GUARANTORS NEED TO BE A HOME OWNER AND IN FULL TIME EMPLOYMENT.

Application fees

We will require the equivalent to 1 weeks rent to secure a Property and begin the referencing process. This fee will be deducted from the Initial rent following a successful application.

Holding deposit is non-refundable in the following circumstances

- > *Applicant and / or Guarantor decides not to proceed.*
- > *Applicant Fails Credit and / or right to rent checks.*
- > *Applicant Provides false or misleading information.*
- > *Applicant and / or Guarantor fails to provide the required information within 7 days of securing the Property.*

Other Fees you may be charged during your Tenancy include....

- > *Any Changes to the Tenancy Agreement up to £50 (at Tenants request)*
- > *Payments associated with the Early Termination of the Tenancy (at Tenants request)*
 - > *Payments in respect of utilities and council tax*
- > *Charges for late payment of rent at 3% or in line with the Bank of England Base rate if 14 days or more overdue*
 - > *Replacement of a key / and or security device up to £50*
 - > *Copy of original signed Tenancy Agreement*

DETAILS

Property Address : _____

Approximate Move In Date : ____ / ____ / 2020

Monthly Rent : _____ pcm Tenancy Term: _____ months

Are you a prospective (please tick) : Tenant Guarantor

As the Tenant have you enquired how much (if any) housing benefit you will receive? If yes Please provide details

£ _____ Per Week.

If you are a guarantor, please provide the name of the applicant(s) you are acting for and what relationship you are to the tenant(s):

Name of applicant / Relationship to you:

TENANT DETAILS

Your details	
Title	
Surname	
Full First Name	
Date of Birth	
CURRENT ADDRESS	
Town	
City	
Post Code	
Date you started living at this address / /	
Period at address*	
Reason for Departure	

• **If less than 3 years please provide previous address(es) on the reverse**

YOUR CONTACT DETAILS
Home Phone Number
Mobile Phone Number
Work Phone Number
Email Address

Please tick which option best describes your current accommodation:

- Homeowner Renting with a Letting Agent
- Living with family / friends Renting with the Council
- Renting with a Private Landlord Other

If you are renting with a Private Landlord or a Letting Agent, please give the following details:

Landlord / Agents Name _____

Telephone Number _____

CREDIT DETAILS

Have you any adverse credit history: Yes No

If yes please provide details on the back of this page.

EMPLOYMENT DETAILS

Please tick which option applies to you:

- Full Time Employment Unemployed
- Part Time Employment Retired
- Self Employed Other

If other then please explain

**If Employed, please complete below and provide us with wage slips
for the last 3 months**

Company Name	
Address Of Company	
Post Code	
Telephone	
Position Held	
Gross Salary Per Annum	
Time At Company	
Are you on a permanent or temporary contract?	

Employment Reference:

Name: _____

Position: _____

Telephone Number: _____

Email: _____

Guarantors do not need to fill in the below information

NEXT OF KIN (e.g. Mother) CONTACT DETAILS
Name / Relationship to you:
Address:
Post Code:
Phone Number:

- **Please note your next of kin must not be the same person as your guarantor or a fellow tenant.**

*Are you a smoker? Yes No

*Do you have any pets? Yes No

If yes, please give details _____

*Do you have any children (dependants)? Yes No

If yes, please give details _____

Comments or additional information to be considered.

I hereby give permission for Black and White Lettings to carry out any necessary check including a credit check through an external agency. I agree that all the information provided is accurate and true to the best of my knowledge.

Sign _____ Date ____/____/____

Print_____

For Tenants Claiming Housing Benefit

*As the Tenant applying for the Property, I am fully aware that any shortfall incurred after housing benefit is received, will be made up by me in order that the rent is paid to Black and White Lettings **in full** every month.*

Signed _____ Date ____/____/____