



ROUNCE & EVANS

PROPERTY MANAGEMENT

- RENTAL APPLICATION FORM -

Should you have any queries in relation to this form or the application process, please contact us:

Dersingham : 01485 544740, Hunstanton : 01485 533633 or Email: lettings@norfolklets.com

These forms must be completed and signed before any application for tenancy can be formally considered. Applicants are reminded that in addition to the reference information requested herein they **must** also provide proof of identification (*driving licence, passport etc*), proof of residency (*Utility Bill, Council Tax Bill no older than 3 months etc.*) and proof of income where applicable (*6 months bank statements or pay slips*).

Rounce & Evans charge the following Application Fees: £145 per individual or £200 per couple*. This fee is to cover the costs of processing your tenancy request, the fee, once paid is non-refundable if your application is processed. Each individual tenant over the age of 18 **must** complete an 'Rental Application Form'. If successful, no further administration fees will be payable. Where a guarantor is required this will attract an additional charge of £100.

The application fee must be paid by cash or cheque only. Please make cheques payable to: 'Rounce & Evans Property Management Ltd'.

An application will not be processed without the relevant forms of identification & income. We will also be unable to process the application until the appropriate fees are paid and cleared.

If your application is successful you will have to pay a deposit. The deposit will be equal to a minimum of one month's rent. There will be a £10 plus VAT fee charged for registering your deposit with the TDS.

Please complete Sections 3, 4, 5, 6, 7 & 8 in full. Also ensure that you sign the Declaration in Section 7.

PROPERTY BEING APPLIED FOR:

NAME OF APPLICANT:

NUMBER OF APPLICANTS OVER 18: **(an application form is required for each)**

** You are classed as a Couple if you are married or have been living together for at least 9 months. All fees include VAT at the current rate.*

FOR OFFICE USE ONLY:

DATE REC:	APP. FEE AMT. DUE:	PAID:
PROOF OF ID: YES / NO	PROOF OF INCOME: YES / NO	PHOTOCOPY TAKEN: YES / NO



Rounce & Evans Property Management Ltd Registered Office:
3 Jubilee Court, Dersingham, Kings Lynn, Norfolk, PE31 6HH Registration No.4635726 Vat No.807 2113 65



INDIVIDUALS APPLICATION FOR TENANCY

Rounce & Evans Property Management	3 Jubilee Court Dersingham Kings Lynn Norfolk PE31 6HH
Tel: 01485 544 740	



To avoid any unnecessary delay, please complete in full, in **BLACK INK** using **BLOCK CAPITAL LETTERS**. Incomplete forms will be returned, if you have any questions when completing this form please call us on **0845 111 2222**.

1. PRODUCT SELECTION To be completed by the LETTING AGENT

Please select the service required, **TICK ONE BOX ONLY - WE CANNOT PROCEED WITH THE APPLICATION IF YOU DO NOT DO THIS.**

Credit Profile Plus Xpress 6 months Extra 6 months Advantage 6 months International Extra 6 months
 Comprehensive Plus Xpress 12 months Extra 12 months Advantage 12 months International Advantage 6 months

2. PROPERTY TO LET To be completed by the LETTING AGENT

Address: _____

 Postcode: _____ Is this property: Let Only Managed

Total rent for this property: £ _____ per month Applicant share of rent: £ _____ per month

Tenancy Term: _____ (months) Tenancy Start Date: _____

Is this property shared? Yes No If yes, number of sharers in property? _____ Is this a student property? Yes No

Is the tenant paying the full rent in advance? Yes No If yes, do you require HomeLet to obtain financial references? Yes No

PROSPECTIVE LANDLORD DETAILS:

First Name: _____ Last Name: _____
 Address: _____
 _____ Post code: _____
 Telephone: _____ Mobile: _____

3. TENANT PERSONAL DETAILS To be completed by the TENANT

Title: Mr Mrs Miss Ms Other _____

First Name: _____
 Middle Name: _____
 Last Name: _____
 Other Name(s): _____
(Inc maiden name)

Date Of Birth: _____ National Insurance Number: _____

Residential Status: (please tick one) Property Owner Council Tenant Private Tenant Living with Friends/Relatives

Employment Status: (please tick one) Employed Self-employed Retired Independent Means
 On Contract Student Unemployed

Gross Annual Income £ _____


Telephone: _____ Mobile: _____
(Inc STD) We may need to contact you when we process your application, please ensure that you provide at least 1 contact number.

E-mail: _____
 Nationality: _____ Passport Number*: _____
*Required if you have been out of the UK for the last 6 months.

Do you have any County Court Judgements, Court Decrees, Bankruptcy, Administration Orders, Involuntary Arrangements, or any other adverse credit history whether settled or not? Yes No

If YES, please detail on a separate sheet. Please note that failure to disclose information relating to adverse credit history may result in your application being **declined**.

INDIVIDUALS APPLICATION FOR TENANCY


Rounce & Evans Property Management	Scheme No: 1403674	Tel: 01485 544 740	 TAKING THE RISK OUT OF PROPERTY RENTAL
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4. CURRENT & PREVIOUS ADDRESS(ES)	To be completed by the TENANT
Current Address: <input style="width:90%;" type="text"/> <input style="width:90%;" type="text"/> <input style="width:90%;" type="text"/>	
Postcode: <input style="width:25%;" type="text"/> Period at address: <input style="width:5%;" type="text"/> Years <input style="width:5%;" type="text"/> Months	
If you have lived at your current address for less than 3 years, please provide previous addresses below.	
Previous Address: <input style="width:90%;" type="text"/> <input style="width:90%;" type="text"/> <input style="width:90%;" type="text"/>	
Postcode: <input style="width:25%;" type="text"/> Period at address: <input style="width:5%;" type="text"/> Years <input style="width:5%;" type="text"/> Months	
Address: <input style="width:90%;" type="text"/> <input style="width:90%;" type="text"/> <input style="width:90%;" type="text"/>	
Postcode: <input style="width:25%;" type="text"/> Period at address: <input style="width:5%;" type="text"/> Years <input style="width:5%;" type="text"/> Months	

5. CURRENT LETTING AGENT/LANDLORD/MANAGING AGENT	To be completed by the TENANT
If you are a private tenant please provide the details of the letting agent/ landlord/ managing agent of your current address.	
Name: <input style="width:90%;" type="text"/>	
Address: <input style="width:90%;" type="text"/> <input style="width:90%;" type="text"/> Postcode: <input style="width:20%;" type="text"/>	
Telephone (day): <input style="width:25%;" type="text"/> <input style="width:25%;" type="text"/> Telephone (evening): <input style="width:25%;" type="text"/> <input style="width:25%;" type="text"/>	
Fax: <input style="width:25%;" type="text"/> <input style="width:25%;" type="text"/>	
E-mail: <input style="width:90%;" type="text"/>	
<i>Providing an email address or fax number could result in a QUICKER RESPONSE from your referee.</i>	

6. FINANCIAL INFORMATION	To be completed by the TENANT
Please tell us about your earnings and provide the details of a financial referee below (please tick one). Failure to provide your gross annual income will prevent us from contacting your referee and will delay your application.	
Current Employer <input type="checkbox"/> Pension Administrator <input type="checkbox"/> Accountant <input type="checkbox"/> Self Assessment <input type="checkbox"/>	
Company Name: <input style="width:90%;" type="text"/>	
Address: <input style="width:90%;" type="text"/> <input style="width:90%;" type="text"/> Postcode: <input style="width:20%;" type="text"/>	
Contact Name: <input style="width:90%;" type="text"/>	
Contact's Position: <input style="width:90%;" type="text"/>	
Telephone: (Inc STD) <input style="width:25%;" type="text"/> <input style="width:25%;" type="text"/> Fax: <input style="width:25%;" type="text"/> <input style="width:25%;" type="text"/>	
E-mail: <input style="width:90%;" type="text"/>	
<i>Providing an email address or fax number could result in a QUICKER RESPONSE from your referee.</i>	
Position Held: <input style="width:90%;" type="text"/>	
Is this position: Permanent <input type="checkbox"/> Contract <input type="checkbox"/> Contract Term <input style="width:5%;" type="text"/> Months <input style="width:5%;" type="text"/> Hrs per week	
Payroll/Service/Pension Number: <input style="width:60%;" type="text"/>	
Gross Salary/Pension/Drawings per annum: £ <input style="width:60%;" type="text"/> <i>If self-employed please include your average earnings in the last 3 years</i>	
Start Date: <input style="width:25%;" type="text"/> End Date (if applicable): <input style="width:25%;" type="text"/>	
Will your employment change before the proposed tenancy starts? Yes <input type="checkbox"/> No <input type="checkbox"/> If YES, please provide details on the next page.	

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6. ADDITIONAL FINANCIAL INFORMATION - If you are changing to new employment, have a second job or another source of income, please provide details in this section.

Future Employer
 Second Employer
 Pension Administrator
 Accountant
 Benefit/ Other

Company Name: _____
 Address: _____
 _____ Postcode: _____
 Contact Name: _____
 Contact's Position: _____
 Telephone: _____ Fax: _____
(Inc STD)
 E-mail: _____
Providing an email address or fax number could result in a QUICKER RESPONSE from your referee.
 Position Held: _____
 Is this position: Permanent Contract Contract Term _____ Months _____ Hrs per week
 Payroll/Service/Pension Number: _____
 Gross Salary/Pension/Drawings per annum: £ _____ *If self-employed please include your average earnings in the last 3 years*
 Start Date: _____ End Date (if applicable): _____

7. DECLARATION To be completed by the TENANT

Please read the declaration and sign and date below. WE CANNOT PROCEED WITH THIS APPLICATION IF YOU DO NOT SIGN.

I hereby confirm that the information provided by me is to the best of my knowledge true. I consent to this information being verified by contacting the third parties detailed in this form. I understand that the results of the findings will be forwarded to the appointed letting agent and/or landlord and may be accessed again should I default on my rental payment or apply for a new tenancy agreement in the future. I agree that HomeLet or their approved agent may search the files of a Credit Reference Agency and IDS Ltd, the insurance industry's data collection agency, which will keep a record of that search. I confirm and agree that other information and checks that HomeLet and/or other companies within the same group undertake as part of this process, such as employment/income and/or previous landlord or personal checks may also be provided to Credit Reference Agencies. I understand that I may request the name and address of the Credit Reference Agency to whom I may then apply for a copy of the information provided.

I also understand that in the event of my defaulting on the rental payment, that any such default may be recorded with the Credit Referencing Agency and IDS Ltd, who may supply the information to other credit companies or insurers in the quest for the responsible granting of tenancies, insurance and credit.

I understand that HomeLet utilise the services of Credit Reference Agencies, and I consent to HomeLet checking details held within those agencies for Tenant Vetting, Fraud Prevention, Identity and Anti-Money Laundering and also for the purposes of collections and recoveries where applicable.

I understand that in the event of any default by me in respect of the covenants in my tenancy agreement with my landlord, the information contained herein may be disclosed to HomeLet and/or one or more tracing companies and/or debt collection agencies in order to recover any monies due or to trace my whereabouts. I understand that the information provided by me may be transferred to a country outside of the EU for the purposes only of processing this referencing application, notwithstanding such transfer, HomeLet will remain the Data Controller for the purposes of this application.

The information provided in this form by me is information as described in Ground 17 of the Housing Act 1996 and I understand that if any information within this application is found to be untrue, it is grounds for termination of the tenancy. I also understand that any default in the payment of rent may affect any future application for tenancies, credit or insurance and that the assessment of this application presumes that at some time during the tenancy agreement, I may be granted or allowed some form of deferred payment.

Your details may be used to keep you up to date on products and services related to your tenancy and creditworthiness by HomeLet, your letting agent and those of carefully selected third parties, if you do not wish your details to be used for this purpose please write to us at Becor House, Green Lane, Lincoln, LN6 7DL or contact us on 0845 111 2222.

I hereby authorise my employer / accountant / pension administrator (delete as appropriate) to provide details of my earnings and dates of employment to HomeLet for the purposes described above.

Signed _____

Print name in full _____


Date _____

HomeLet is a trading name of Barbon Insurance Group Limited and Hanover Park Services Limited. Barbon Insurance Group Limited is authorised and regulated by the Financial Services Authority. Registered in England number 3135797. Registered office address: 4-9 Highview, High Street, Bordon, Hampshire GU35 0AX. Hanover Park Services Limited is registered in England number 4194617. Registered office address 4-9 Highview, High Street, Bordon, Hampshire GU35 0AX.

To avoid delays to the tenancy, please make sure that you have fully completed this form before submitting it to your letting agent. Don't forget to let your referees know that HomeLet will be contacting them.

IMPORTANT: IT MAY BE A CONDITION OF YOUR ASSURED SHORTHOLD TENANCY THAT YOU HAVE ADEQUATE INSURANCE WHICH COVERS YOUR LANDLORD'S CONTENTS, AS WELL AS YOUR OWN. EVEN IF THIS ISN'T THE CASE, WE'D STRONGLY RECOMMEND YOU CONSIDER PROTECTING YOUR POSSESSIONS AND YOUR DEPOSIT. CALL HOMELET ON 0845 117 6000 FOR A QUOTE TODAY.

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8. ADDITIONAL INFORMATION

To be completed by the TENANT

Personal Details: Information requested in this box is not required for referencing purposes, however may assist your managing agent.

Marital Status: Single Married Divorced/Separated Other

Are you a smoker? Yes No

Do you have any pets? Yes No

Please detail: _____

Names and ages of any children who will be occupying the property (use a separate sheet if required):

Bank Details:

Name(s) of Account Holder(s): _____

Bank Name: _____

Sort Code: _____ Bank Account Number: _____

Next of Kin (this should NOT be your spouse):

Name: _____

Address: _____

_____ Postcode: _____

Telephone: _____ Relationship: _____

ADDITIONAL INFORMATION: