



www.islandlettings.co.uk | Tel: 01983 521112

Tenant Application Form

Please submit your completed application form, together with the supported documentation and applicable application fee, to **Island Lettings, The Observatory, Westridge Business Park, Ryde, Isle of Wight, PO33 1FX** - Application forms may also be submitted by email to info@islandlettings.co.uk

Each person over the age of 18 intending to live at the property must complete an application form.

Your household income must be a minimum of 2.5 times the annual rental amount.

A Guarantor will be required to complete a separate Guarantor Application form. You will require a Guarantor if;

- You are in receipt of Full or Part Housing Benefit or Disability Living Allowance, (or possibly other income support type state or local authority benefits)
- Your household income from employment is less than 2x times the annual rent amount
- You have come to the UK from overseas
- You are unable to satisfy the minimum referencing criteria
- Financially weak or adverse credit history
- You have detrimental credit registered against you
- The Guarantor MUST be resident in the UK
- Your Guarantor MUST be earning 3 times the annual rental or have that amount in an easily accessible bank account.
- They will also need to provide proof of income if self employed we will also require 3 years worth of self assessments or an accountants reference.
- The Guarantor will sign a Guarantor agreement and will be expected to fulfil and honour all clauses in the agreement if for any reason you are unable to fulfil your contracted obligations.

1: What information do I need to provide?

- This form which must be completed in full
- Due to changes in legislation from February 2016 landlords and agents must determine the eligibility of tenants to reside and/or work in the UK therefore all applicants must submit a valid passport and/or birth certificate to determine nationality.
- 2 pieces of identification from your current address (utility bill, council tax etc) NO mobile phone bills over 3 months old.
- If self employed we will also require 3 years worth of self assessments or an accountants reference. Homeownership is not taken into consideration.
- Your application fee via debit card, credit card or cash. There is a 5% charge to use a credit card.

Failure to comply with above will delay your application!

2: What happens next?

- We will contact all the references you have provided on the application form such as your employer and landlord along with a full financial credit check. Your credit check will be acceptable unless you have adverse credit history registered against you, such as; County Court Judgements (CCJ's), Individual Voluntary Arrangements or Bankruptcy. Having no credit history is not a problem but bad credit history could be.
- If you have a County Court Judgement against you it may prevent us from granting you a tenancy.
- If this is the case, the only option is to pay the rent due for the full term of the tenancy in advance. For example, a 6 month tenancy will require you to pay 6 months rent in advance. In this situation you will be required to pay your rent in advance each time your tenancy is extended.
- If you fail to notify us about any adverse credit history prior to or upon submission of your application forms, which are subsequently discovered by our searches, your application will be declined and the application fee will NOT be returned.
- If your tenancy start date is more than 6 weeks in advance of the date your application and accepted by the landlord, you will be required to pay 50% of the deposit, which will represent a holding fee. This fee will be subsequently

deducted from the sums due upon successful commencement of your tenancy. However, this fee will not be refundable if you withdraw from the tenancy.

- The ultimate decision whether to accept your application lies with the landlord and not with Island Lettings.

3: The Property

- The property is let 'as seen' unless otherwise agreed at the point of submitting your application. Once the negotiated terms of the tenancy and any alterations to the property have been agreed with the landlord they CANNOT be changed.
- The date that you choose to start your tenancy is extremely important as this date cannot be amended. This date will also be the date when you rent is due each month.
- The Landlord does not guarantee that any television aerials or other reception equipment are provided with the property. You must make your own enquiries with service providers.
- If a phone line is not present or not active, you will need to contact BT or your chosen provider to activate the telephone line. Any activation charge will be the responsibility the tenant/s. This will be particularly applicable to new properties.
- If there is a burglar alarm present. The landlord does not guarantee that the alarm is operational. If the property is burgled, you must notify the Police immediately.
- **You must arrange your own tenant/s contents insurance.**
- The tenant/s will be liable for the television license.
- Wheelie bin or Recycling Bins may not be present at the property. You will need to contact the Isle of Wight Council to arrange delivery and to confirm collection dates.
- Smoking is **not permitted** in any of our properties. We understand that some people smoke – please do so outside. In the event of smoking having taken place in the property, the landlord will seek a deduction from the deposit.
- If the property is managed by Island Lettings a routine property inspection will be carried out every 6 months, (or more frequently if required), at a mutually agreeable time.

4: Utilities

As the tenant/s you will be the legal occupier and therefore liable for the Council Tax and, unless agreed to the contrary, responsible for all utilities. Island Lettings or their chosen Utility Management Partner will notify the local authority of the change of occupier. In order to make the move in process as simple and stress free as possible, our Utility Management Partner will also set up the gas (where applicable), electric and water accounts on your behalf.

Your consent

Please note the following permissions which we wish you to provide in relation both to the information you enter on this form when you register with us and of your residence at an address let to you under our agency.

By agreeing to the terms outlined, you indicate your consent to your personal information being passed to our Utility Management Partner, Hallmark Corporate Services Limited who will attend to the continuity of your energy and service supply. You also consent to Hallmark Corporate Services Limited offering you the opportunity to sign up to the services of its preferred utility supplier, British Gas.

By agreeing to the terms outlined, you indicate your consent to receiving email marketing, telephone marketing, postal marketing and or text messages from our Utility Management Partner, Hallmark Corporate Services Limited and its selected third party utility providers, such as Home Telecom.

I confirm I have read and understood the above information, including the privacy notice, and consent to comply with the terms outlined.

Please tick this box **ONLY** where you **DO NOT** wish to receive a Utility Pack from Hallmark Corporate Services Limited in order to be offered the opportunity to sign up to the services of Hallmark Corporate Services Limited's preferred utility supplier, British Gas

Privacy notice

For the purposes of the Data Protection Act 1998 (the "Act"), the data controller is Island Lettings Ltd of 6-8 Carisbrooke Road, Newport, Isle of Wight PO30 1BL.

We use the personal details that you submit to provide you with our services. You may give us personal details about you by filling in this form or by corresponding with us by phone, email or otherwise. In addition to the information you give us on this form, we may also collect additional information (for example, details of your property, current energy providers) as necessary to provide our services and to deal with your queries.

Disclosures of your personal details

We may pass your personal details to our Property Management Partner, Hallmark Corporate Services Limited to enable us to provide you with our services.

In turn, Hallmark may pass your personal details on to selected third party service providers to enable these providers to provide you with energy and other utility services that you request.

We may also share your information with:

1. credit reference agencies and other companies for use in credit decisions, for fraud prevention and to pursue debtors; and
2. other third parties (including law enforcement bodies and Government agencies) if we are under a duty to disclose or share your personal details in order to comply with any legal obligation, or to defend or exercise our legal rights.

Marketing information

We would also like to use your personal details:

1. to tell you about other goods and services that we offer that are similar to those that you have already asked us to provide or have enquired about; and
2. to provide you, or permit selected third parties to provide you, with information about goods or services we feel may interest you. Those third parties include our Property Management Partner, Hallmark Corporate Services Limited and Hallmark's preferred energy and other utility supplies. For the purposes of the scheme "utilities" includes gas, Electricity, Water, Council tax and Telecommunications.

Accessing your information

The Act gives you the right to access information held about you. Your right of access can be exercised in accordance with the Act. Any access request may be subject to a fee of £10 to meet our costs in providing you with details of the information we hold about you.

Please send any questions, comments, complaints or requests regarding this privacy notice to: mark@islandlettings.co.uk.

5: How will I move into the property?

- You will be required to attend our office in Ryde where you will sign the tenancy agreement, pay your rent, deposit and collect the keys for the property. The monies must be paid via debit card or credit card. There is a 5% charge to use to credit card. **We do not accept cash or cheque at move in, and your move in will be refused.** You can electronically transfer the monies direct to our account but the money must be cleared at the time of move in. **If the monies have not been cleared then the move in will be refused.**
- Once the sign up time has been agreed it cannot be easily changed.
- We usually conduct move-in between 11am and 4pm weekdays. We do not conduct move-ins on a weekend. For example, if you wanted to physically move in to the property on a Saturday morning, you will need to arrange the signing of the tenancy agreement, payment of rent and deposit along with the collection of the keys for the Friday.
- The landlord will not allow us to release keys until the above has been complied with.

6: Rent

- You will pay your first months rent upon signing the tenancy agreement, paying the deposit and collecting the keys for the property.
- Subsequent rental payments will be paid via standing order which will be completed at move in. The standing order will be set up to debit your specified account 3 days prior to the rent due date.

7: What fees will I pay?

Our fees are listed in the table below.

First Applicant	£198.00 (Payable upon submission of your application)
Each subsequent Applicant over 18 Yrs old	£78.00
First Guarantor, (if required)	FREE
Each Subsequent Guarantor, (if required)	£60.00
Check-in Inspection/Inventory contribution	£72.00

8: Will my fees be refunded?

- The only circumstances under which administration fees will be refunded is if the landlord rejects the tenancy despite you having passed the reference / credit checks, or if the landlord cancels your tenancy , without due cause, prior to move in.
- If you fail referencing / credit checks, or you withdraw your application for any reason, or you fail to meet the agreed move in date, your; application fee, and/or any advanced rent, or deposit paid, will NOT be refunded.**

9: My Deposit

- If Island Lettings manage your property, your deposit will be registered under a Tenancy Deposit Scheme in compliance with the Housing Act 2004. Your deposit will be registered with the Deposit Protection Service. Island lettings will also provide you with prescribed information which informs on the process of returning your deposit/ balance or deposit at the end of tenancy. More information can be found at www.despositprotection.com
- If Island Lettings have been instructed to act as an introductory agent, your landlord is legally required to register your deposit within 30 days of receiving your deposit.

- The standard dilapidations deposit amount is equivalent to 1 month rent plus £100 which is held against the condition of the property and the tenant/s rental account.

10: Pets

- You are not permitted to keep pets at the property unless by express agreement of the landlord.
- If the landlord agrees to allow you to keep a pet at the property, your deposit will be increased by £150 and you will also be required to sign a pet addendum detailing that the property must be professionally cleaned at the end of the tenancy.
- You will be held liable for any damage to the property or garden caused by the pet.

Application Details			
Property to be rented:			
			Postcode:
Property rent (per month):		Applications share of rent per month:	
Rental Period (in months): 6 months / 12 months / Other:			
Is the property: FURNISHED / PART-FURNISHED / UN-FURNISHED		Anticipated Tenancy Start Date:	
Will any of the following apply? (if Yes, please give details)			
Housing Benefits: Yes / No Details:			
Pets: Yes / No Details:			
Children: Yes / No Details:			
Applicant Information, (please provide addresses for the last three years)			
Title: MR / MRS / MISS / Dr.	First Name(s):		Surname:
Date of Birth:		National Insurance No:	
Nationality:		Are you a citizen of a country outside the EU? Yes / No	
If YES please submit your valid passport, and documents giving authority for you to reside and/or work in the UK, i.e. valid visa, work permit residency permit etc. Please note: failure to provide the requested documents WILL prevent commencement of tenancy.			
OFFICE USE ONLY: Have the appropriate residency documents been supplied and attached Yes / No		INITIAL:	
Marital Status: Married / Single / Divorced / Co-habiting / Widowed / Separated			
Home Tel:		Mobile Tel:	
Valid E-mail Address: (must be provided where possible)			
Current Address:			
			Postcode:
Homeowner / Renting / Living with family	Monthly payment of rent:	Period at address: Y: M:	
Previous address (if current address is less than three years):			
			Postcode:
Owner / Renting / Living with family	Monthly payment of rent:	Period at address: Y: M:	
Previous address (if current address is less than three years) add another sheet if required:			
			Postcode:
Owner / Renting / Living with family	Monthly payment of rent:	Period at address: Y: M:	
Current Employment Details, please provide 3 years of employment history (if applicable)			
Company Name:			
Company Address:			
			Postcode:
Contact Name:		Telephone:	E-mail:
Your Position:	Start Date:	Salary:	(annual / per hour)
If stating hourly pay please indicated how many contracted hours worked per week:			HOURS PER WEEK:
Previous Employment Details: (if current employment is less than 3 years)			
Company Name:			
Company Address:			
			Postcode:
Contact Name:		Telephone:	E-mail:
Your Position:	Start Date:	End Date:	Salary: (annual / per hour)
If stating hourly pay please indicated how many contracted hours worked per week:			HOURS PER WEEK:

Previous Employment details: (if current employment is less than 3 years) add a sheet if required			
Company Name:			
Company Address:			
		Postcode:	
Contact Name:	Telephone:	E-mail:	
Your Position:	Start Date:	End Date:	Salary: (annual / per hour)
If stating hourly pay please indicated how many contracted hours worked per week:			HOURS PER WEEK:
Required details: (if applicable), please provide proof of pensions income			
Pension type:	State / Private	Monthly Pension Amount:	

Self Employment Details (if applicable), if you complete self assessment tax returns, please provide copies of your last three tax returns.			
Company Name:			
Company Address:			
		Postcode:	
Business Type:	Annual Salary:	Employment Start Date:	
Are you: Sole Trader / Partner / Director / Share Holder / Private Limited Company / Public Limited Company			
Do you have an Accountant? Yes / No (if yes, please supply details below)			
Name:	Telephone:	E-mail:	
Address:			
		Postcode:	
Credit History			
Do you have any adverse credit history? Yes / No			
<p>Nb. Adverse credit history can include but is not exclusive to; CCJ's Bankruptcy Orders, Administration Orders, IVA's etc. Failure to disclose adverse credit history may possibly result in a rejected application.</p>			
<p>If yes please give full details below, i.e. Amount of debt, type of debt, dates debt incurred etc. If necessary add another sheet.</p>			

Bank Details / This information is required to complete the credit check.			
Account number:		Sort Code:	
Current Landlord / Letting Agent Information			
Company Name:		How long have you rented this property?	Y: M:
Contact Address:			
		Postcode:	
Telephone:	Fax:	E-mail:	

References	
Are there any other persons associated with this proposed tenancy? If yes, please give details below:	
Full Name:	Applicant / Guarantor
Full Name:	Applicant / Guarantor

Next of kin details	
Name:	
Contact Address:	
Contact Number:	

Information Required for the Deposit Scheme and Contracts

By law, your deposit will be protected by a government Deposit Protection Scheme. Unless informed otherwise, your deposit will be protected by, 'The Deposit Protection Service (DPS)'.

Will you be paying the deposit? **Yes / No.** (If no, please specify below who will be paying the deposit e.g. a parent/ Guarantor/Council. The person or body providing the deposit for an Assured Shorthold Tenancy is called a Relevant Person).

Relevant Person:			
Contact Address:			
Telephone No:		Fax:	
E-mail Address:			

Post Tenancy Address (this should be an address where you can be contacted by the Deposit Scheme at the end of your tenancy, should there be a dispute with the return of your deposit e.g. next of kin/place of work):

Contact Address:			
Postcode:			

Please complete the section below if there is more than one Applicant

Lead Tenant (the Lead Tenant will represent both/all Tenants on the Tenancy Agreement in any decisions regarding the deposit): The Lead Tenant for this tenancy will be:

.....

.....

Right to rent in the UK

Under section 22 of the Immigration Act 2014 we have a responsibility to ensure we are only offering tenancies to individuals who have a "Right To Rent" in the UK. Providing the following information will allow us to keep within the legal guidelines.

Nationality:		
Do You Require A Visa To Reside In The UK?	Yes / No	Visa Expiry Date:

In order to comply with the legislation, we need you to send a copy of your identification attached to this application form. Please indicate below the type of identification you are providing:

If You DO NOT Require a Visa, please submit ONE of the following:

Tick Correct Box

A passport (current or expired) showing that the holder is a British citizen or a citizen of the UK and Colonies, having the right of abode in the UK.

A passport or national identity card (current or expired) showing that the holder is a national of the European Economic Area or Switzerland.

A registration certificate or document (current or expired) certifying or indicating permanent residence issued by the Home Office, to a national of a European Union, European Economic Area country or Switzerland.

A permanent residence card, indefinite leave to remain, indefinite leave to enter or no time limit card issued by the Home Office (current or expired), to a non-EEA national who is a family member of an EEA or Swiss national.

A biometric immigration document issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK. The document must be valid (not expired).

A passport or other travel document (current or expired) endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.

A valid current immigration status document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person is permitted to stay indefinitely in the UK or has no time limit on their stay in the UK.

A certificate of registration or naturalisation as a British citizen.

If you cannot provide one of the above documents, please see the next page for alternative documents you can send instead.

If you require a visa to reside in the UK, please see the next page for documents which you can send.

Or, if You **DO NOT** Require a Visa, please submit **TWO** of the following:

Tick Correct Box

A full birth or adoption certificate issued in the UK, the Channel Islands, the Isle of Man, or Ireland, which includes the names of at least one of the holder's parents.

A letter issued within the last 3 months confirming the holder's name, issued by a UK government department or local authority and signed by a named official (giving their name and professional address), or signed by a British passport holder (giving their name, address and passport number), or issued by a person who employs the holder (giving their name and company address) confirming the holder's status as an employee.

A letter from a UK police force confirming the holder is a victim of crime and personal documents have been stolen, stating the crime reference number, issued within the last 3 months.

Evidence (identity card, document of of conformation issued by one of HM forces, confirmation letter issued by the Secretary of State) of the holder's previous or current service in any of HM's UK armed forces.

A letter from HM prison Service, the Scottish Prison Service or the Northern Ireland Prison Service confirming the holder's name, date of birth, and that they have been released from custody of that service in the past 6 months; or a letter from an officer of the National Offender Management Service in England and Wales, an officer of a local authority in Scotland or an officer of the Probation Board for Northern Ireland confirming that the holder is the subject of an order requiring supervision by that officer.

Letter from a UK further or higher education institution confirming the holder's acceptance on a current course of studies.

A current full or provisional UK driving licence (both the photocard and paper counterpart must be shown).

A current UK firearm or shotgun certificate.

Disclosure and Barring Service certificate issued within the last 3 months.

Benefits paperwork issued by HMRC, Local Authority or a Job Centre Plus, on behalf of the Department For Work and Pensions or the Northern Ireland Department for Social Development, within the past 3 months.

If You **DO** Require a Visa, please submit **ONE** of the following: **(Must be valid)**

Tick Correct Box

A full birth or adoption certificate issued in the UK, the Channel Islands, the Isle of Man, or Ireland, which includes the names of at least one of the holder's parents.

A current residence card (including an accension residence card or a derivative residence card) issued by the Home Office to a non-EEA national who is either a family member of an EEA or Swiss national or has a derivative right of residence.

A biometric immigration document issued by the Home Office to the holder, which indicates that the named person is permitted to stay in the UK for a time-limited period.

A current immigration status document issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK for a time-limited period.

Due to the confidential nature of the information supplied and required, we regret that no explanation will be given if we are unable to recommend a tenancy. This reference will be subject to the terms of Ground 17 of the Housing Act 1996.

In considering your application we will search your record at a credit reference agency. They will add your record details of our search and your application and this will be seen by other organisations that make searches. The results of our findings may be forwarded to the Landlord for approval.

DECLARATION:

I authorise the verification of the information provided on this form as to my credit and employment and agree to the release of confidential and personal data under the Data Protection Act. I undertake that the aforementioned information is true to the best of my knowledge and give Island Lettings and the Landlord(s), in a confidential nature, permission to contact any of the personal and financial details given.

I understand that the reference/legal fee does not automatically entitle me to proceed on the said property and that the fee is not refundable if I decide not to proceed, or dramatically alter the anticipated move in date, or refuse or fail to supply any further information requested (including guarantor information if applicable) after this form is completed, or if Island Lettings receive references which do not portray me as a suitable tenant for the property or if the information supplied is false in any way. I also understand that, until I receive an official offer in writing from Island Lettings, the property is in no way guaranteed to be mine, and indeed is not mine until the contract is signed and that the Landlord may withdraw, for any reason, up until the execution of the contracts (by both Landlord and Tenant).

Signing this declaration also acknowledges that I have; fully read, understood, accept, and agree to comply with all terms and conditions, specified or implied by the contents of this document and form.

Signature of applicant **Date**