



island lettings

Tel: 01983 521112

www.islandlettings.co.uk

TENANT APPLICATION FORM 2019

PLEASE RETAIN PAGES 1 to 5

and

RETURN PAGES 6 to 11

**Please submit your completed application form
together with the supported documentation to:-**

**Island Lettings, The Observatory,
Westbridge Business Park, Ryde,
Isle of Wight, PO33 1FX
or email to
admin@islandlettings.co.uk**

Important guidelines for all prospective tenants

Before setting up a tenancy we will take up references before we approach the Landlord for their formal acceptance of the tenancy.

Island Lettings uses a combination of an independent third-party referencing company, together with our in-house referencing, to deal with the referencing process.

In order to assist you, it is important that you supply us with mandatory information to ensure that you are properly referenced.

You will also go through Right to Rent checks that are a mandatory requirement for all applicants under the Immigration Act 2016.

It is essential that **ALL** the information requested is supplied and that this form is completed in **FULL** and clearly. Any missing information will delay your application.

When completing the application form you will need to have the following information/supporting documents with you:

- The full address of your current property, including the post code
- Your bank details including account number and sort code
- If you have lived at your address for less than 3 years, a list of all previous addresses
- The full company name, contact name, telephone number and email address for your employer
- When specifying your annual salary (if applicable) please quote this as a gross amount (i.e. before stoppages) and include your basic salary
- A contact name/company name, telephone number and email address of your current letting agent or landlord (if applicable)

All telephone and fax numbers given must include the full area code

Please ensure that all referees, guarantors and Next of Kin that you have nominated have been advised that they will be contacted by us in relation to the tenancy or the referencing company.

Please note that in line with General Data Protection regulations 2018 (GDPR) you are required to obtain permission from referees, guarantors and Next of Kin in order for us or the referencing company to contact them (where applicable).

Securing a Tenancy

- The landlord has instructed us to act on their behalf and source suitable tenants.

- Having viewed the property and arrived at a decision to make application to rent you are required to provide personal details ranging from name and address to occupation and salary to passport / ID for Right to Rent checks. You are required to provide financial, employer, character and landlord/agent references as we can only agree to a tenancy on behalf of the landlord, subject to satisfactory replies from those referees. Our checks will also include a search of the Credit Registers to establish your financial credibility. This is necessary for your prospective landlord to confirm that your application is suitable and satisfactory. **For your own guidance you should be aware that to meet the required affordability, your salary/earnings must be at least 2.5 x annual rent.**
- If you are unable to provide satisfactory references or credit check you may still be offered a Tenancy subject to a satisfactory UK based Guarantor being provided. **This person should be over 25, a and in full time employment, or receiving a pension or have savings that equate to at least 3 times your proposed annual rent.** The Guarantor will be contacted to ensure that they are aware of a Guarantor's obligations and they will be asked to complete a Deed of Guarantee or Guarantor Form. They will be referenced, and credit checked.
- If you are claiming benefits of any kind you will in all cases require a Guarantor. This Guarantor will need to meet all the criteria outlined in the above. If you have County Court Judgements (CCJ) IVAs or have been declared bankrupt it may prove impossible to grant you a Tenancy unless satisfactory evidence of the clearance of debt is produced prior to the commencement of the Tenancy or, with the Landlords consent, a guarantor is provided and, or, the rental term is paid in advance. If you have any adverse credit or defaults registered against you but do not declare them on your application form, you will be automatically disqualified from proceeding with the tenancy. You are therefore advised in all circumstances of known or suspected bad credit to discuss the situation fully at the outset, so we may properly advise you of how your application may proceed before you commit to paying a Holding Deposit.
- You should provide proof of ID (copy of driver's licence, passport or birth certificate) and 2 documents as proof of address given on your application form (utility bills, phone bills etc – dated within the last 3 months), when submitting this application. If self-employed we will require 3 years' worth of self-assessments or an accountant's reference. Home ownership will not be taken into consideration.

Failure to provide this information could delay your intended occupation date.

Security Deposit and Rent

- After receiving satisfactory references, you will be offered the Tenancy of the property subject only to confirmation from the prospective Landlord of their acceptance of your application, the Terms and Conditions of the Tenancy Agreement, payment of agreed advance of rent and security deposit.
- All monies must be paid in cleared funds prior to the start date of the tenancy. The security deposit and rent can be paid by debit card at the office or by telephone or, alternatively, by bank transfer in advance (Island Lettings Client Account - Account number: 13405052 - Sort code: 20:60:55).
- The security deposit acts as security for your performance of your obligations as a Tenant under the terms of Tenancy Agreement. This deposit is equivalent to 5 weeks rent. The deposit will be returned to you at the end of the Tenancy term without interest and subject to any deductions that may be necessary to compensate the Landlord for any breach of the Tenancy Agreement.
- You will pay your first month's rent upon signing the tenancy agreement (additional amount required if the contract states otherwise).
- Subsequent rental payments will be paid by standing order which will be completed at move in. The standing order will be set up to debit your account 2 to 3 days prior to the rent due date.

Pets

- You are not permitted to keep pets at the property unless by express agreement of the Landlord and subsequent approval written in to the tenancy agreement and a pet addendum produced.
- The Pet Addendum will stipulate additional criteria that must be adhered to in regard to keeping permitted pets at the property.
- You will be held liable for any damage to the property or garden caused by the pet(s).

The Property

- The property is let “as seen” unless otherwise agreed at the point of submitting your application. Once the negotiated terms of tenancy and any alterations to the property have been agreed with the Landlord they CANNOT be changed.
- The date you choose to start your tenancy is extremely important as the date cannot be amended easily. This date will also be the date your 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.
- The Tenants are liable for the television license.
- 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 of 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.
- If wheelie bins or recycling bins are not present at the property, you will need to contact the Isle of Wight Council to arrange delivery.
- Smoking is not permitted in any of our client’s 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 recompense for any correctional work required from the deposit fund.
- 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.

How will I move into the property?

- You will be required to attend our office in Ryde where you will be required to sign the tenancy agreement and all associated documents and pay any outstanding sums in regard to rent and deposit.
- Once the sign-up time has been agreed it cannot be easily changed.
- We usually conduct check-ins between 11am and 4pm on weekdays. We do not usually 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 etc, payment of rent and deposit along with the collection of keys for the Friday beforehand.
- The Landlord will not allow us to release keys until all the above has been complied with.

Holding Deposit

- Before your tenancy commences you will be required to pay a Holding Deposit equivalent to one weeks rent. This Holding Deposit will represent your intent to proceed with a tenancy and will be deducted from the initial rent and deposit payment due at the inception of your tenancy. In the event that you withdraw your application, or the Landlord receives any detrimental references that prohibit the tenancy from proceeding will result in the Holding Deposit being forfeited please refer to the terms of the Holding Deposit agreement for full clarity).

Utilities

- All rent quoted excludes utilities and council tax, unless otherwise stated.
- As the Tenant(s) you will be the legal occupier and therefore liable for Council Tax and, unless agreed to the contrary and you are responsible for all utilities. It is your responsibility as a new tenant to set up gas, electric and water through your chosen supplier.

Privacy notice

For the purposes of the Data Protection Act 1998 (the "Act"), the data controller is Island Lettings, The Observatory, Westridge Business Park, Ryde, Isle of Wight, PO33 1FX.

We use the personal details that you provide to correspond with you 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 also share your information with credit reference agencies and other companies or third parties where we have a duty to do so.

Marketing information

We would also like to use your personal details 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.

Accessing your information

You have the right to access information held about you. Please send any questions, comments, complaints or requests (including, but not limited to, any future request to withdraw your consent) regarding this privacy notice to:

info@islandlettings.co.uk Full details on data sharing and your consent can be found at <https://ico.org.uk/for-the-public/>

Right to Rent in the UK

Under section 22 of the Immigration Act 2004 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 work in the UK? Yes / No	Visa expiry date:

Legislation was introduced from February 2016 placing a legal requirement upon Landlord and Agents to 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.

If you DO NOT require a Visa submit one of the following: -

Please tick

A passport (current or expired) showing that the holder is a British 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 of 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 of 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 supply any of the above, please go to page 9 for alternative acceptable documentation

if you DO NOT require a Visa please submit TWO of the following

A full birth or adoption certificate 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 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 the Probation Board for Northern Ireland confirming that the holder is the subject of an order requiring supervision by that officer

A letter from a UK Police Force confirming that the holder is a victim of crime and their personal documents have been stolen and stating a crime reference number, must be issued within the last 3 months

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

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 driving licence

A current UK firearm or shotgun certificate

Disclosure and Barring Service certificate issued within the last 3 months

Benefits paperwork issued by the HMRC, Local Authority or a Job Centre 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) Please Tick box

A full birth or adoption certificate issued in the UK, Channel Islands, Isle of Man or Ireland which includes the name of at least one parent

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

A biometric immigration issued by the Home Office to the holder, which indicates that the named person is permitted to stay in the UK

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



PLEASE ENSURE THIS FORM IS COMPLETED IN BLOCK CAPITALS

I understand that this application is **NOT** an offer of tenancy. The application is necessary to validate the details we have provided in support of our requirement for tenancy and once a successful referencing has been received, the Landlord will be requested to formally accept my/our application. No tenancy can be offered until such formal acceptance has been received by Island Lettings.

Please note that each applicant aged **18 years and over MUST** complete a separate application form. It is in your interest to complete this form clearly and accurately to avoid unnecessary delays in processing. Please be advised that all details will be checked and verified so it will assist in the prompt processing of your application. Please complete relevant sections and cross through irrelevant sections.

Tenancy Details	
Property Address:	
	Postcode:
Rent PCM:	Applicants share: %
Rental period required: 6 months / 12 months / other:	
Start date?	Is the property: furnished/ part furnished / unfurnished
Will any of the following apply? (if Yes, please give details)	
Housing Benefit Yes / No (details)	
Pets Yes / No (details)	
Children Yes / No (details)	

Applicant Information	
Title: Mr / Mrs / Miss / Dr / Other	DOB:
First Name:	Surname
Tel No:	Email:
Current Address:	
	Postcode:
Homeowner / Renting / Living with family / Other	
Rent pcm: £	Period at address:
Previous address if less than 3 years	
Address:	
	Postcode:
Owner / Renting / Living with family	Rent pcm: £ Period at address: Y M
Address:	
	Postcode:
Owner / Renting / Living with family	Rent pcm: £ Period at address: Y M
Address:	
	Postcode:
Owner / Renting / Living with family	Rent pcm: £ Period at address: Y M
Current Landlord / Estate Agent	
Company Name:	Contact:
Current Address:	
	Postcode:
Telephone:	Email:

Current Employment / Financial Situation		
Are you: Employed / Self-Employed / Retired / Unemployed / Independent means		
Details of: Employer / Pension Administrator / Solicitor / Auditor		
Company Name:	Contact Name:	
Telephone:	Email:	
Applicants Position:	Salary:	Start Date:
Is this position permanent? Yes/ No		Any other Income: £
National Insurance No:		
Previous Employment (if current employment is less than 3 years, continue on separate sheet if necessary)		
Employer	Length of employment	
Employer	Length of employment	
Self-Employment, please provide Accountants details or 3 years of Self-Assessment Tax Returns		
Are you a: Sole Trader / Partner / Director / Shareholder / Private Limited Co / Public Limited Co		
Business Type:	Annual Turnover:	
Accountants Company:	Accountants Name:	
Email:	Telephone Number:	
Are you providing 3 years of Self-Assessment Tax Returns? YES / NO		

Credit History
Have you had any adverse credit history in the past 6 years? Yes / No
N.B. Adverse Credit History can include but not exclusive to CCJ's Bankruptcy, Administration orders, IVAS's etc., Failure to disclose this information may result in a rejected application.
Details:

Bank / Building Society Details:	
Account Name:	
Sort Code:	Account No:

Next of Kin	
First Name:	Surname:
Mobile No:	Email:
Address:	
Postcode:	

Deposit Information	
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)". The person or body providing the deposit of an Assured Shorthold Tenancy is called the "Relevant Person".	
Will you be paying the Deposit yourself? Yes / No	
If No who will be paying it? Family / Council / Guarantor / Other	
Relevant Person Details	
First Name:	Surname:
Mobile No:	Email:
Address:	
Postcode:	
Post Tenancy Address (this should be an address where you can be contacted by the Deposit Scheme at the end of the tenancy, should there be a dispute with the return of your deposit e.g. next of kin/work place)	
Address:	
Postcode:	



Acceptance and Declaration

It is your duty and responsibility to provide complete and accurate information when completing this form. It is your responsibility to ensure that we are **notified in WRITING** of any changes to the information and data you have provided in relation to this form or when the tenancy has been granted. We cannot be held responsible for incorrect data held in the event of non-disclosure.

Under the GDPR 2018 we must always have a lawful and legitimate basis for using personal data. This may be because the data is necessary for the performance of a contract with you. You have consented to the use of your personal data and because it is in legitimate business interests to use it. Your personal data will be used for the following purposes: -

Communicating with you on matters relating to the tenancy. This may include responding to emails, letters, texts or phone calls from you.

Information provided under the performance of this Agreement may be shared with the Landlord and other Agents, Credit and Referencing Agencies, Local Authorities, Utility and Water companies, Police, Tracing Agents, our Legal Representatives, Solicitors, and Mortgage Lenders, Maintenance Contractors, Utility Switch companies, Chartered Surveyors and Estate Agents.

In some limited circumstances we may be legally required to share certain personal data which might include yours if we are involved in legal proceedings or complying with legal obligations, a court order or the instructions of a government authority.

We will not keep your personal data for any longer than is necessary in light of the reason(s) for which it was first collected. Your personal data will therefore be kept for a six-year period.

Your attention is drawn to our Privacy Policy which can be found on www.islandlettings.co.uk. The Privacy Policy sets out what information we obtain and how we use it.

To the best of my knowledge and belief I confirm that the information supplied be true.

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 payments or apply for a new tenancy agreement in the future.



TENANT APPLICATION FORM

By signing this form I consent to my personal information being verified by Island Lettings by contacting and requesting these details from my employer, accountant, Landlord or Agent.

I agree that searches of a Credit Reference Agency will take place.

I also understand that in the event of my defaulting on rental payments that any such default may be recorded with the Credit Reference Agency 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 in the event of any default by me in the covenants in my tenancy agreement with my Landlord, the information contained herein may be disclosed to tracing companies and/or debt collection agencies in order to recover any monies due or to trace my whereabouts.

I understand that in 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 will affect any future application for tenancies, credit or insurance.

Please ensure this form is returned either by email to admin@islandlettings.co.uk or deliver to Island Lettings, The Observatory, Westbridge Business Park, Ryde, Isle of Wight, PO33 1FX

Name.....

Signed.....

Dated.....

With your permission we may also use your personal data for marketing purposes.

Please tick the method by which you prefer to be contacted: -

Email Tel Text Post

Please tick this box if you would like to receive: -

Industry Updates

Financial Services Information and updates

Information relating to additional services provided by Island Lettings

Please tick this box if you would prefer **NOT** to be contacted