

Application for Residential Letting

Application Fee

£

Fee Paid

Tenant Application

Guarantor Application

Application for

Rent per month

£

Deposit

£

When would you like to move in?

What length of contract do you require initially?

Poppy Residential Ltd.

1 Union Street

Hull

HU2 8HD

Tel 01482 324010

info@poppyresidential.co.uk

poppyresidential.co.uk

We're on Twitter

& Facebook too.

Search for Poppy

Residential.

Personal Details

First Applicant

Title

Mr / Mrs / Miss / Other:

Forename(s)

Surname

Current Address

Post Code

Previous address (if less than 3 years at above)

Post Code

Marital Status

Date of Birth

Home Tel

Work Tel

Mobile

Email

NI Number

Passport Number

Passport Issue Date

Second Applicant

Title

Mr / Mrs / Miss / Other:

Forename(s)

Surname

Current Address

Post Code

Previous address (if less than 3 years at above)

Post Code

Marital Status

Date of Birth

Home Tel

Work Tel

Mobile

Email

NI Number

Passport Number

Passport Issue Date

Do any intended occupants:

Smoke? Yes

No

Have pets? Yes

No

Please specify

Personal Details (continued)

First Applicant

Are you:

Homeowner

Council Tenant

Private Tenant

Living with parents

Other (please specify below)

If private tenant, please provide name and address of Landlord/Landlord's Agent:

Tel/Fax

Email

Current Rent

£

Are you aware of any previous adverse credit history? Yes

No

If yes, please give details

Second Applicant

Are you:

Homeowner

Council Tenant

Private Tenant

Living with parents

Other (please specify below)

If private tenant, please provide name and address of Landlord/Landlord's Agent:

Tel/Fax

Email

Current Rent

£

Are you aware of any previous adverse credit history? Yes

No

If yes, please give details

Personal References (non-family member and known for a minimum of five years)

Name

Address

Post Code

Contact Tel.

Email

Name

Address

Post Code

Contact Tel.

Email

Other persons

Please give the full names and dates of birth for all other persons who will occupy the property (in addition to the above named)

Name

Date of Birth

Name

Date of Birth

Name

Date of Birth

Employment Details (if self-employed go to next section)

First Applicant

Employer	<input type="text"/>	
Address	<input type="text"/>	
<input type="text"/>	<input type="text"/>	
<input type="text"/>	Post Code <input type="text"/>	
Position Held/Dept	<input type="text"/>	
Full-time <input type="radio"/>	Part-time <input type="radio"/>	Temporary Contract <input type="radio"/>
Gross Salary	£ <input type="text"/>	Per Year
Average Commission/Overtime	£ <input type="text"/>	Per Year
Employment Commencement Date	<input type="text"/>	
Who can we contact to confirm the above?		
Name/Department	<input type="text"/>	
Tel/Fax	<input type="text"/>	
Email	<input type="text"/>	
Address (if different from above)	<input type="text"/>	
<input type="text"/>		

Second Applicant

Employer	<input type="text"/>	
Address	<input type="text"/>	
<input type="text"/>	<input type="text"/>	
<input type="text"/>	Post Code <input type="text"/>	
Position Held/Dept	<input type="text"/>	
Full-time <input type="radio"/>	Part-time <input type="radio"/>	Temporary Contract <input type="radio"/>
Gross Salary	£ <input type="text"/>	Per Year
Average Commission/Overtime	£ <input type="text"/>	Per Year
Employment Commencement Date	<input type="text"/>	
Who can we contact to confirm the above?		
Name/Department	<input type="text"/>	
Tel/Fax	<input type="text"/>	
Email	<input type="text"/>	
Address (if different from above)	<input type="text"/>	
<input type="text"/>		

Self-employed

Name of your business	<input type="text"/>		
Nature of business	<input type="text"/>		
Business Address	<input type="text"/>	Accountant's Name	<input type="text"/>
<input type="text"/>	<input type="text"/>	Address	<input type="text"/>
<input type="text"/>	Post Code <input type="text"/>	<input type="text"/>	Post Code <input type="text"/>
How long have you been in business?	<input type="text"/>		
Average Earnings	£ <input type="text"/>	Per Year	Email <input type="text"/>

We will contact your accountant for confirmation of these details.

Income of any other source

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Bank Details (to be used for rent payment standing order)

Bank

Account Holder

Address

Sort Code

Post Code

Account Number

Next of Kin (in case of emergency)

Next of Kin Name

Next of Kin Name

Address

Address

Post Code

Post Code

Tel

Tel

Terms and Declaration

Application Procedure

If you wish to apply to rent a property please observe the following procedure.

Poppy Residential Ltd. charges fees (plus VAT) in respect of administration, references and tenancy deposit protection. The fees applicable to your application will be full explained when you submit your application.

A tenancy will be offered to you subject to contract and more specifically, subject to the following conditions:

- A fully completed application form has been submitted together with the appropriate fee.
- A satisfactory credit search has been carried out by an independent credit referencing agency (details on request).
- Satisfactory references have been obtained.
- The landlord has accepted the offer.

If a prospective tenant withdraws their application after we have commenced with processing references or should the landlord reject the application due to adverse references, the fee and part deposit will be forfeited to cover costs incurred. The fee will only be returnable should the landlord withdraw the property or eject an application prior to seeking references. In some instances in order to reserve a property you may be asked to pay a higher non-refundable deposit.

Before moving in to a property payment for first months rent and deposit will be required. This can be in the form of a bankers draft, building society cheque, bank transfer, debit or credit card when available (handling charge applies to credit and debit cards).

If in any doubt as to what is included within the let (ie, furniture, appliances etc) you should seek further clarification prior to submitting your application.

You may be asked to provide a guarantor in some cases. Please note a must complete separate application form and guarantor fee would then be payable.

The tenancy you are applying for is a fixed term. If after the expiry of a fixed term both parties wish to extend the tenancy, a fee plus VAT will be payable for renewing or extending the tenancy agreement, irrespective of the length of the extended period or the type of agreement.

Tenant Applications

- Rents are only payable by monthly standing order, quarterly and annually in advance.
- If your application is successful you will be asked to supply a minimum of two forms of identification. Acceptable forms of ID can include (where possible) passport, driving licence, bank statements, utility bills and credit card statements. These must be supplied before occupation of the property is allowed to take place.
- Identification and references will be checked. Should any falsification be discovered, the application will be immediately terminated, and the application fee will be forfeited.
- Application fees are non-refundable once the vetting procedure has commenced.
- Application fees are non-refundable for failed applications or credit reference rejections. You are advised, however, to volunteer any adverse credit information and the circumstances surrounding it, as adverse credit history alone will not automatically make the application unsuccessful.
- It will normally take a minimum period of five working days to process an application.
- Payments by cheque for the first months rent and bond will only be accepted if the cheque is received a minimum of seven working days prior to the intended occupation date – this is to allow time for the cheque to clear. Under no

circumstances will occupation of the property be allowed until the funds have cleared.

- Initial tenancies are for a period of at least six months unless otherwise agreed with the landlord.
- Some Landlords or Agencies will charge to supply references. Should this happen these costs are the responsibility of the applicant and not Poppy Residential Ltd..
- We regret that no explanation will be given should we be unable to accept you as a tenant.
- When completing your application form it is important that no information is missing, as this will only delay the application process.

Declaration

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 landlord and may be accessed again at any time in the future. I agree that Poppy Residential Ltd. 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 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, information may be recorded with the Credit Reference Agency and IDS Ltd, who supply the information to other credit companies or insurers in the request for responsible granting of tenancies, insurance and credit.

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 therein may be disclosed to one or more tracing companies and/or debt collection agencies in order to recover monies due or to trace my whereabouts. Information will also be disclosed to relevant utility companies and the like.

I understand that personal information within this form may be released to companies associated with Poppy Residential Ltd. for the purposes of providing related services such as insurance and utilities. I can opt out by writing to the Data Controller, Poppy Residential Ltd., 1 Union Street, Hull HU2 8HD.

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 will affect any future application for tenancies, credit or insurance.

Signed First Applicant

Signed Second Applicant

Date