

JK LETTINGS LTD: APPLICATION FORM



Every section must be completed by each applicant applying for a property
This information is used by JK Lettings only and will be dealt with in the strictest confidence

PROPERTY APPLIED FOR:.....

PART A: PERSONAL DETAILS

Full Name of Applicant: (Mr/Mrs/Miss):.....

Current Address:.....

.....Postcode:.....

Telephone numbers: Day.....Evening.....

Mobile.....E-mail.....

Date of birth:.....Nationality:.....Sex: male/female

Marital status:.....Do you ever smoke: yes / no / occasionally / outside

National Insurance Number.....Maiden Name (if applicable):.....

Do you currently rent / own / other: (please specify).....Current Rent paid: £.....

Have you been served notice (if renting) yes / no If yes please state why:.....

If you have lived at the above address for less than 3 years please supply previous address:.....

.....Postcode.....

Please supply an alternative contact address for post tenancy ie next of kin (must not be a spouse)

Name:Address:.....

.....Postcode:.....Tel No:.....

Status ie parent:..... (this is a legal requirement for the deposit scheme)

Do you have any pets: (including caged pets and birds) Yes / No Type and number of pets:.....

.....Are the pets kept inside or outside:.....

Names of all adults (over 18) who will be living in the property:

Tenant 1: (Lead tenant)..... Share of Rent: %

Tenant 2:..... Share of Rent:.....%

Tenant 3:..... Share of Rent:.....%

Tenant 4:..... Share of Rent:.....%

* A lead tenant must be elected for the new deposit scheme as the deposit will be registered to one name.

Names and ages of all children (under 18) who will be living in the property

Child 1:.....Age:.....Date of birth:.....

Child 2:.....Age:.....Date of birth:.....

Child 3:.....Age:.....Date of birth:.....

Child 4:.....Age:.....Date of birth:.....

PART B: EMPLOYEMENT DETAILS

Are you: Employed / Self employed / Retired / Student / Unemployed / Other:.....

Current employment/job title:.....

Current employer/company:.....

Start date of employment:.....Is the position: Fulltime / Part-time / Temporary / Contract

Annual Salary:..... Average Commission/Bonus:.....p/a

Average Overtime:.....p/a Do you have any further sources of income: Yes / No

Self employed annual salary:.....Do you use an accountant Yes / No

Pension/capital income:.....pa Additional income:.....p/a

If you have been employed in your current job for less than 6 months previous employer:.....

.....

If unemployed: Are you looking for work yes / no

If you are on sick leave/maternity leave will you be returning to work : yes / no When:.....

PART C : REFERENCES Please complete details for at least two referees: Personal reference **MUST** be in a professional capacity and must **not** be a family member.

1: EMPLOYER REFERENCE/ACCOUNTANT REFERENCE/PENSION PROVIDER:

Employer contact/name:.....Position:.....

Name and address of Company:.....

.....

Telephone numbers: day.....mobile:.....

Fax number:..... E-mail address:.....

2: CURRENT LANDLORD

Landlord Name:.....Letting Agents name:.....

Address of landlord:.....

Postcode:..... Fax number:.....

Telephone numbers : day.....mobile:.....

Email address:.....Length of time in property:.....

3: PERSONAL REFERENCES:

Name of referee:.....

Address:.....

Telephone numbers: day:.....mobile:.....

Fax:..... E-mail address:.....

Status: colleague / solicitor / other (please state).....

CREDIT CHECKING

We use Rentshield to carry out our credit checking. You should signify your consent for the check by ticking the boxes next to the text and signing the box below

↑ The information, which I have given in my Application Form, is true to the best of my knowledge. I consent to this information being verified by fair and lawful means, which I understand will involve contacting referees and licensed credit reference agencies. I understand the resulting verified information would be forwarded to the letting agency and / or to the landlord. The results may also be accessed again if I apply for a tenancy in the future.

I consent to Rentshield Direct searching information held by credit reference agency and agree that Rentshield Direct and the credit-referencing bureau will keep a record of that search and the results from that search. The results of that search may show how I conduct my payments including rental payments and this may also be disclosed to the agency and may affect future credit applications from me and/or from members of my household and from time-to-time such information may be used for debt tracing and fraud prevention.

I hereby expressly consent to my personal details, including all recorded details in this application form, and any forwarding address(es) at the determination of any tenancy being passed to the landlord and / or to the utility companies and / or to the local authority.

Otherwise all information will be treated as confidential.

↑ I consent to the information contained in my Application Form being used by Rentshield Direct and other members of Rentshield Direct to notify me of other products and services as appropriate. Please tick box if you do not wish your information to be used by Rentshield Direct and other members of Rentshield Direct to notify you of other products and services.

↑ I agree that information supplied by me will be held in accordance with the Company’s notification under the Data Protection Act 1998. That you may record sensitive data as defined in the Data Protection Act 1998 and I understand that I have the right to ask for a copy of the information held about me subject to the payment of an administration fee that will be notified to me upon application, though it will not exceed the amount set by statute. I have the right to request that the information on me be amended if it is found to be incorrect. I also consent to passing the results of any such search or assessment to my prospective landlord(s) for the purpose of assessing this application.

APPLICATION FEES

There is a £12 charge per person for your credit check which must be received before we can process your application. Only if a tenant is **offered and accepts** the property is an administration fee applicable even if you are then unable move into the property. Our fees are based on 25% of one month’s rent plus V.A.T at 20%. Before the commencement of the tenancy we require a deposit equal to one month’s rent, the first month’s rent in advance and our agency fee for preparing the tenancy terms. This total must be paid sufficiently in advance for the money to be cleared before keys can be issued

I hereby confirm that all the information provided is accurate and true. I give consent to JK Lettings Ltd to verify the information and contact the referees stated and I authorise the referees to provide all relevant information.

Signed:.....

Name (Print name)..... Date:.....

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