

TENANTS APPLICATION FORM

PLEASE COMPLETE THIS FORM IN BLOCK CAPITALS AND WRITE CLEARLY

ONLY APPLICANTS OVER THE AGE OF 18 YEARS WILL BE CONSIDERED AND ALL APPLICANTS ARE SUBJECT TO A NON-REFUNDABLE FEE OF £30 (INC VAT) WHICH SHOULD BE PAID WHEN HANDING THIS COMPLETED FORM TO KEYSTONE PROPERTY MANAGEMENT. **THE FOLLOWING DOCUMENTS MUST ACCOMPANY THIS FORM. PHOTOGRAPHIC I.D, PROOF OF INCOME, PROOF OF BENEFIT ENTITLEMENT, PROOF OF PREVIOUS ADDRESS E.G. UTILITY BILLS.**

THE GUARANTORS DETAILS AND SIGNATURE IS REQUIRED ON THIS APPLICATION FORM AND THE TENANCY AGREEMENTS. PHOTOGRAPHIC I.D MUST ALSO BE SUPPLIED FOR THE GUARANTOR.

IF YOUR APPLICATION IS SUCCESSFUL YOU WILL BE REQUESTED TO PAY A ONE-OFF NON-REFUNDABLE ADMINISTRATION FEE OF £80, **THIS WILL NOT BE REFUNDED ONCE THE APPLICATION HAS BEEN ACCEPTED AND THE APPLICANT DECIDES NOT TO PROCEED.**

IF A DEPOSIT IS PAID TO SECURE A PROPERTY AND THE TENANCY AGREEMENT IS SIGNED, **THE DEPOSIT WILL NOT BE REFUNDED SHOULD THE TENANT DECIDE TO WITHDRAW THEIR APPLICATION BEFORE THE COMMENCEMENT DATE OF THE TENANCY.**

<p>FULL ADDRESS OF PROPERTY APPLYING FOR:</p>	
<p>ANY SPECIAL REQUIREMENTS (IMPORTANT)</p>	<p>IF NO SPECIAL REQUIREMENTS ARE NOTED BELOW BEFORE THE TENANCY HAS COMMENCED THEN YOU WILL BE ACCEPTING THE PROPERTY IN ITS CURRENT CONDITION. PLEASE NOTE BELOW ANY DISCUSSIONS OR AGREEMENTS MADE WITH THE KEYSTONE REPRESENTATIVE.</p>

TENANTS APPLICATION FORM

PERSONAL DETAILS	
FULL NAME/S OF TENANT/S	
DATE OF BIRTH	
AGE	
NATIONAL INSURANCE NO.	
PRESENT ADDRESS INC. POSTCODE	
HOME NUMBER	
MOBILE NUMBER	
EMAIL ADDRESS	
APPLICANTS NEXT OF KIN & CONTACT NUMBER	
NUMBER OF CHILDREN	
CHILDREN'S GENDER AND DATE OF BIRTH	
DO YOU HAVE PETS? (YES/NO)	
DO YOU SMOKE? (YES/NO)	

TENANTS APPLICATION FORM

CURRENT PROPERTY	
HOW LONG AT PRESENT ADDRESS?	
REASONS FOR LEAVING?	
ARE YOU CLAIMING HOUSING BENEFIT/LHA OR UNIVERSAL CREDIT (PLEASE SPECIFY)	
IF SO, HOW MUCH IS YOUR ENTITLEMENT?	
WHAT OTHER BENEFITS ARE YOU IN RECEIPT OF?	
IF SO, HOW MUCH IS YOUR ENTITLEMENT?	
HAVE YOU RENTED A PROPERTY BEFORE?	
HOW MUCH IS YOUR RENT NOW?	

TENANTS APPLICATION FORM

PRESENT LANDLORDS DETAILS (MUST BE COMPLETED)	
NAME	
ADDRESS	
TELEPHONE NUMBER	
EMAIL ADDRESS	

EMPLOYMENT DETAILS	
EMPLOYER NAME	
ADDRESS	
TELEPHONE NUMBER	
IMMEDIATE SUPERVISORS NAME	
HOW LONG HAVE YOU WORKED THERE?	
SALARY PER MONTH	

TENANTS APPLICATION FORM

GUARANTORS DETAILS: (MUST BE A HOME OWNER)	
FULL NAME NAME	
HOME ADDRESS (INC POSTCODE)	
TELEPHONE NUMBER	
EMAIL ADDRESS	
DATE OF BIRTH	
EMPLOYERS TELEPHONE NO.	

SIGNATURE OF GUARANTOR

I/WE THE ABOVE NAMED GUARANTORS HEREBY AGREE TO BE A PARTY TO ANY TENANCY AGREEMENT AND STAND GUARANTOR FOR THE APPLICANT(S) MENTIONED HEREIN, IN RESPECT OF :- (1) ANY UNPAID RENT AND (2) LIABILITY FOR ANY LOSS OR DAMAGE OCCASIONED BY THE APPLICANT(S) AND (3) ANY NON-OBSERVANCE OF ANY OF THE TERMS AND CONDITIONS OF THE AGREEMENT.

I/WE THE ABOVE-NAMED GUARANTOR FOR THE APPLICANT(S) MENTIONED HEREIN, UNDERSTAND THAT I/WE ARE STANDING AS GUARANTOR FOR THE ENTIRE PERIOD THE TENANT OCCUPIES THE PROPERTY.

I/WE AGREE TO CHECKS BEING MADE BY KEYSTONE PROPERTY MANAGEMENT VIA HM LAND REGISTRY. I/WE ALSO UNDERSTAND I/WE SHALL BE REQUIRED TO SIGN THE TENANCY AGREEMENT IF THE APPLICANTS ARE GRANTED THE TENANCY.

SIGNATURE

PRINT ABOVE

DATE

TENANTS APPLICATION FORM

APPLICANTS DECLARATION

I/WE THE APPLICANT(S) CONFIRM THAT THE INFORMATION CONTAINED HEREIN IS TRUE AND ACCURATE.

I/WE UNDERSTAND THAT I/WE ARE RESPONSIBLE FOR ALL HOUSE-HOLD BILLS.I.E. COUNCIL TAX, ELECTRICITY, GAS, WATER, TELEPHONE. THEY ARE NOT INCLUDED IN YOUR RENT.

FIRST APPLICANT SIGNATURE ABOVE

DATE

SECOND APPLICANT SIGNATURE ABOVE

DATE

FIRST APPLICANT PRINT ABOVE

SECOND APPLICANT PRINT ABOVE