



TORBAY PROPERTY MANAGEMENT

Sales & Lettings

Application for Tenancy

Strictly Subject to Contract

Before setting up a tenancy we will take up references before we approach the Landlord for their formal acceptance of the tenancy. Torbay Property Management may use an independent third party referencing company 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.

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.

Securing a Tenancy

1. The landlord has instructed us to act on their behalf and source suitable tenants.
2. Having viewed the property and made a decision to make application to rent you are required to provide personal details 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 may 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 must be at least 30 x rent.

3. If you are unable to provide satisfactory references or credit check you may still be offered a Tenancy subject to a satisfactory Guarantor being provided. This person should be over 24, a home owner, with assets in the UK and in full time employment, earning 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.

These further reference checks will attract a fee of £90.00 in addition to the standard application fees.

4. 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. 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
5. You should provide proof of ID (copy of driver's licence, passport or birth certificate) and 3 months of bank statements (utility bills, phone bills etc – dated within the last 3 months), when submitting this application. Failure to do so could delay your intended occupation date.

Security Deposit & Rent

6. Given satisfactory replies to enquiries 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, security deposit, and the payment of all administration costs.
7. All monies must be paid in cleared funds prior to the start date of the tenancy. The security deposit, rent and admin fees can be paid by cash at the office or by BACS transfer online.
8. The security deposit acts as security for your performance of your obligations as a Tenant under the terms of Tenancy Agreement. This 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.

Pets

9. Should you wish to keep a pet at the property, with the landlord's permission, you will be required to pay an additional deposit of £200.00 for each pet which will be added to the tenancy deposit to meet certain criteria. A separate pet agreement will need to be signed and adhered to.

Utilities

10. All rent quoted excludes utilities and council tax, unless otherwise stated.

Fees

11. An application fee of £240.00 is payable for a single occupant and £90.00 for additional occupants is due and should be enclosed with this application; This is a non-refundable fee to cover our administration costs.

Refund of fees

12. If the Landlord refuses to proceed, despite satisfactory reference, the fee will be refunded. If the letting does not go ahead due to default by the prospective tenant or the credit check or references are unsatisfactory or it becomes apparent that facts given to us in this application prove to be untruthful, we regret that the application fee will not be returned to you.

Application

13. You understand that this application is NOT an offer of tenancy. The application is necessary to validate the details you have provided in support of your requirement for tenancy and, once a successful referencing pass has been received, the landlord will be requested to formally accept your application. No tenancy can be offered until such formal acceptance has been received by Torbay Property Management.
14. Please note that each applicant aged 18 years and over MUST complete a separate application form. It is in your interests to complete this form clearly and accurately to avoid unnecessary delays in processing. All details will be checked and verified so it will assist in the prompt processing of your application.

When applying for a property, please bring with you:

- > Completed Application Form
- > Passport or alternatively your Birth Certificate & Driving Licence
- > Three Months Bank Statements
- > Agency Fees

Payment Methods: BACS Payment or Cash - Cards not Accepted

Account Name: Torbay Property Management

Bank: Natwest

Account No: 29842670

Sort Code: 60-17-12

Reference: (Property Address)

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Personal Details

Address:	
Rent Price:	Start Date:

Title:	Mr / Mrs / Miss / Ms /	Other:
Forenames:	Surname:	
Date of Birth:	Marital Status:	

Current Address:	Previous Address:
Yrs at Add:	Yrs at Add:
Reason for Leaving:	Reason for Leaving:

Mobile:	Home:
Email:	

No of Adults:	Pets & Type:
No of Children	Smoker:

Credit Problems:
<i>Please provide details</i>

Next of Kin

Name:	Relationship:
Mobile:	Home:
Email:	
Address:	

References

Current Landlord

Name:	Monthly Rent:
Mobile:	Home:
Email:	
Address: ----- -----	

Previous Landlord

Name:	Monthly Rent:
Mobile:	Home:
Email:	
Address: ----- -----	

Current Employer / Accountant

Employers Name:	Company Name
Mobile:	Work:
Email:	
Address: ----- -----	
Your Salary:	Your Position:
Start Date:	Employed/Self:

Previous Employer / Accountant

Employers Name:	Company Name
Mobile:	Work:
Email:	
Address: ----- -----	
Your Salary:	Your Position:

Neighbours

We may from time to time, write to your neighbours in order to gain a reference to how you run your current tenancy. If you wish for us to not contact your neighbours please tick here and provide details below

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Personal References

(not to include friends or family)

Name:	Mobile:
Email:	
Address: ----- -----	

Name:	Mobile:
Email:	
Address: ----- -----	

Fees

An application fee of £240.00 for a single occupant and £90.00 for additional occupants is now due and should be enclosed with this application;

This is a non-refundable fee to cover our administration costs.

Payment of this fee can be made by cash or BACS but must be made in cleared funds before the tenancy begins.

If the Landlord refuses to proceed, despite satisfactory references, the fee will be refunded

If the let does not go ahead due to unsatisfactory references, credit check or failed Right to Rent checks or it becomes apparent that facts given to us in this application prove to be untruthful, we regret that the application fee will NOT be returned to you.

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 following purposes:

1. Referencing you and carrying out Right to Rent checks
2. 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, contractors, utility switch over companies, chartered surveyors, estate agents.

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

You will not be sent any unlawful marketing or spam. We will always work to fully protect your rights and comply with our obligations under the GDPR and the Privacy and Electronic Communications (EC Directive) Regulations 2003, and you will always have the opportunity to opt-out.

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 the following periods for six years.

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

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

I consent to this information being verified by contacting the third parties.

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.

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 that all tenants sign all application forms for each tenant:

Name: _____ Signed: _____ Date: _____

Name: _____ Signed: _____ Date: _____

Name: _____ Signed: _____ Date: _____

Name: _____ Signed: _____ Date: _____

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: Phone: SMS: Post: Newsletter:

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

Industry Updates:

Financial Services Information & Updates:

Information relating Additional Services by Our Lettings Agency

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