

# Supporting documents

- . Photo ID and proof of address for all tenants and guarantor
- . Reference from your previous landlord
- . Employers reference if applicable or if this is your first time letting
- . Credit report, you can get this from noodle, clear score or Experian. This Must be provided by you
- . 3 Months Bank statements
- . 3 Months Pay slips

## APPLICATION FORM FOR RENTAL PROPERTIES

**PROPERTY FOR RENT:**

Address for Property:.....

Length of Tenancy:..... Commencement Date:.....

Rent per Month:.....  
(inclusive of rates)

**APPLICANT DETAILS:**

Name & Current Address:.....

Length at Current Address:.....

Date of Birth:..... Number of Children & Ages:.....

Daytime tel No.:..... Evening Tel No.:.....  
(inc dialing code) (inc dialing code)

E-mail Address:.....

**EMPLOYMENT DETAILS:** Full Time  Part Time

Employers Name:.....

Employment Address & Tel No.:.....

Please confirm if you the applicant is claiming Housing Benefit Yes  No   
Please confirm if you are claiming Universal Credit, if so please supply **National Insurance Number**

Please confirm if you have any Pets Yes  No

If Yes Advise what type \_\_\_\_\_  
Please advise if you are a smoker Yes  No

**BANK DETAILS**

Name & Address:.....

Account Name:.....

Account Number:..... Sort Code:.....

Date:.....

**PRESENT LIVING DETAILS:**

Please circle - Owner / Council Tenant / Private Tenant / Living with Parent / Relatives

If Private Tenant complete the following:

Name & contact Number of Landlord:.....

Name & Address of Agent:.....

Current Rent Payable:.....

Reason for Leaving:.....

**CREDIT CHECK:**

I / We the applicants agree for a credit check to be carried out on our name(s) at the landlords discretion

Signed:.....

I / We the applicants **do not** agree for a credit check to be carried out on our name(s) at the landlords discretion

Signed:.....

**GUARANTOR DETAILS:**

Name & Address:.....

Daytime tel No.:..... Evening Tel No.:.....  
(inc dialing code) (inc dialing code)

**All tenants must supply photographic identification i.e. passport or driving license and proof of residency i.e. utility bill or bank statement showing home address when submitting this form.**

If your application is not successful for this property and you wish your information kept on record please tick the relevant box. YES  NO

For full details on our data protection privacy policy please send an email to info@pollockresidential.com

Rental Property Applied For:.....

Tenant(s) Full Name(s).....

AS GUARANTOR FOR THE ABOVE RENTAL PROPERTY I DO HEREBY FOR MYSELF, MY HEIRS, EXECUTORS, ADMINISTRATORS AND ASSIGNS GUARANTEE TO YOU AND YOUR HEIRS, EXECUTORS, ADMINISTRATORS AND ASSIGNS AND THE OWNER OF THE PREMISES FOR THE TIME BEING THE PUNCTUAL PAYMENT NOW PAYABLE BY THE SAID TENANT OR AS MAY BE VARIED BY LAW FOR MESNE RATES THAT MAY ACCRUE DUE UNTIL FULL CLEAR AND LEGAL POSSESSION SHALL BE DELIVERED UP TO YOU, AND I AGREE TO INDEMNIFY YOU, YOUR HEIRS, EXECUTORS, ADMINISTRATORS AND ASSIGNS FROM ALL LOSS OR DAMAGE SUFFERED CAUSED OR SUSTAINED IN RELATION TO THE PREMISES BY ANY ACT OR OMISSION ON THE PART OF THE TENANT OR BY REASON OF HIS NEGLIGENCE OR THE NON-FULFILMENT OR NON-OBSERVANCE OF ANY OF THE CONDITIONS CONTAINED IN THE WITHIN WRITTEN AGREEMENT AND FOR ALL COSTS OF ANY PROCEEDINGS FOR THE RECOVERY OF OTHER SUMS AND POSSESSIONS OF THE PREMISES AND SHOULD NOTICE TO QUIT BE SERVED BY THE LANDLORD OR THE SUPERIOR LANDLORD OR THE TENANT OR EJECTMENT SUMMONS ISSUED OR EVICTION DECREE OBTAINED IN RESPECT OF THE PREMISES AND AFTERWARDS WITHDRAWN OR WAIVED BY ANY PARTY WITH OR WITHOUT MY KNOWLEDGE MY LIABILITY UNDER THIS GUARANTEE SHALL NOT BE AFFECTED THEREBY BUT SHALL REMAIN IN FULL FORCE AND EFFECT NOR SHALL MY LIABILITY UNDER THIS GUARANTEE BE AFFECTED BY GIVING THE TENANT TIME TO PAY THE AMOUNT DUE BY HIM OR AGREEING TO ACCEPT SAME BY INSTALLMENTS NOR SHALL THIS GUARANTEE BE DETERMINED OR MY LIABILITY THEREUNDER BE AFFECTED BY THE BANKRUPTCY, DEATH OR LIQUIDATION OF THE TENANT.

**Please Note as Guarantor your responsibility will continue for the duration of any lease in the above named Tenant / Tenants at this property.**

As Guarantor please confirm if you are claiming any Benefits YES  NO

As Guarantor please confirm if you are a home owner (at address below) YES  NO

As Guarantor please confirm if you are in Full Time Employment YES  NO

**I the Guarantor agree for a credit check to be carried out on my name at the landlords discretion**

Signed By the Guarantor in agreement to all of the above:

Signature:.....

Guarantor's Full Name (In Block Capitals):.....

Guarantor's Address:.....

Postcode: .....

Home Tel No.:..... Business No:.....

Guarantor Occupation: ..... Relationship to tenant:.....

Witness Signature:..... Name of Independent Witness:.....

**All Guarantors must be Home Owners and In Full Time Employment**

**All Guarantors must supply photographic identification i.e. passport or driving license and proof of residency i.e. utility bill or bank statement showing home address when submitting this form.**

**NB: Tenants will be required to pay an administration fee of £20 non refundable on tenancies commencing from 1st April 2013 onwards (This amount will include a fee covering insurance on your security deposit as set out in new legislation - Tenants Deposit Scheme 2013). This fee will be payable on signing of your tenancy agreement.**