

Individual's Application for Tenancy

In view of the confidential nature of the information supplied and required, we regret to inform you that no explanation will be given if we are unable to provide you with the tenancy you require.

Address of Property:	
Tenancy start date:	
Rent:	
Joint Application:	Yes/No
Where did you hear about us?	

Applicant full name: Title: Mr/Mrs/Miss/Ms		Date of birth:	
Joint Applicant full name: Title: Mr/Mrs/Miss/Ms		Date of birth:	
Maiden name (if applicable)		Marital Status:	
Child's Name (if applicable)		Date of birth:	
Child's Name (if applicable)		Date of birth:	
Details of any pets:	<i>*Please note pets are not permitted unless authorised prior to occupation*</i>		

Current Address:			
Home Tel No:		Mobile No:	
Email Address:			
Current Living Status:	Owner/Council Tenant/Private Tenant/Living with parents/Other		
Commencement date at current address:			

If you have lived at your current address less than three years, please provide previous addresses and your dates of occupation. (Please attach a separate sheet if required)			
Previous Address:			
Current Living Status:	Owner/Council Tenant/Private Tenant/Living with parents/Other		
Commencement date:		Leaving date:	

Existing Letting Agent/Landlord Name:			
Contact name:			
Address:			
Email address:		Tel no:	

Current Employment Status:	Full time/Part time/Contract/Unemployed/Self-employed/Retired/Housewife		
Company Name:			
Address:			
Tel No:		Fax No:	
Position held:		Salary:	P.M/P.Y
Commencement date:			
Contact name for reference:		Position:	
Company email address:			

If Self-employed please provide details of your Accountant:			
Company Name:		Account Name:	
Address:			
Tel No:		Fax	
Email address:			

Past Employment details:			
<i>If less than two years please provide, along with commencement and departure dates. (Please attach a separate sheet if required)</i>			
Commencement date:		Leaving Date:	

Any additional sources of income:			
Source of income:		Amount of income per annum	£
Additional information:			
If you make maintenance payments for children that you do not live with please state how much you pay per month £			

Bank/Building Society Details (current account only)			
Bank Name:		Account Name:	
Bank address:			
Sort Code:		Account Number:	
Number of credit cards:		Time with bank: years..... months
Are you aware of any previous adverse credit history? If so, please provide details:			

Have you any previous convictions? If so, please state date of conviction, nature of conviction and if time served, period of time served:

Next of Kin:			
Name:		Address:	
Relationship:		Mobile No:	
Email address:			

Terms & Conditions of Tenancy Application

NB: A non-refundable administration charge, payable to Hythe & Waterside, of the following will apply in order to reserve a property:

Single applicant £200+VAT totalling £240.00
Additional applicant £175+VAT totalling £210.00
Guarantor applicant £175+VAT totalling £210.00
Company let £350+VAT totalling £420.00
Garage applicant £75.00+VAT totalling £90.00
Pet addendum £75.00+VAT totalling £90.00

Furthermore: Upon reservation, a non-refundable tenancy deposit of £150 N.B. Refundable in the instance that the landlord declines to let the property to you, or you change your mind within the first 14 days in this instance the tenant will have no further financial recourse.

One month's rent and a deposit (equivalent to one month's rent + plus £200 per pet if applicable), to be paid in advance on the day of occupation. N.B Snakes are not permitted in any rental property.

Proof of identification will be required upon application by means of Photo ID, such as a current passport, driving licence or sub-contractors card no older than 3 months.

At the end of the tenancy the deposit is refundable in full, minus an inventory check out fee of £120+VAT totalling £144.00 and any dilapidations that might have occurred during the tenancy. Dilapidations attract a further administration fee of 10%+VAT of those dilapidations.

Please Note:

Smoking is not permitted in any of Hythe & Waterside's Rental Properties.

Pets are not permitted unless prior consent is obtained from the Landlord via Hythe & Waterside Lettings. Payment of council tax, water, telephone/wi-fi broadband, tv license, electricity & gas, Personal contents Insurance are the tenant's responsibility. £75.00 Service charge will be payable towards the management service charges of any property that is based on a communal complex, where facilities are provided and shared between the residents, paid via Hythe & Waterside with the monthly rent.

Rental payments are always due on the 1st day of occupation. If this date is inconvenient for any reason please agree the best date for you with Hythe & Waterside. If you may like to pay your rent just after you have been paid.

Within the tenancy, the following fees may also be charged:

Tenancy Renewals	£50+VAT totalling £60.00
Rental/Mortgage/References	£20+VAT totalling £24.00
Late Payment of Rent Charge	£5+VAT per day, totalling £6.00 per day
Missed Inspection Appointments	£30+VAT totalling £36.00
Missed Contractor Appointments	£30+VAT totalling £36.00
End of tenancy inventory checkout fee	£120+VAT totalling £144.00
Company lets	£350+VAT totalling £420.00 per person
Missed contractor appointments	£30+VAT totalling £36.00

Re: Tenancy deposit disputes: If you decide (after all endeavours have been exhausted), to ask the Tenancy Deposit Adjudicator to determine a decision on your behalf, there will be a charge of £250+VAT totalling £300.00, payable in advance to go towards the many hours of form filling that this action will create over many months.

Data Protection Act 2017 & May 2018

I confirm that the data details supplied are to the best of my knowledge and belief, true, I/we have no objection to this information being verified by whatever means deemed necessary, and understand that Hythe & Waterside will need to hold my/our data details on computer and in paper files, (the data gathered from my/our application form, rental payment transactions and general rental history), (Please check that you have consent to give us third party details etc.), they will be stored for a period of 7 years from the last day of occupation, HM Customs & Excise & Inland Revenue departments require all businesses to keep records for 7 years. Furthermore that should I wish to have a copy of the data stored that I may request to do so, and it will be supplied via a USB within 28 days of requesting it. After 7 years has lapsed I/we may request in writing for my/our data to be deleted. Hythe & Waterside will not use any of your details in their marketing without my/our prior written consent, (H&W may use any review data gathered via review sites, which we will have accepted them being used at time of inception), furthermore that H&W will make sure that any associated third party businesses have a data protection policy in place before giving my/our details to them ie solicitors, contractors, utility companies, mortgage brokers..... Landlords will be given your details as part of the rental process within your tenancy agreement. Periodically I/we will receive verification emails to ensure that I/we remain happy to give my/our authority for Hythe & Waterside to continue to send us property details, to store my/our data and continue to communicate via email, text, phone, in writing via the post..... I/we understand that It's very important that these links are followed through for verification as we wish to keep up communication at all stages during my/our tenancy.

I/We confirm that this will be our main residence.

Applicants Signature **Date**/...../.....

Useful Government Advice: www.gov.uk/government/publications/how-to-rent