EDWARD mellor
PROPERTY MANAGEMENT

TENANCY
PRE- APPLICATION FORM

PLEASE COMPLETE THIS APPLICATION AND RETURN TO:

- YOUR LOCAL EDWARD MELLOR BRANCH
- EMAIL TO PROPERTYMANAGEMENT@EDWARDMELLOR.CO.UK
- EDWARD MELLOR PROPERTY MANAGEMENT,
  65-81 ST PETERSGATE, STOCKPORT SK1 1DS

0161 443 4777
www.edwardmellor.co.uk

TO SECURE YOUR APPLICATION

To secure your application on a property, all individuals over the age of 18 whom will reside in the property must complete a pre application form. Once agreed with the landlord you will be required to pay an Administration Fee.

The admin fee is to secure the property and start the referencing process. Once paid the details will be uploaded to UK Tenant Data. You will then be required to provide them with further information and complete Right to Rent checks.

ADMIN FEE PAYABLE:

1 Tenant £175 inc. VAT	2 Tenants £225 inc. VAT
3 Tenants £275 inc. VAT	4 Tenants £325 inc. VAT
Company Let £250 plus VAT	Guarantor £60 inc. VAT per guarantor
Immigration validation Check £16 plus VAT to be paid to UK Tenant Data once referencing starts	

PLEASE NOTE: ALL ADMIN FEES ARE NON-REFUNDABLE

GUARANTOR

If you do not earn 30 times the property's monthly rent, you will be required to provide a guarantor with your application. If you are receiving housing benefits/universal credit you will also be required to provide a guarantor. If this applies to you then please request a Guarantor form from your local branch or download one from our website.

To be eligible, your guarantor must earn at least 35 times the property's monthly rent, be UK based infinitely and preferably a home owner.

The guarantor form will need to be completed and included with the other documents stated above. A fee of £60.00 inc VAT is to be paid by the guarantor.

WHAT HAPPENS NOW?

1. Your pre-application form will be assigned to an administrator at our head office, who will be your point of contact for the referencing and tenancy.

2. We will obtain agreement from the landlord to proceed to full application.

3. Your details will be uploaded onto UK Tenant Data website and then you will be contacted via email to complete your application online, which you are responsible to complete in full within 3 days of the email being sent from UK Tenant Data. If not, you risk your application being revoked and your fee will not be refunded. You will also at this point be requested to pay an additional £14.40 inc VAT for your Right to Rent check.

4. You will receive a phone call or email once your references have been completed, and your move in date will be confirmed at this point.

5. Once your references have been accepted, an appointment will be arranged for you to attend our Head Office in Stockport on the date of your move in to sign all necessary documentation and collect the keys to your new home!

MAINTENANCE REQUESTS

If you would like any maintenance or repairs to take place within the property before your move in, please list them here.

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

Please note that we will submit these requests to your landlord but cannot guarantee that this will be completed prior to your move in or during your tenancy.

If this is a condition of offer, please do not pay your admin fee until this can be confirmed.

DATA PROTECTION

I hereby confirm that the information provided by me is to the best of my knowledge true. I consent to this information being verified by contacting the third parties detailed in this form. 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 payment or apply for a new tenancy agreement in the future.

I agree that UK Tenant Data or and approved agent appointed by Edward Mellor may search the files of a Credit Reference Agency, the insurance industry's data collection agency, which will keep a record of that search. I understand that I may request the name and address of the Credit Reference Agency to whom I may then apply for a copy of the information provided.

I also understand my obligations as guarantor and that any defaults may be recorded with the Credit Referencing Agency and IDS Ltd., who may supply the information to other credit companies or insurers in the quest for the responsible granting of tenancies, insurance and credit.

This information may be used by other lenders in assessing applications from me and other members of my household and for occasional debt tracing and fraud prevention.

Please note if you require a guarantor they will need to be present prior to signing the Tenancy Agreement.

I understand that Edward Mellor Limited operate a formal complaint handling procedure, a copy of which is available on request, in accordance with the requirements of their membership of the Ombudsman Services: Property, a scheme approved by The Office of Fair Trading.

I understand that in the event of any default in respect of the covenants in the tenancy agreement with the landlord, the information contained herein may be disclosed to UK Tenant Data and/or one or more tracing companies and/or debt collection agencies in order to recover any monies due or to trace my whereabouts. I understand that the information provided by me may be transferred to a country outside of the EU for the purposes only of processing this referencing application, notwithstanding such transfer; UK Tenant Data will remain the Data Controller for the purposes of this application.

The information provided in this form by me is information as described in Ground 17 of the Housing Act 1996 and I understand that if 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 may affect any future application for tenancies, credit or insurance and that the assessment of this application presumes that at some time during the tenancy agreement, I may be granted or allowed some form of deferred payment.

I agree that the administration fee payable upon submitting this application is non-refundable.

In signing this document, I hereby authorise any necessary enquiries in connection with this application. I authorise you to disclose any information about myself to any credit referencing agent who may retain a record. I understand that the information I provide is used to help make decisions regarding my credit and that it may also be used for insurance and fraud purposes.

Name:

Signed:

Date:

DD MM YYYY

APPLYING FOR PROPERTY

Property applied for:

Postcode:

TENANCY TERM - 6 MONTHS - 12 MONTHS

Rent agreed:

£ per calendar month

Deposit payable:

£

Preferred move in date:

DD MM YYYY

Please note:
We will endeavour to adhere to your required move in date, but this depends on your referencing process. Please ensure your employer and recent landlord are efficient with their responses to ensure a smooth process.

YOUR DETAILS - PLEASE FILL IN AS REQUESTED AND CIRCLE YES OR NO

Title

Name

Middle name

Surname

Date of birth

Male **Female**

Relationship Status

Mobile number

Email address

Do you have any?

Adverse credit history – CCJ or Bankruptcies: **Yes or No**

If yes please provide details

Children (who will live in the property): **Yes or No**

If yes what ages

Pets: **Yes or No**

Smokers: Yes or No

If yes what type

ACCOMMODATION STATUS

Living with friends and family: **Yes or No**

Renting: **Yes or No**

If **yes** please advise: How much rent you pay

When did you move in

Home Owner: **Yes or No**

Reason for moving

EMPLOYMENT STATUS

Employed: **Yes or No**

If yes please advise

Company name	
Position	
Annual Salary	
Start Date	
Full or part time	
Permanent/contracted	

Self Employed: **Yes or No**

If yes please advise

Company Name	
Start date	
Business Type	
Annual Income	

Unemployed: **Yes or No**

Please provide information on income you receive:
Family Tax credits, Universal credit, Income support, etc:

TERMS & CONDITIONS

The details laid out will be used to prepare the tenancy agreement. A specimen tenancy agreement can be provided to you on request. The landlord can regain possession of his property under the Housing Act (1996) if it is found that you have made a false declaration.

You must be over 18 years of age to apply for a tenancy.

Where you provide a deposit, NO interest is paid.

Failure to provide information or the act of giving a false declaration can lead to an offer of tenancy being withdrawn.

Where the tenancy is shared, all parties to the tenancy must follow the application procedure as if they were applying as an individual.

By signing this form, you are agreeing for a credit check/search to be carried out. A fee is required to cover the cost of this check, plus the cost of administration. The type of tenancy on offer is an Assured Shorthold Tenancy (as defined by the 1988 Housing Act and amended by the 1996 Housing Act) unless otherwise specified.

You may be required to provide a guarantor. You will be required to have your guarantor fill out a separate Rental Guarantee form. You guarantor will be referenced checked. They will be responsible for payment of rent or reimbursement to the landlord for damage in the event that recovery from the principal is not possible.

Please note that delays with referencing could be incurred whilst obtaining either landlord or an employer references.

This information is provided to us for the purpose of tenant profiling and selection, this information will be used to establish your performance as a prospective tenant or as guarantor of a prospective tenant. These enquiries will include carrying out a credit report to confirm any identifiable adverse data, ID verification, confirmation of registration on the Electoral Roll Register, undeclared addresses and previous aliases. Any findings will be shared with third party credit reference agencies. We will contact current/previous landlords and managing agents to verify and process information to establish future performance. We will make contact with your employer or accountant for the purpose of verifying your financial integrity and to confirm the information supplied by you is factual and correct. These enquiries will be made by fax, email, letter, telephone, SMS or in person. All information supplied to UK Tenant Data (Ifaqs Ltd) will be processed and stored on a secure server, and used for the purpose and ease of future use of the site. The information can be updated by UK Tenant Data, the managing agent, private landlord, user, account holder or applicant. The updating of the tenant /guarantor file will be for the purpose of scoring or registering tenancy performance, including delinquency, (Arrears/Property Dilapidation) and for the purpose of applying "Notices of Correction" (NOC) to a tenant file. The NOCs are only applied on the supply of credible evidence supporting an application for an NOC. (Notice of Correction) All storage, use and transmission of personal information relating to an individual or a company are subject to the Data Protection Act. You can obtain a copy of all the details held by applying, with the £10.00 fee, to the data controller at UK Tenant Data (Ifaqs Ltd) 8 South Preston Office Village, Cuerden Way, Bamber Bridge, Preston, Lancashire, PR5 6BL.

As part of our service we, or our third party partners, may from time to time contact you with updates and product information relevant to you. If you do not wish to be contacted please tick.

I understand that should I, or the tenant(s) I am guarantoring be served with a Section 8 or Section 21 Notice during the tenancy period, the information will be recorded and stored within UK Tenant Data's database for a period of 6 years.

By signing this application, I agree to all the terms and conditions, I consent to UK Tenant Data making enquiries to verify my information and give my consent for my employer/accountant/current/previous letting agent/landlord/each referee I have provided, to release information requested by UK Tenant Data in order for them to assess my suitability as a tenant/guarantor. This information can be viewed by registered users of UK Tenant Data's service to establish my future performance as a prospective tenant/guarantor

Please note!

Should your application be declined or you fail to proceed with the letting of the property, your application fee will be forfeit.

I confirm that I have read and understood the above guidance notes and acknowledge that the admin fee I have paid is non-refundable.

Name:

Applicant signature::

Date:

DD MM YYYY