



# TENANCY APPLICATION FORM

**Please complete this application and return to:**

- ▶ Your local Edward Mellor branch
- ▶ Email to [propertymanagement@edwardmellor.co.uk](mailto:propertymanagement@edwardmellor.co.uk)
- ▶ Edward Mellor Property Management, 65-81 St Petersgate,  
Stockport SK1 1DS

**0161 443 4777**  
**EDWARDMELLOR.CO.UK**

## **i** Important Information:







**To speed up your application, please include the following documents with your tenancy forms.**

- Proof of income – 3 months wage slips / proof of benefits / Pension (if retired) / if Self-employed, Full tax return from the HMRC or SA302 form (A personal tax return is required not the business) or your accredited accountant’s details who will be requested to provide the required information
- Written reference from your current landlord (if possible)
- Written reference from your employer stating your salary and term of employment (temporary / permanent)
- Proof of address / residency – Utility Bill / Driving Licence / Recent Bank Statement
- Identification – Photo Driving Licence / Passport

### **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 an application form. You will be required to pay an Administration Fee. Please be aware that we cannot accept this admin fee without your full application, including the documents listed above.

#### **ADMIN FEE PAYABLE:**

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

**PLEASE NOTE: ALL ADMIN FEES ARE NON-REFUNDABLE**

## **£** Guarantor

If you do not earn 2.5 times the property’s annual rent, you may be required to provide a guarantor with your application. 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 3 times the property’s annual rent, be a UK citizen, and a UK homeowner.

The guarantor form will need to be completed and included with the other documents stated above. A fee of £60.00 inc VAT per guarantor will be charged to cover administration, referencing, and credit checks.

## ? What Happens Now?

It is important to complete ALL boxes on this application form to prevent any delays with your application.

- 1 Once your completed application has been returned, it will be passed to our Head Office in Stockport where it will be processed by our dedicated Lettings Management team.
- 2 Your application will be assigned to an administrator, who will be in touch within 48 hours of receiving your documents and administration fee to introduce themselves and answer any questions you may have about the process.
- 3 Inform your administrator of your preferred move in date, any items you would like addressing in the property, and your preferred contact number.
- 4 Your references will be checked by an external referencing agency, UK Tenant Data. You will at this point be requested to pay an additional £16.00 for your immigration check. They may be in touch if further information is required.
- 5 You will receive a phone call or email once your references have been processed, and your move in date will be confirmed at this point.
- 6 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!

## £ Rent and Deposit Arrangements

On the day of move in you will be required to pay your initial rent and deposit.

### Let Only

If your landlord is on a 'Let Only' package, your rent will be due on the anniversary of your move in date each month and will be payable to your landlord via a standing order.

### Managed

If your property is managed by Edward Mellor, your rent will also be due on the anniversary of your move in date each month and will be payable via a standing order to Edward Mellor.

### Deposit

The equivalent of one month rent will be required as a deposit, unless specified otherwise by the landlord. If you have pets or smoke, a deposit equivalent to one and a half months rent will be required.

Please speak to the administrator assigned to your application to obtain your move in balance.

Your initial rent and deposit payments must be made in cleared funds (cash, card or transfer) on the day of move in. If you wish to pay via bank transfer then you will have to make arrangements to pay in advance to ensure the monies are cleared in time for your move in date

Please ensure that you put your unique reference on all payments. If paying by credit card, a 2% charge will apply.



## Your Application

### Property applied for:

Address:

Postcode:

Rent agreed:

£  per calendar month

Deposit payable:

£

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.

### 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 on this form.
- ▶ 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. Your guarantor will be credit 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.

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:

Signed:

Date:

DD  MM  YYYY

## 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 that in the event of my defaulting on the rental payment, that any such default 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 by me in respect of the covenants in my tenancy agreement with my 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:

# TENANCY APPLICATION FORM

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Agent's name:	<input type="text"/>	Proposed move date:	<input type="text" value="DD"/>	<input type="text" value="MM"/>	<input type="text" value="YYYY"/>
Postcode:	<input type="text"/>	Tenancy period:	<input type="checkbox"/> 6 months	<input type="checkbox"/> 12 months	
Rental address: (applying for)	<input type="text"/>	Share of the rent:	<input type="text"/> %		
Postcode:	<input type="text"/>	Full tenant profile:	<input type="checkbox"/>		
Total monthly rent:	£ <input type="text"/>	OR credit search only:	<input type="checkbox"/>		
		Applicant or Guarantor (A or G)	<input type="checkbox"/>		

Please complete this application in **BLOCK CAPITALS** and ensure all information and contact details are correct. You must complete all required fields including email, fax and contact numbers.

Please ensure the referees you have provided on this application check their emails and spam folders for our verification link.

## ▶ STEP 1 Personal details

Title Mr/Mrs/Etc:	<input type="text"/>	Maiden name: (if applicable)	<input type="text"/>		
Forename:	<input type="text"/>	Gender:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	
Middle name(s): (in FULL)	<input type="text"/>	Date of birth:	<input type="text" value="DD"/>	<input type="text" value="MM"/>	<input type="text" value="YYYY"/>
Surname:	<input type="text"/>	Marital status:	<input type="text"/>		

### CONTACT DETAILS:

Home phone:	<input type="text"/>	Mobile:	<input type="text"/>
Work phone:	<input type="text"/>		
Email:	<input type="text"/>		

### ID VERIFICATION DETAIL:

Photo ID provided to letting agent:	<input type="text"/>				
Please provide your bank details for verification:	Sortcode:	<input type="text"/>	Account number:	<input type="text"/>	<input type="text"/>
Do you have any adverse credit history i.e. CCJs / bankruptcies. If yes, please explain	<input type="checkbox"/> Yes <input type="checkbox"/> No				
<input type="text"/>					

### OTHER INFORMATION: (not applicable to guarantors)

How many children do you have?	<input type="text"/>	Are you a smoker?	<input type="checkbox"/> Yes <input type="checkbox"/> No
How many over the age of 18?	<input type="text"/>	Do you have any pets?	<input type="checkbox"/> Yes <input type="checkbox"/> No
		If yes, what kind?	<input type="text"/>

▶ **STEP 2** Current accommodation (where you live now)

Address:	<input type="text"/>	County:	<input type="text"/>
Town or city:	<input type="text"/>	Postcode:	<input type="text"/>
		Moved in date:	<input type="text" value="DD"/> <input type="text" value="MM"/> <input type="text" value="YYYY"/>

Current accommodation status (of where you live now)

**Currently renting:**  (Fill in **SECTION A**)  
**Currently living with friends & family:**  (Fill in **SECTION B**)  
**Currently a homeowner:**  (Fill in **SECTION C**)

Current renting / rented in the last 6 months

**SECTION A**

Landlord:	<input type="checkbox"/>	OR Agent:	<input type="checkbox"/>	Letting agent name:	<input type="text"/>
Agent / Landlord Address:	<input type="text"/>			Fax:	<input type="text"/>
Postcode:	<input type="text"/>				
<b>AGENT / LANDLORD CONTACT DETAILS:</b>					
Title Mr/Mrs/Etc:	<input type="text"/>			Phone:	<input type="text"/>
Forename:	<input type="text"/>			Mobile:	<input type="text"/>
Surname:	<input type="text"/>				
Email:	<input type="text"/>				
<small>In the unlikely event this contact does not have a valid email address you must provide a valid fax number, failure to do so will result in delays.</small>					
Total monthly rent:	£	<input type="text"/>			Please name other tenant(s):
Method of payment:	<input type="checkbox"/> BACS	<input type="checkbox"/> Cash	<input type="checkbox"/> Other	<input type="text"/>	
Joint tenancy?:	<input type="checkbox"/> Yes	<input type="checkbox"/> No			



## Currently living with family or friends

### SECTION B

Title Mr/Mrs/Etc:	<input type="text"/>		
Forename:	<input type="text"/>	Phone:	<input type="text"/>
Surname:	<input type="text"/>	Mobile:	<input type="text"/>
Email:	<input type="text"/>		
Relationship to you: (i.e. Mother)	<input type="text"/>		

## Currently a homeowner

### SECTION C

Please provide proof of your home ownership

Mortgage statement
  Land registry title extract
  Already provided to letting agent  
 Solicitor's completion certificate
  Buildings insurance policy

Either email to: [enquire@uktenantdata.com](mailto:enquire@uktenantdata.com) or fax to **0845 1800 873** or call in to your agent and ask them to take a copy and send the document to UK Tenant Data on your behalf.

## Previous address if less than 3 years

### SECTION D

Address:	<input type="text"/>	Postcode:	<input type="text"/>
		Moved in date:	<input type="text" value="DD"/> <input type="text" value="MM"/> <input type="text" value="YYYY"/>

**Now go directly to STEP 3**

## ▶ STEP 3 Next of kin information

Note to applicant: This must be a person you will not be living with at the address applied for.

Title Mr/Mrs/Etc:	<input type="text"/>	Phone:	<input type="text"/>
Forename:	<input type="text"/>	Mobile:	<input type="text"/>
Surname:	<input type="text"/>	Relationship to you: (i.e. friend)	<input type="text"/>
Address:	<input type="text"/>	Years known:	<input type="text"/>
		Postcode:	<input type="text"/>
Email:	<input type="text"/>		

I consent to the agent contacting my next of kin in the event of an emergency or in the event that a situation requires immediate attention.

# TENANCY APPLICATION FORM

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## ▶ STEP 4 Income status information

Employed:  (Fill in SECTION Aa)

Self employed / Director of own company:  (Fill in SECTION Bb)

Unemployed & other means of income:  (Fill in SECTION Cc)

National Insurance Number:

### Employed

### SECTION Aa

Your Employer/Accountant may need your signed authority to release your employment information.  
(If this is the case please call UK Tenant Data on 0845 180 0872)

Employed by: (i.e. company name)	<input type="text"/>	Department: (if applicable)	<input type="text"/>
Address:	<input type="text"/>	Phone:	<input type="text"/>
		Fax:	<input type="text"/>
Postcode:	<input type="text"/>		

#### EMPLOYER CONTACT DETAILS: (the person who can officially confirm your employment and salary)

Title Mr/Mrs/Etc:	<input type="text"/>	Phone:	<input type="text"/>
Forename:	<input type="text"/>	Mobile:	<input type="text"/>
Surname:	<input type="text"/>	Fax:	<input type="text"/>
Email:	<input type="text"/>		

In the unlikely event this contact does not have a valid email address you must provide a valid fax number, failure to do so will result in delays.

#### JOB DETAILS:

Job title:	<input type="text"/>	Annual salary: (your pay per year before tax & NI is deducted)	£ <input type="text"/>
Start date:	<input type="text" value="DD"/> <input type="text" value="MM"/> <input type="text" value="YYYY"/>	Annual bonus:	£ <input type="text"/>
<input type="checkbox"/> Full time	<input type="checkbox"/> Part time	<input type="checkbox"/> Permanent	<input type="checkbox"/> Temporary
			<input type="text" value="Length of contract&lt;br/&gt;(in months)"/>

### Self employed / Director of your own company – Your business details

### SECTION Bb

Business name:	<input type="text"/>	Annual bonus:	£ <input type="text"/>
Years trading:	<input type="text"/>	Start date:	<input type="text" value="DD"/> <input type="text" value="MM"/> <input type="text" value="YYYY"/>
Annual income: (salary/drawings/dividends)	£ <input type="text"/>	Business type: (e.g. builder)	<input type="text"/>
Accountant's name:	<input type="text"/>	Job title:	<input type="text"/>
Phone:	<input type="text"/>	Accountants address:	<input type="text"/>
Fax:	<input type="text"/>	Postcode:	<input type="text"/>
Email:	<input type="text"/>		

If you have additional means of income other than above, fill in Section Cc also

Other means of income

SECTION Cc

State pension MONTHLY: £  Investment income MONTHLY: £

Private pension MONTHLY: £  Interest on savings MONTHLY: £

**UNEMPLOYED & ADDITIONAL MEANS OF INCOME:**

Family tax credit MONTHLY: £  Income support MONTHLY: £

Housing benefit MONTHLY: £  Disability living allowance MONTHLY: £

Other income MONTHLY: £

Other income description:

**The Agent of Landlord will take copies of the relevant documents they need for their files to verify the income and additional income specified in this section**

**Terms & Conditions:**

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.

**Next of Kin**

If a situation arises whereby the letting agent cannot make contact with me, I consent to the letting agent making contact with my next of kin, the details of which I have supplied within this application. In the absence of direct communication with me, I authorise the letting agent to serve any notices or legal papers at the address of my next of kin. I have made my next of kin aware of this arrangement and can confirm I have their full authority.

**Please note!**

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

Name:   
(in BLOCK CAPITALS)

Applicant signature:

Today's date:  DD  MM  YYYY