



Dear Applicant

Thank you for your interest in renting a property through this agency. In order to ensure your application can be dealt with efficiently, please read the following information which is designed to assist you.

- ▲ Firstly view the appropriate rental properties we have available and decide which, if any, you wish to apply for as general applications will not be considered.
- ▲ Request an Application Form and complete this using **BLOCK CAPITAL LETTERS**. The form **must be completed clearly and in full**. Failure to do so will mean your application will not be processed.
- ▲ All named tenants are legally responsible for the rent, joint and several. Therefore, all adult applicants must complete an application form, including married couples and dependents aged 18 and over still living at home.
- ▲ We require an Application Fee of £100 plus vat (at the prevailing rate) before references can be applied for.
- ▲ Where this fee is paid by cheque the application will not take place until we have cleared funds, or unless supported by an appropriate cheque guarantee card. In most cases, where there are joint applicants, the fee is only required once.
- ▲ Please note the application fee is **non refundable**, bearing this in mind, applicants may wish to consider whether anything in their history may result in their application being declined.

Once we are in receipt of your references we shall revert to you and if the application is successful, we will need to discuss start dates and commence proceedings. At this stage a tenancy agreement will be issued to you together with confirmation and the finances required.

You can be assured that if your initial application is accepted for processing, no other application will be dealt with simultaneously for the same property.

Astin's Lettings & Management

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LETSURE

Tenant Assessment Application Form

This form can be used by letting agents or landlords who are vetting applicants prior to the letting of a property. Part A should be completed by the agent / landlord. The other sections should be completed by the tenant applicant or guarantor, according to the type of assessment required. Please complete this Application Form in **BLACK INK** using **BLOCK CAPITAL LETTERS**. Once fully completed fax it to **Letsure** on **0871 750 1907**.

Part A To be completed by the agent or landlord *Mandatory for all assessments*

Agent Name	
Letsure Agency Number	
Contact Name	
Contact Telephone Number	

To assist us to complete the assessment process, there might be a requirement to contact the applicant/guarantor by telephone. Please tick the box opposite if this is not acceptable

Type of assessment required (See definitions on final page)

If a guarantor application is required, please supply the Applicant's Reference ID in box provided. (If the guarantor is acting for more than one tenant, please confirm names in part F).

Complete Parts:

Tenant Comprehensive	A, B, C, D & E	<input type="checkbox"/>
Tenant Standard	A, B, C & E	<input type="checkbox"/>
Guarantor Standard	A, B, F, H & I	<input type="checkbox"/>
Comprehensive Guarantor	A, B, F, G, H & I	<input type="checkbox"/>
Comprehensive Tenant with Guarantor	All sections A - I	<input type="checkbox"/>

Property Details:

House Number / Name		
Flat Number / Name		
Street		
Town		
District		
County	Postcode	
Total Rent	£	per week / month (delete as applicable)
Tenancy Commencement	Period	

Confidentiality Note
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Part B To be completed by the applicant *Mandatory for all assessments*

If more than one applicant, all remaining sections must be completed as appropriate for each.

How do you propose to pay the rent?

Own means

Housing Benefit

Please give the names of all adult tenants moving into the property

	First Name	Middle Initial(s)	Surname	Share of Rent
Tenant 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>
Tenant 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>
Tenant 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>
Tenant 4	<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>
Tenant 5	<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>
Tenant 6	<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>

Part C To be completed by the applicant **Mandatory fields*

Please complete **ALL** boxes. If more than one applicant, Parts C to I inclusive must be completed as appropriate for each.

Personal Details:

Mr/Mrs/Miss/Ms* Other (please specify)

Surname*

First Name* Middle Initial(s)

Date of Birth* / /

Sex Male Female

Marital Status Maiden Name

Daytime Telephone Number* Evening Telephone Number

Mobile Telephone Number

Email Address

Do you have any pets? Yes No

Are you a smoker? Yes No

Names of children living in the property and their dates of birth:

1)	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
2)	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
3)	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>
4)	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

Current Address:

House Number / Name*

Flat Number / Name*

Street

Town

District

County Postcode*

Status (circle one)* Owner Rented Living with parents Council tenant

Other (please specify)

Part C (Continued) To be completed by the applicant *Mandatory fields

Previous Address:

Enter this information only if you have lived at your current address for less than 3 years otherwise leave blank.

House Number / Name*			
Flat Number / Name*			
Street			
Town			
District			
County		Postcode*	
Status (circle one)	<input type="checkbox"/> Owner	<input type="checkbox"/> Rented	<input type="checkbox"/> Living with parents
Other (please specify)	<input type="text"/>		

Part D To be completed by the applicant for Comprehensive Assessments *Mandatory fields

Employment Details:

Employment status	<input type="checkbox"/> Employed	<input type="checkbox"/> Self-Employed	<input type="checkbox"/> Unemployed	<input type="checkbox"/> Student	<input type="checkbox"/> Retired	<input type="checkbox"/> Payment in Advance
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If you have indicated unemployed or student and you are currently or have previously lived in rented accommodation, proceed to Landlords details in this part, otherwise proceed to Part E. If you are unable to provide any employment details a guarantor may be required. To avoid delay please arrange for the proposed guarantor to complete Parts A, B, F, G, H and I of this form.

Profession	<input type="text"/>		
Annual Income (gross)*	£ <input type="text"/>	Employment Start Date*	<input type="text"/> / <input type="text"/> / <input type="text"/>
Payroll / Pension Number	<input type="text"/>		

Additional Income (if applicable):

Are your circumstances likely to change?* Yes No

If Yes, please give further details*

If you have additional income, please advise how much per annum* £

Source of additional income

Employer Details:

If you are employed, self-employed or retired, give details of your employer, accountant or pension provider (alternatively you may provide proof of pension) below, and authorise them to reply to the enquiries which will be made to verify this information.

Please complete ALL boxes, including contact details for referee.

Employer / Accountant / Pension Provider	<input type="text"/>		
Office / House Name	<input type="text"/>		
Street Number / Name	<input type="text"/>		
Town	<input type="text"/>		
County		Postcode*	
Contact Name*	<input type="text"/>		
Contact Job Title*	<input type="text"/>		
Daytime Telephone Number (please include STD code)*	<input type="text"/>		
Mobile Telephone Number (please include STD code)	<input type="text"/>		
Email Address*	<input type="text"/>		
Fax Number*	<input type="text"/>		

➤ **Part D (Continued) To be completed by the applicant** *Mandatory fields

Landlord Details:

Complete this section if you indicated that you are or have lived in rented accommodation.

Please complete **ALL** boxes, including individual contact details (telephone and fax number) for landlord or current managing agent.

Landlord or Agent Name*			
Office / House Name			
Street Number / Name			
Town			
County		Postcode*	
Daytime Telephone Number*		Evening Telephone Number	
Mobile Telephone Number			
Email Address*			
Fax Number*			

➤ **Part E To be completed by the applicant for Comprehensive Assessments** *Mandatory fields

Bank / Building Society Details:

Name of Bank*			
Address*			
Account in the Name of*			
How long with this Branch?			
Sort Code*		Account Number*	
Do you have a Cheque Guarantee Card?			Yes <input type="checkbox"/> No <input type="checkbox"/>

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Part E (Continued) To be completed by the applicant *Mandatory fields

Applicant's Consent:

The information, which I have given in my Application Form, is true to the best of my knowledge. I consent to this information being verified by fair and lawful means, which I understand will involve contacting referees and licensed credit reference agencies. I understand the resulting verified information would be forwarded to the letting agency and/or to the landlord. The results may also be accessed again if I apply for a tenancy in the future.

I consent to Lumley Letsure Limited searching information held by a credit reference agency and agree that Lumley Letsure Limited and the credit referencing bureau will keep a record of that search and the results from that search. The results of that search may show how I conduct my payments including rental payments and this may also be disclosed to the agency and may affect future credit applications. All such information which is revealed may be used by other lenders for the purpose of assessing applications from me and/or from members of my household and from time-to-time such information may be used for debt tracing and fraud prevention.

I hereby expressly consent to my personal details including any forwarding address at the determination of any tenancy being passed to the landlord and / or to the utility companies and / or to the local authority.

Otherwise all information will be treated as confidential.

I consent to the information contained in my Application Form being used by Lumley Letsure Limited and other members of the Lumley Group and Agent to notify me of other products and services as appropriate. Please tick box if you do not wish your information to be used by Lumley Letsure Limited and other members of the Lumley Group and Agent to notify you of other products and services.

I agree that information supplied by me will be held in accordance with the Company's notification under the Data Protection Act 1998. That you may record sensitive data as defined in the Data Protection Act 1998 and I understand that I have the right to ask for a copy of the information held about me subject to the payment of an administration fee that will be notified to me upon application, though it will not exceed the amount set by statute. I have the right to request that the information on me be amended if it is found to be incorrect.

(Please sign and date the form)

Signature:

Date

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