



Tenant Application

Property Applying For :	
Start Date of Tenancy Requested : Fixed Term of Tenancy Requested : Rent Amount Agreed : Deposit Amount :	
Title : Mr / Mrs / Miss / Ms / Dr	Date Of Birth : Male / Female
Known By Any Other Name : Yes / No	Other Names Known By :
Full Name (including Middle Names):	Current Address:
National Insurance Number:	
Email Address :	
Contact Number :	
<p><u>INFORMATION REQUIRED</u></p> <p>Please supply <u>ONE</u> of the following (Please tick which you are supplying)</p> <ul style="list-style-type: none"> - Passport (In or out of date) - EEA/Swiss national passport/identity card - Registration Certificate or document certifying permanent residence of EEA/Swiss national - EEA/Swiss family member Permanent Residence card - Biometric Residence Permit with unlimited leave - Passport or travel document endorsed with unlimited leave - UK immigration status document endorsed with unlimited leave - A certificate of naturalisation or registration as a British citizen <p>If you do not have any of the above , we require <u>TWO</u> of the following (Please tick which you are supplying)</p> <ul style="list-style-type: none"> - UK birth or adoption certificate - Full or provisional UK driving license - Benefits paperwork - Criminal Record Check - A letter from HM Prison Service - A letter from a UK Government Department or Local Authority - A letter from National Offender Management Service - Evidence of current or previous service in UK armed forces - A letter from a police force confirming that certain documents have been reported stolen - A letter from a private rented sector access scheme - A letter of attestation from an employer - A letter from a UK further or higher education institution 	

- *A letter of attestation from a UK passport holder working in an acceptable profession*

Current Residency :

Private Tenant / Council Tenant / Home Owner / Living With Friends Or Family

Private Tenant Information – Landlord / Agent Details

Name :

Address :

Contact Number :

Email Address :

Current Rent Amount :

Are You On The Electoral Roll?

INFORMATION REQUIRED

Please supply the following :

- *Current tenancy agreement*
- *Rental account statement / Proof of payment for the last Six months*

Council Tenant Information

Countact Name :

Number :

Email :

INFORMATION REQUIRED

Please supply the following :

- *Current tenancy agreement*
- *Rental account statement / Proof of payment for the last Six months*

Please tell us why you are looking to move?

Next Of Kin Details

Name :

Address :

Contact Number :

Email :

Last 5 Years Address History :

Address :

Date From Date To

On The Electoral Roll : Yes / No

Home Owner / Private Tenant / Council Tenant / Living With Friends Or Family

Landlord / Agents Contact Details (Including : Name, Address , Email , Contact Number) :

Any Rent Arrears or late Payments? *(Please detail)*

Address :

Date From Date To

On The Electoral Roll : Yes / No

Home Owner / Private Tenant / Council Tenant / Living With Friends Or Family

Landlord / Agents Contact Details (Including : Name, Address , Email , Contact Number) :

Any Rent Arrears or late Payments? *(Please detail)*

Address :

Date From Date To

On The Electoral Roll : Yes / No

Home Owner / Private Tenant / Council Tenant / Living With Friends Or Family

Landlord / Agents Contact Details (Including : Name, Address , Email , Contact Number) :

Any Rent Arrears or late Payments? *(Please detail)*

Employment Details		
Employed	Self Employed	Unemployed
Employers Company Name :		
Address :		
Email :		
Contact Number :		
Contact Name :		
Start Date :	Permanent / Temporary	Pay Roll No :
Wage £ Per Month	Hours Per Month	
Employment History (Last 3 Years)		
Date From Date To		
Employer :		
Date From Date To		
Employer :		
Date From Date To		
Employer :		
Self Employed		
Business Name :		
Registered Business Address :		
Incorporation Date :		
Company Number If Limited :		
Accountant Name :		
Accountant Address :		
Contact Number :		
Email Address :		
Any Other Income		
Income From : Amount : Frequency Per Month / Week		
Income From : Amount : Frequency Per Month / Week		
Income From : Amount : Frequency Per Month / Week		
Income From : Amount : Frequency Per Month / Week		
Income From : Amount : Frequency Per Month / Week		

Have You Ever Been Declared Bankrupt : Yes / No
Details :
Have You Ever Had An IVA In Place : Yes / No
Details :
Do You Have Any County Court Judgements (CCJ) : Yes / No
Details :
Have You Ever Had Arrears Or Late Payments With Your Current / Past Landlord : Yes / No
Details :
Have You Ever Had Arrears Or Late Payments With Your Mortgage : Yes / No
Details :
Do You Have Adverse Credit : Yes / No
Details :
Do You Have Any Hire Purchases Aggreements: Yes / No
Details :
Do You Have Any Loans : Yes / No
Details & Amount :
Do You Have Any Credit Or Store Cards : Yes / No
Details & Amount :
Are you in arrears with any utilities. (council tax, water, gas, electric, TV licence) Yes / No
Details & Amounts :
Do You Have Any Pets : Yes / No
Details :
Do You Smoke : Yes / No
Do You Have Any Criminal Convictions : Yes / No
Details :
Do You Have Any Children : Yes / No
Ages & Sex :
Have You Ever Been Reported For Anti Social Behaviour : Yes / No
Details :
Do you have a home owner guarantor if required : Yes / No
Would you allow us to carry out a current home check : Yes / No
Can you supply proof that any adverse credit is not tenancy related : Yes / No
INFORMATION REQUIRED Please supply the following : - <i>Three months bank statements.</i>

Any Additional Information including people who will be moving in with you :

Higson Homes Ltd Terms & Conditions

Please read the following terms and conditions carefully as these form a legally binding agreement moving forward. Submission of your application and payment of fees does not constitute a tenancy or offer of a tenancy; but is proof of your serious intent to proceed.

Our terms and conditions are subject to change, you will be notified of any changes. Please read Higson Homes Draft Tenancy Agreement (supplied) in conjunction with this document.

Application Procedure: (please read carefully). If you wish to apply to rent a property, please observe the following procedure.

A tenancy will be offered to you, subject to contract, and more specifically, subject to the following conditions:

- A fully completed application form and signed terms have been submitted
- The landlord has accepted your offer to rent the property
- Payment of one weeks rent as holding deposit has been paid to reserve the property (if applicable).
- A satisfactory search has been carried out by an independent credit referencing agency which does not show any missed or late payments that you have not disclosed as part of your application
- Satisfactory references have been obtained which confirm that the information provided by you in making your application is true, accurate and complete
- You have not supplied any false or misleading information that materially affects the landlord's decision to grant the tenancy
- Your Right to Rent can be verified
- The tenancy is completed within 15 calendar days of application acceptance

Guarantors

You may be asked to provide a Guarantor in some cases. A guarantor is a UK resident homeowner and will need to be earning a set sum based on the rent they are guaranteeing. Guarantors will also need to agree to be referenced under the same terms and sign a guarantee.

Primary Contact

Applications made by two or more people will be asked to name a primary contact who will become our first (but not necessarily only) point of contact for matters relating to the tenancy and the deposit.

The Holding Deposit

The purpose of a holding deposit is to enable both the landlord and you, as the tenant, to demonstrate your commitment to entering into a tenancy agreement whilst referencing is undertaken. A holding deposit creates a legally binding conditional contract between the parties. Under this contract you, the tenant, agree to provide honest representations as to your income, tenancy history and references and to enter into the tenancy under the terms agreed with the landlord or their agent. The landlord agrees to enter into the tenancy as per the agreed terms, subject to satisfactory fulfilment of all pre-tenancy checks.

Holding deposits are calculated by taking the monthly rent x 12 ÷ 52 = weekly rent.

If your application is rejected the holding deposit is refundable. Once you have been provisionally accepted by the landlord (subject to references and contract) the holding deposit becomes non-refundable unless the landlord withdraws the property due to their own unforeseen circumstances. If you choose to withdraw after acceptance, or undeclared adverse information is uncovered during referencing, then you may forfeit all fees to cover the costs of our time and the fees of our third parties in referencing you. A full breakdown of these costs and the reasoning will be available within 7 days.

Your holding deposit will be credited against the proportional rent detailed in your tenancy agreement for the commencement of your tenancy.

The Deposit

If paying a deposit the deposit (5 weeks rent) must be received if renting a single let property or £250 if renting a room in cleared funds no later than at the time of signing the tenancy agreement.

Higson Homes Ltd are members of the Deposit Protection Service and deposits for managed properties will be sent to the DPS and held in accordance with the rules of the scheme.

Higson Homes also offer a deposit replacement insurance scheme. Consent to use this scheme is subject to the landlord's agreement. This can be arranged directly with the insurance provider and any application to utilise this service is subject to the insurer acceptance, terms and conditions directly.

Rent

Rents are due and payable on the first day of each successive calendar month in advance by standing order in the case of managed properties. Should the tenancy commence on the fifteenth day, or thereafter, of any month apportioned rent will be payable to the end of the month plus rent for the next complete month.

In the case of properties managed by the landlord rents will be payable on the anniversary date of the tenancy commencement each month.

The remainder of your first rent payment (less the holding deposit) is payable upon or before collection of your keys on the commencement day of your tenancy. We are unable to release keys without cleared rent. Where rent is paid late there will be a charge of 3% above the Bank of England Base Rate in interest for each day after the rent is over due by 14 days or more.

Fixed Term Tenancy

The tenancy you are applying for is for a fixed term and you should be aware that you will be bound by the tenancy and the terms set out within the tenancy agreement (draft copy supplied) for the period agreed. Early Release from this can only be granted with the landlord's express consent and will incur charges of rent for the term agreed or rent up until the point a suitable tenant has signed for the tenancy which will release you from the liability from that day. Other reasonable associated costs upto the value of £50 may be payable from you.

Pets

If express consent is given to allow pet(s) to reside within the property, as required under the terms of the tenancy, the landlord reserves the right to increase the rent accordingly. Higson Homes Ltd recommend an increase of £25 per calendar month.

Changes to Tenancy Agreement

Any changes to the tenancy requested by you once your tenancy has commenced will be chargeable proportionate to the work involved on our part (up to £50) for which you will be invoiced accordingly and are subject to the landlord's consent.

Costs/Charges

Higson Homes Ltd hourly rate is £35 per hour inc vat for any work undertaken on your behalf.

Refunds

We are only able to process refunds of monies, where required, to standard UK bank accounts.

Property Visits

We are contracted by our clients to carry out photographic property visits at properties we manage providing a report to your landlord at the end of each visit. Property visits will be completed approximately every 3/6 months, subject to our clients instructions.

Declaration

I hereby confirm that the information contained within these terms and conditions and the application form, which I have completed, are, to the best of my knowledge, true, accurate and complete. I consent to the information being verified by contacting the third parties detailed within the application form.

I understand that the results of the findings will be forwarded to the landlord and may be accessed again at any time in the future.

I agree that Higson Homes, or their agent, may search the files of a credit referencing 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 a default on the rental payments, information may be recorded with the credit referencing agency, who may supply the information to other credit companies in the pursuit of responsible granting of tenancies and credit and may affect any future application for tenancies or credit accordingly.

I understand that, in the event of any default by me in respect of the covenants contained within the tenancy agreement, the information contained therein may be disclosed to one or more tracing companies and/or debt collection agencies in order to recover monies due or trace my whereabouts. Information will also be disclosed to relevant utility companies and the like.

The information provided in my application 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.

Right to Rent/Proof of Identity Immigration Act 2014, Section 22

We now have a legal obligation to obtain proof of identity for all occupants of rental homes over the age of 18.

Our referencing partners, will ask you to upload information to confirm your Right to Rent as part of your application process. You will be required to bring the original copies of this document to the office when you sign the tenancy agreement for direct verification in person.

For the full government guidance, including a list of acceptable documents please see in the application required information notes on page 1.

If you are unable to prove your Right to Rent in the UK then the law prohibits us from providing you with a tenancy.

Insurance

The landlord is not responsible for the tenants contents within the home regardless of the cause of any damage (e.g. substantial leak). As such we strongly recommend that you have contents insurance to cover your own belongings within the home and would also recommend you consider taking out accidental damage cover to protect your interests and/or deposit in the event of damage to the landlords fixtures and fittings.

We work in partnership insurance companies who can arrange quotations and cover for tenants insurance offering comprehensive packages that include tenants liability (accidental damage to landlords contents), home contents, portable possessions income protection and cover for keys.

Utilities

In preparation for your move and to help with the move in process, Higson Homes have teamed up with utility brokers to streamline the registration process for your new property by notifying the local council, water and energy suppliers of your move.

We use software supplied to notify all of the necessary organisations that your tenancy has commenced and provide them with your contact information and meter readings, where applicable.

As part of this service a member of their accredited concierge team to call you to discuss the setup of your household services.

They can help you to;

- Set up your broadband, TV and phone form a range of leading suppliers to ensure you have arranged the best package for you ahead of move-in.
- Set up your gas and electricity account to help you choose the best available tariff and payment option from a choice of suppliers.
- Make savings on other products (e.g. removal firms).

Comparisons are optional, you can opt out at any time by informing us in writing.

Privacy Notice

For the purposes of the Data Protection Act 1998 (the “Act”) and General Data Protection Regulation (GDPR)(EU) 2016/679 the data controller is Higson Homes Ltd, 129 Chanterlands Avenue, Hull, HU5 3TG. The Act gives you the right to access information held about you. Your right of access can be exercised in accordance with the Act. Any access request may be subject to a fee of £10 to meet our costs in providing you with details of the information we hold about you.

Higson Homes Ltd is a Data Controller under the Data Protection Act 2018.

Your Consent

I understand that personal information contained within my application may be released to companies associated with Higson Homes for the purposes of providing related services such as referencing, insurance and utilities.

I understand that Higson Hones may sometimes receive commission or payments from third parties in connection with goods or services recommended or provided by the agent to me, the tenant.

I confirm that I have read and understood the above information, including the privacy notice and consent to comply with the terms outlined.

Applicant’s Consent

I hereby expressly consent to my personal details including any contact details and address at the time of a tenancy commencing to be forwarded to any trades instructed by Higson Homes or the landlords or utility companies or utility agencies.

I hereby expressly consent to my personal details including any forwarding address at the termination of any tenancy being passed to the new landlord / agent and/or to the utility company / to the local authority or debt collecting agencies. I understand that other than for reasons outlined above, all information will be treated as confidential.

In order to proceed with your application we must share your information with;

- (1) Credit referencing agencies and other companies for use in credit decisions for fraud prevention and

to pursue debtors

- (2) Other parties (including law enforcement bodies and government agencies) if we are under a duty to disclosed or share your personal details to comply with any legal obligation, or to defend or exercise our legal rights. We must also provide your details to utility providers who currently supply the property you are applying for and who may require your forwarding address at the conclusion of a tenancy.

INFORMATION REQUIRED

(Please tick the below if you agree)

I believe the information provided above to be correct and I authorise the landlord or the landlord's agents to use this information to carry out right to rent checks, credit searches and reference checks. I understand that the landlord or the landlord's agents may contact landlords, employers, banks, accountants, guarantors, referees and credit reference agencies in order to assess my suitability as a tenant or (as the case may be) a guarantor.

I authorise my current or previous landlord, my employer, my accountant, any guarantors or referees and my bank/building society to provide information about me, my record as a tenant, my employment and financial standing as appropriate for the landlord's purposes.

I consent to a credit check being carried out against me.

I consent to receiving my copy of 'How to rent: a checklist for renting in England', the energy performance certificate report (EPC) and any other documentation relating to the proposed tenancy via the email address on page 1 of this form.

England only: I understand that I have to provide the landlord or the landlord's agent with original documents proving a "right to rent" in the UK in respect of all potential occupiers. I understand that if I do not provide these documents for all occupiers the landlord will be unable to grant me a tenancy.

I acknowledge receipt of the Privacy Notice for Tenants, Residents and Guarantors.

Declaration

I am applying for a tenancy on the basis that the property or accommodation will be my main or only home. I give permission for enquiries to be made based on the information I have provided to establish my status. I also certify that I do not have any County Court Judgements against me which are tenancy related or owe money to any Housing Benefit Department or any Local Authority. I do not owe monies or dilapidation monies to any previous Landlord which have not been disclosed and I have no substance or alcohol abuse problems nor any criminal records which I have not previously disclosed.

I understand that any questions answered with false information will hinder the landlords decision on renting the property to me.

IF YOU KNOWINGLY SUPPLY FALSE INFORMATION IT MAY BE USED BY THE LANDLORD TO SEEK POSSESSION OF THE PROPERTY UNDER GROUND 17 OF SECTION 8 OF THE HOUSING ACT 1988 (AS AMENDED BY SECTION 102 OF THE HOUSING ACT 1996).

Signature:

Date: