

## INDIVIDUAL PRELIMINARY APPLICATION FORM

**Rental Property Address:**

**Provisional move in Date:**

**\*\* WE REQUIRE ONE FORM OF ID & PROOF OF ADDRESS- (Bill date within 3 months) \*\***

<b>PERSONAL DETAILS:</b>	
Full Name Inc Title:	Mobile Number:
Email Address:	Home Number:
Current Address inc Post Code:	Date Of Birth:
Owner/Current Agent/Landlord's Name:	
Occupation:	Full Time/Part Time/Director:
Employer Name:	Job Title:
Annual Salary:	Any Other Income:
Do you have any known adverse credit issues including but not restricted to CCJ's, Bankruptcy, IVA's, DRO's? Please provide details:	

<b>BANK DETAILS: Please provide the Bank or Building Society current account details for which the rent will be paid</b>	
Bank Account Name:	Bank Name:
Account Number:	Sort Code:

<b>OTHER OCCUPANTS: Details of other people who will be staying in the property</b>			
Names of Adults in Application:	Number of Children:	Name	DOB
		Name	DOB
		Name	DOB
		Name	DOB
Are any of the occupiers Smokers?	Yes/No	Details	
Do you have any Pets?	Yes/No	Details	

**EMERGENCY CONTACT:** Please provide details of your Next of Kin (someone who will not be residing at the Property for this application)

<b>Name:</b>	<b>Mobile Number:</b>
<b>Email Address:</b>	<b>Home Number:</b>
<b>Home Address inc Post Code:</b>	<b>Relationship to Applicant:</b>

**Please Note: Following the acceptance of your application our referencing company - Let Alliance, will contact you by email with a link for the completion of the online application. Please ensure that you check your inbox regularly (including the spam mailbox).**

## DECLARATION

Escritt Barrell Golding work in partnership with Let Alliance who will provide you with a **NO OBLIGATION** quote for **Tenant Liability Insurance** upon completion of your reference application. Alternatively you can provide Escritt Barrell Golding with a copy of your current policy details prior to your move in.

Whilst the Landlord and his Agent shall make every effort to keep the Tenants personal details safe and secure, it will be necessary to share such information with trusted third parties. The Tenant irrevocably authorises the Local Authority, Benefit Office, Post Office and the relevant utility companies (including electricity, gas, water, and telephone) to discuss and disclose to the Landlord or Agent all financial and other information relating to the Property or any housing benefit claim in relation to the property. This authority shall extend to disclosure of the Tenant's whereabouts if the Tenant has left the Property with rent or other monies owing. The Landlord or his Agent will not divulge personal contact details to any other third party organisation for marketing purposes without prior approval unless this is necessary to comply with statutory obligation. Your data will be stored for 6 years following the end of your tenancy due to Anti Money Laundering and Right to Rent checks and cannot be deleted during this period. Please see the Agents Privacy Policy on their website [www.ebgproperty.co.uk](http://www.ebgproperty.co.uk).

I acknowledge that the Agent shall provide me with a copy of the full Assured Shorthold Tenancy Agreement in advance of the Tenancy Commencement Date and a date for the Commencement cannot be agreed before the references are complete.

I hereby certify that the information provided is true and accurate. I give permission for this information to be verified by third parties and disclosed as detailed above for the purpose of:

- Performing a credit search by a third party agency
- Contacting my current/previous employers and referees to confirm the details provided
- Fraud prevention, credit assessment and insurance decisions

I understand that the results of these searches will be provided to the Letting Agent and accessed again in the event of a default in my rental payments. I understand that I can request the details of any credit reference agencies used so that I can verify with them the information provided. I understand that if I default on my tenancy obligations, this information may be released to authorised debt recovery agencies and could affect any future applications I make for tenancies, credit and insurance. I understand that providing false information may lead to early termination of any subsequent tenancy agreement. I am happy for Let Alliance to contact me in respect of this application if required. I have read and agree to be bound by the above terms.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Please sign to confirm that you have received a copy of the 'How to Rent by the Ministry of Housing Communities & Local Government.

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Please sign to confirm that you are aware of the EPC rating for the property and have seen the full report.

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## TENANT SHOP

### Registration of Tenancy Information.

To help with the move-in process we have teamed up with Tenant Shop to streamline the registration process for your new property by notifying the local council, water supplier and the incumbent energy provider of your move. Therefore you will not need to register your own utilities.

We will use software supplied by Tenant Shop to notify all the necessary organisations that you have arrived and provide your contact information, moving in date and meter readings where applicable.

The reverse will happen when you move out.

Tenant Shop Limited is fully compliant with the data protection act 1998 and a registered member of the Information Commissioners Office with registration number Z305733X.

### General

Please sign to agree to the above or the Agent is unable to progress with your application. As well as phone Tenant Shop may contact me by: Email  SMS

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

### Broadband & TV

When moving into your new property you may wish to arrange a Broadband connection & TV package. Our partner Tenant Shop can offer you exclusive discounts through market leading providers SKY & Virgin Media, and regularly have offers of up to 50% off the standard pricing\*

I give permission for Tenant Shop to contact me by phone to provide support and advice on arranging the best TV & Broadband package for my needs.

Signed: \_\_\_\_\_

### Gas & Electricity

On moving in to your new property, you will be placed on a standard Gas & Electricity tariff through the current provider. This tariff is often most expensive tariff, Tenant Shop will provide you with a choice of market comparison to find a tariff with a more suitable rate for your property.

I give permission for Tenant Shop to contact me by phone to arrange a more suitable energy tariff.

Signed: \_\_\_\_\_

\*Subject to availability.