

Tenancy Application Form for Rental Accommodation

CA Properties have been providing **quality, affordable** accommodation for over 20 years and are experienced within the letting process, ensuring a simple and stress free tenancy.

CA Properties are **dedicated to providing great customer service** and to process your application efficiently, please make sure you complete your application form in full, using **BLACK INK & BLOCK CAPITAL LETTERS**. If for any reason, there is a section that you do not understand or is not relevant to you, please either contact a member of the letting team who will inform you of what is required or write a brief explanatory note detailing why this does not relate to you.

All applicants will need to provide

- Valid Passport
- One photographic ID document (Drivers License, Passport, Citizen Card)
- Evidence of 'Right to Rent': Visa, Residency Permit, Biometric Residency Card (if applicable)
- Proof of address (Utility bill, Bank statement, Drivers Licence, Council Tax Bill, Hospital Letter)
- Three months of current bank Statements & payslips
- Benefit Entitlement Letters from DWP, Job Centre or Leeds Benefit Services (if applicable)

Details of rental property applied for: (For office use)

Date: _____

Property Address: _____

Rent per month: _____ Deposit: _____

Provisional move in date: _____ Provisional rental period: _____

Personal Details

Title: _____ First Name: _____

Middle Name: _____

Surname: _____

Age: _____ D.O.B _____ NI No: _____

Passport Number: _____

Mobile No: _____

Landline Number: _____

Email address: _____

I declare that the information provided within this document is to the best of my knowledge, full and accurate:

Date: _____ Initial: _____

Personal Details continued

Nationality: _____ Marital Status: _____

Next of Kin Details (In case of emergencies or loss of contact with you, Must be different to joint applicant):

Full Name: _____ Relation: _____

Address: _____

Daytime No: _____

Home Number: _____

Email address: _____

Are you a smoker? Yes/No Will any pets be living at the property? (If so, Please add a full description below)

Do you own a vehicle? Yes/No Make: _____ Model: _____

Colour _____ Registration Number: _____

Joint Applicants Personal Details (Please request additional Joint Applicant forms if needed.)

Title: _____ Name: _____

Age: _____ D.O.B _____ NI No: _____

Passport Number: _____

Daytime No: _____

Home Number: _____

Email address: _____

Personal Details of Children living at the property (Please request additional Children Details forms if needed.)

Name: _____ Age: _____ D.O.B _____

Name: _____ Age: _____ D.O.B _____

Name: _____ Age: _____ D.O.B _____

I declare that the information provided within this document is to the best of my knowledge, full and accurate:

Date: _____ Initial : _____

Current Property Details

CA Properties will contact your current landlord to carry out a Landlord reference, we will also carry out a non-intrusive credit check using your bank account details. Please be open with CA Properties, if there is an issue that you feel we should be aware of, it is better to inform us before we start the referencing procedure. CA Properties are dedicated to working with tenants.

Please provide details of your living arrangements going back over the last three years. This is part of our referencing procedure and will help CA Properties gain an understanding about your application. Please request additional pages should you require.

Are you a..... Home Owner/ Council tenant/ Private Tenant/ Living with Parents/ Other (Please specify)

Address: _____ Post Code: _____

Period at this address: _____

Reason for moving: _____

Current rent per month: _____ On what date do you pay rent: _____

Landlord/ Letting Agent Name: _____

Contact Name: _____

Contact Number: _____

Email: _____

Previous Address if at current address for less than three years.

Address: _____ Post Code: _____

Period at this address: _____

Reason for moving: _____

Rent per month: _____

Landlord/ Letting Agent Name: _____

Contact Name: _____

Contact Number: _____

Email: _____

I declare that the information provided within this document is to the best of my knowledge, full and accurate:

Date: _____ Initial: _____

Bank Details

CA Properties require **three consecutive months of original bank statements**. The bank statements must be in your name and show your current address. Internet downloads accepted.

Name of Bank: _____

Name on Account: _____

Branch Address: _____

Account Number: _____ Sort Code: _____

Do you have any County Court Judgments, Court Decrees, Bankruptcy or Administration Orders that would show up on a Credit Check?

Do you owe any arrears to your current Landlord? _____

Leeds City credit Union

All applicants in receipt of Housing Benefit are kindly requested to become members of the Leeds City Credit Union (LCCU). LCCU is a Co-operative banking facility designed to put people before profits. As a member of LCCU you will be introduced to a range of honest and affordable banking facilities such as Christmas Savers clubs or Handy Loans. The payment of your Housing Benefit/ rent will be administered and managed through the LCCU.

CA Properties work in Partnership with Leeds City Credit Union. As part of our application procedure we kindly request that all applicants who are in receipt of Housing Benefit become members of the Leeds City Credit Union.

Please request a guide to opening a LCCU account from your lettings advisor. Leeds City Credit Union will ensure that the payment of your rent is on schedule and easily manageable.

Please circle: I have both a LCCU Membership Account and a Bill Paying Account/I have an active LCCU Membership account/I need to open a LCCU membership account/

Membership Number: _____

Account number: _____ Sort code: _____

Please provide evidence via a signed document available from a LCCU branch that states your Account details.

I declare that the information provided within this document is to the best of my knowledge, full and accurate:

Date: _____ Initial: _____

Employment Details

CA Properties will contact your current employer to carry out an employer's reference.

Name of Employer: _____

Contact Name: _____

Address: _____

Contact Number: _____

Email: _____

Position Held: _____

Permanent/ Temporary/ Fixed term

Full time/ Part time

Current Salary: _____ Average Commission/ Over time: _____

On what date do you get paid: _____

Any other income you receive: _____

Employment Commencement Date: _____

If you have been with your current employer for less than 6 months, please fill in the details below.

Name of Previous Employer: _____

Contact Name: _____

Address: _____

Contact Number: _____

Email: _____

Position Held: _____

Permanent/ Temporary/ Fixed term

Full time/ Part time

Previous Salary: _____ Average Commission/ Over time: _____

I declare that the information provided within this document is to the best of my knowledge, full and accurate:

Date: _____ Initial: _____

Employment Details continued

If you are Self Employed please fill in your details below

Name of Business: _____

Business Address: _____

Nature of Business: _____

Average Earnings: _____

How long has the Business been trading for? _____

Name of Accountant: _____

Address: _____

Contact Number: _____

Email: _____

Personal/ Character Reference Details

CA Properties will contact this person to carry out a character reference. This person should be a professional, who you have known for more than 2 years and is un-related to you.

Name of Person: _____

Address: _____

Occupation: _____

Contact Number: _____

Email: _____

How long have you known this person for? _____

I declare that the information provided within this document is to the best of my knowledge, full and accurate:

Date: _____ Initial: _____

About your Benefits

Are you currently claiming any benefits? If so detail here: (You will need to provide evidence of your entitlement.)

Housing Benefit Claim Number: _____

We need this number in case we have to enquire to the Council on your behalf.

Application Procedure

- Applicants should be aware that in order to satisfy our criteria of our referencing system, your gross income should be equivalent to 2 ½ x monthly rent. Applicants who do not meet these criteria can be supported with a suitable Guarantor.
- All tenancies are subject to satisfactory references being obtained and are at the discretion of CA Properties.
- CA Properties require payment of the first initial payment of rent and deposit in cleared funds prior to moving into the property.

Holding deposits

Holding deposits will be limited to a maximum of 1 week's rent and subject to statutory legislation on the repayment of this should the tenancy not go ahead:

1. The landlord has 15 days to make a decision once a holding deposit is taken.
2. If the tenancy does not go ahead then the money must be repaid in full within 7 days of the deadline being reached or the landlord backing out.
3. Repayment does not need to be in full if the tenant backs out of the tenancy agreement themselves, fails right to rent checks, has provided false or misleading information, or where the landlord tries their best to get the information needed but the tenant fails to provide it within the 15 days.
4. If the tenancy does go ahead, the holding deposit must be returned within 7 days of agreement, unless it is converted into part payment of the actual deposit or used towards the initial rent payment.

Proof of Identification

In addition to completing this application form, please supply original documents of the below evidence. Any document used as evidence must be dated within the last three months.

- Photographic ID
- Evidence of current address (utility bill, council tax bill, bank statement, Benefit Letters)
- Evidence of Income (please provide three consecutive months of payslips including the most recent)
- Evidence of Bank account (three months of current bank statement)

I declare that the information provided within this document is to the best of my knowledge, full and accurate:

Date: _____ Initial: _____

General Data Protection Regulation

CA Properties may share details about the performance of obligations under this agreement by the landlord and tenant; past, present and future known addresses of the parties, with each other, with credit and reference providers for referencing purposes and rental decisions; with Utility and Water companies, Local Authority, Council Tax and Housing Benefit Departments, Mortgage lenders, to help prevent dishonesty, for administrative and accounting purposes, or for occasional debt tracing and fraud prevention. Under the General Data Protection 2018 you, the Tenant, are entitled, for free to see a copy of personal information held about you and to have it amended if it is shown to be incorrect. CA Properties are registered with the Information Commissioners Office. Registration number ZA084818. Certificate prominently displayed in office and available available upon request.

- In our legitimate interests for deciding on the suitability of a proposed tenant/resident
- In our legitimate interests for verifying the credit worthiness/suitability of tenants/residents
- Our legal obligation to check immigration status/right to rent. This is also to verify identities.;
- To perform our tenancy contract to deal with joint tenants and residents who are linked to the tenancy
- To perform our contract to complete the tenancy agreement
- In our legitimate interests to secure rental payments/performance of tenant obligations, e.g. deposits and guarantors
- For contractual performance for rent collection and collection of other payments including banking details
- For contractual performance for managing the tenancy and the property
- For contractual performance and/or in our legitimate interests for record keeping
- For contractual performance for arranging repairs and maintaining the condition of the property and keeping it in a safe condition.
- For contractual performance for monitoring and enforcement of tenant responsibilities
- For contractual performance or in our legitimate interests for recovering debts and other payments due, including any possession proceedings
- In our legitimate interests for administering liability for Council Tax
- Our legal obligation (in the Welsh Water area) or otherwise in our legitimate interests and those of the Water company for the payment of water charges
- In our legitimate interests and those of the provider relating to arranging and paying for utilities and services
- In our legitimate interests for dealing with welfare benefits (including Universal Credit and housing benefit) where payable in respect of the rent
- In our legitimate interests in relation to tenancy termination including the return of any deposit
- In our legitimate interests for processing complaints
- For contractual performance or in our legitimate interests for dealing with health and disability issues relating to tenants/residents
- In our legitimate interests for obtaining and holding audio and cctv recordings
- To perform our legal obligations to provide information to public or local authorities who are legally entitled to require this information
- In your vital interests for contacting next of kin etc., in an emergency
- In our legitimate interests for the storage of emails, records of calls and other communications
- In accordance with our legal obligations if you exercise your rights under data protection law
- To perform our legal obligations for compliance with legal and regulatory requirements
- In our legitimate interests for the establishment and defence of legal rights
- In our legitimate interests for prevention, detection and investigation of crime and anti social behaviour and the security of any website or other means of electronic communication

Signed: _____

Printed: _____ Dated: _____

Declaration

I hereby confirm that the information provided by me is to the best of my knowledge true and accurate. I consent to this information being verified by contacting the third parties detailed in this form. I understand that the results of referencing may be sent to the landlord/landlady and may be accessed again should I default on a rental payment or apply for a new tenancy agreement. I agree that CA Properties may search the files of a credit reference agency. 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.

CA Properties require payment of the first month's rent, Deposit and Sign up fee in cleared funds prior to moving into the property.

I understand that in the event of a default on your rent payment, that such default may be recorded with the credit reference agency who may supply the information to other credit companies and/or insurers in the request for responsible granting of tenancies, insurance and credit.

I understand that in the event of any default by me in respect of the covenant in my tenancy agreement with my landlord, the information contained may be disclosed to one or more tracing companies and/or debt collection agencies in order to recover monies owed or to trace me.

I understand that if any information within this application is found to be untrue, my tenancy may be terminated. I also understand that any default with rent payment may affect any future applications for tenancies, credit or insurance.

Signed: _____

Printed: _____ Dated: _____