

.....and relax with



**LETTING
SOLUTIONS
BLACKPOOL**
/ PROPERTY MANAGEMENT CONSULTANTS

CALL 01253 886444 **EMAIL** hello@lsblackpool.com **WEB** lsblackpool.com

52 Whitegate Drive, Blackpool, Lancashire, FY3 9DQ

Property application form

Address of property applied for:



Title _____ Name _____

Address _____

Postcode _____

Period at current address _____

Date of Birth _____

National Insurance Number _____

Maiden Name/Other name known by _____



Home telephone number _____

Work telephone number _____

Mobile telephone number _____

E-mail address _____



Names and ages of children _____



Details of any pets'

YES / NO

- Do you smoke? Yes / No
- Have you any criminal convictions? Yes / No
- Have you any CCI's or adverse credit? Yes / No
- Have you ever been evicted from a property? Yes / No
- Has your rent/mortgage been in arrears in the last 3 years? Yes / No
- Do you have your rent/bond in place? Yes / No
- Date you would like the tenancy to start?



Current occupancy status Owner / tenant / living with family / other _____

Reason for departure _____

Current Landlord/Agent _____

Address _____

Contact telephone/e-mail _____

3 years address history _____

Continue on separate sheet if necessary



In the event of an emergency, please provide details of your next of kin

Name _____

Address _____

Telephone number _____



Occupation

Place of work

Length of service

Current monthly salary

Additional income



If you are not currently employed and claiming benefits, please give details

Benefit	Monthly amount £

Security

A guarantor is required in the following circumstances

Adverse Credit history **Aged 25 or under** **Housing Benefit claimant** **Landlords discretion**

Name

Address

Postcode

Contact no's

E-mail

Date of birth

Please be advised that the guarantor will be required to prove their ability to pay and will have to undergo credit reference checks

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Relationship to Applicant 1:



Title _____ Name _____

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Postcode _____

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Consent and Declaration

All properties are let on an Assured Shorthold Tenancy and is for a fixed period of six months which is binding on both the Landlord and the tenant.

A holding deposit of one weeks rent is due at the time the application is submitted.

The holding deposit is refundable except under the following circumstances:

- You decide to withdraw your application
- You do not pass the 'right to rent' checks
- You give false or misleading information on this application

On the tenancy commencement date, the first month's rent plus a deposit equivalent to one month's rent is payable. This must be paid in cleared funds. The holding deposit paid will be deducted from the first month's rent.

Please read, sign and date the following declaration;

- I/we declare that the information supplied is true and to the best of my/our knowledge. I/we understand that if I/we have given any false or misleading information then my/our application for the tenancy may fail or subsequently the Landlord may take steps to re-possess the property.
- I/we have no objection to all information being passed on to the Landlord or their representative.
- I/we hereby authorise Letting Solutions Blackpool to make any enquiries considered necessary to substantiate information supplied on this application.

Signed	Date
Signed	Date

Please provide the following information to support your application. Failure to provide this, may hamper the Landlords decision to proceed

Identification (please see attached list)

Credit check report carried out within the last month showing 3 years credit history

Bank statements covering the period of the previous 2 months

Proof of income (payslips, employers reference, benefit letter)

Character reference (from a professional person where possible)

Landlord reference

Your consent

By signing below, you indicate your consent to your personal information being passed to our Utility Management Partner, Ittria Limited who will pass your details over to the current utility providers and local council of the property.

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

Signed.....

Dated.....

If you would like to receive email marketing, telephone marketing, postal marketing and or text messages from our Utility Management Partner, Ittria Limited in relation to its selected third-party utility providers, please tick this box

Privacy notice

For the purposes of the Data Protection Act 1998 (the “Act”), the data controller is Letting Solutions of 52 Whitegate Drive, Blackpool, FY3 9DQ.

We use the personal details that you provide by corresponding with us by phone, email or otherwise. In addition to the information you give us on this form, we may also collect additional information (for example, details of your property, current energy providers) as necessary to provide our services and to deal with your queries.

Disclosures of your personal details

We may also share your information with credit reference agencies and other companies or third parties where we have a duty to do so

Marketing information

We would also like to use your personal details to tell you about other goods and services that we offer that are similar to those that you have already asked us to provide or have enquired about

Accessing your information

You have the right to access information held about you.

Please send any questions, comments, complaints or requests (including, but not limited to, any future request to withdraw your consent) regarding this privacy notice to: Louise@lsblackpool.com.

Full details on data sharing and your consent can be found at <https://ico.org.uk/for-the-public/>

Identification Checklist (required by law from 1st February 2016)

Acceptable document (one to be provided)	tick
A passport (current or expired) showing that the holder is a British citizen of the UK and Colonies having the 'right of abode' in the UK	
A passport or national identity card (current or expired) showing that the holder is a national of the European Economic Area (EEA) or Switzerland	
A registration certificate or document (current or expired) certifying or indication permanent residence issued by the Home Office, to a national of the European Economic Area country or Switzerland	
A 'permanent residence', 'indefinite leave to remain', 'indefinite leave to enter' or 'no time limit' card issued by the Home Office (current or expired), to a non-EEA national who is a family member of an EEA or Swiss national	
A biometric 'residence permit' card (current or expired) issued by the Home Office to the holder indication that the person named has 'indefinite' leave in the UK, or has 'no time limit' on their stay in the UK	
A passport or other 'travel document' (current or expired) endorsed to show that the holder is either 'exempt from immigration control', has 'indefinite' leave in the UK, has the 'right of abode' in the UK, or has 'no time limit' on their stay in the UK	
A current immigration status document issued by the Home Office to the holder with a valid endorsement indicating that the holder is either 'exempt from immigration control', has 'indefinite' leave in the UK, has the 'right of abode' in the UK, or has 'no time limit' on their stay in the UK	
A certificate of registration or naturalisation as a British citizen	

Acceptable documents (any two to be provided)	tick
A full birth or adoption certificate issued in the UK, Channel Islands, the Isle of Man or Ireland, which includes the name(s) of at least one of the holder's parents or adoptive parents	
A current full or provisional photo card UK driving licence	
A letter from HM Prison Service, the Scottish Prison Service or the Northern Ireland Prison Service confirming the holder's name, date of birth and that they have been released from custody of that service in the 6 months prior to the check	
A letter issued within the 3 months prior to the check by a UK government department or Local Authority and signed by a named official (giving their name and professional address), confirming the holder's name and that they have previously been known to the department or local authority	
A letter issued within the 3 months prior to the check from an officer of the National Offender Management Service in England and Wales confirming that the holder is the subject of an order requiring supervision by that officer; from an officer of a local authority in Scotland confirming that the holder is the subject of a probation order requiring supervision by that officer; or, from an officer of the Probation Board for Northern Ireland confirming that the holder is the subject of an order requiring supervision by that officer	

Evidence (identity card, document of confirmation issued by one of HM forces, confirmation letter issued by the Secretary of state) of the holder's previous or current service in any of HM's UK armed forces	
A letter from a UK police force confirming that the holder is a victim of crime and has reported a passport or Home Office biometric immigration document stolen, stating the crime reference number, issued within the 3 months prior to the check	
A letter issued within the 3 months prior to the check by a representative of a public authority, voluntary organisation or charity which operates a scheme to assist individuals to secure accommodation in the private rented sector in order to prevent or resolve homelessness	
A letter issued within the 3 months prior to the check confirming the holders name signed by the person who employs the holder (giving their name and business address) confirming the holder's status as employee and employee reference number or their National Insurance number	
A letter issued within the 3 months prior to the check from a UK further or higher education institution confirming the holder's acceptance on a current course of studies. This letter should include the name of the educational establishment, as well as the name and duration of the course	
A letter issued within the 3 months prior to the check from a British passport holder who works in (or is retired from) a profession at HM's service. The letter should confirm the holder's name, and confirm that the professional person has known the holder for longer than three months	
Benefits paperwork issued by HMRC, a UK Local Authority or Job Centre Plus, on behalf of the Department for Work and Pensions or the Northern Ireland Department for Social Development, issued within the 3 months prior to the check	

Time-Limited documents	tick
Disclosure and Barring Service Certificate (criminal record check) issued within the 3 months prior to the check	
A current passport or other 'travel document' endorsed to show that the holder is allowed to stay in the UK for a time-limited period	
A current biometric 'residence permit' card issued by the Home Office to the holder, which indicates that the named person is permitted to stay in the UK for a time-limited period	
A current 'residence card' (including an accession residence card or a derivative residence card) issued by the Home Office to a non-EEA national who is either a 'family member' of an EEA or Swiss national or has a 'derivative' right of residence	
A current immigration status document issued by the Home Office to the holder with a valid endorsement indication that the named person may stay in the UK for a time-limited period	

