



T: 90 31 90 90

**Let's Get You**  
a rental home...

Let Shanks Take You Home...

Shanks  
Estate Agents [com](http://shanks.com)

T: 90 31 90 90



To avoid any unnecessary delays, please **complete in full, in BLACK INK** using **Block Capital letters**. Incomplete forms will be void. Once completed, your form must be returned to an office of Shanks Estate Agents.com, with full photographic I.D

### Address For Property Applied For:

Property Address:   
Tenancy Period:  Monthly Rent: £

### Applicant Details:( To be completed by tenant)

Miss/Mrs/Mr:  Other:   
Surname:   
Forename(s):   
Present Address (as know by your bank)   
 Post Code:   
Tel No: (H)  (W):   
(M):  Email Address:   
D.O.B.:  NI Number:

How long have you resided at the above address?

If less than one year, please complete previous address history on next page

### IMPORTANT - ADVERSE CREDIT HISTORY

Do you have any County Court Judgements, Court Decrees, Bankruptcy, Administration Orders, Individual Voluntary Arrangements, or any other adverse credit history whether settled or not? NO  YES   
If YES, please detail on a separate sheet. Please note that failure to disclose information relating to adverse credit history may result in your application being declined.

### Previous Landlord or Agent Reference:

Name:   
Address:   
Tel Number:  Email Address:   
Previous Rent:   
Can we contact your landlord? Yes  No   
Do you have to give notice to your current landlord? Yes  No   
If Yes, how much notice must you give?   
Reason for leaving?

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## Previous Address History

We require three years address history. If you have been at an address for less than three years, please provide your previous address(es) below.

Previous Address (as known by your bank)

Post Code:

**Status:** Owner  Rented  Living With Parents  Current Tenant  Other

Previous Address (as known by your bank)

Post Code:

**Status:** Owner  Rented  Living With Parents  Current Tenant  Other

Previous Address (as known by your bank)

Post Code:

**Status:** Owner  Rented  Living With Parents  Current Tenant  Other

## General Questions

Number of people to use rental accommodation:

Relationship to applicant:

Dependants (Name & Age):

Do any of the above named smoke? Yes  No  Please Specify

Do You Have Pets? Yes  No  Please Specify

Have you any CCJ's? Yes  No  Please Specify

Have you ever had rent arrears? Yes  No  Please Specify

Do you intend to seek benefit assistance with rent payments? Yes  No

Please Specify

## Employment History

Occupation:

Name and Address of Employer:

Length of Employment:  Work Tel No:

Work Email address:

## Additional Information

Feel Free To Attach Additional Information That Will Support Your Application

## General Information

There will be a credit reference carried out on each proposed tenant before lease is agreed. One months rent in advance is required, together with one months rent (deposit) to be held as a security deposit with TDS, it will only be refundable on satisfactory vacation of the property. All successful applicants must pay an administration fee of £40 to carry out Homelet checks / referencing reports / credit report. An applicant can submit an up to date credit report. (This will be subject to authentication). Additional administration costs can apply for benefit form completion or for the request of written correspondence. Once your tenancy has ended it is the responsibility of the tenant to cancel their monthly standing order.

By applying for a tenancy as per this application, you will be confirming the information provided is true and accurate and you authorise the landlord/agent to seek additional information and carry out credit checks and referencing by contacting agencies, organisations and individuals as necessary. The details you have supplied are checked against those held on credit reference agency database.

You also acknowledge any tenancies obtained with false information can be terminated without notice.

By completing this application it does not commit the landlord or tenant to a tenancy.

This application is given under the understanding, if successful, the property is accepted and taken in the condition as seen on the day , which was viewed by the applicant. Applications will not be accepted if an applicant has not viewed the property. Failure to complete any associated paperwork within the allocated time frame will result in Shanks Estate Agents.com retaining all monies thus far paid by the applicant and note the property shall be re-marketed for let.

Information provided on an application form will also form part of an applicant's lease agreement.

## About Your Reference

Your reference will be completed by HomeLet on behalf of Shanks Estate Agents .com. HomeLet is part of the Barbon Insurance Group Limited and for the purposes of this application, Barbon is the Data Controller as defined in the Data Protection Act 1998 (the "Act")

In order to complete your application, HomeLet will consult with a number of sources to verify the information, including a licensed credit reference agency. As a result of the information received:

HomeLet may pass on any information supplied to your landlord and/or letting agent, including the results of any linked verification checks.

By consulting with a credit reference agency, HomeLet will share your information with them and the agency may record the results of this search. This search may show how you conduct payments with other organisations. From time to time, this information may also be used for debt tracing and fraud prevention. You may request the name and address of the Credit Reference agency HomeLet use and you may also apply for a copy of the information they provided to HomeLet.

If you default on your rental payments, HomeLet may record this on a centrally held database of defaulting tenants, and that such a default could affect any future application for tenancies, credit, and/or insurance.

HomeLet may use debt collection agencies or tracing agents to trace your whereabouts and recover any monies owed to HomeLet.

If false or inaccurate information is provided and fraud is identified, details will be passed to fraud prevention agencies to prevent fraud and money laundering.

Information may be sent to you and your nominated referees by email. This information will only be sufficient enough to identify you and it won't be excessive; however you should be aware that information sent via electronic means can't be guaranteed to be secure.

The provisions of Section 8, Ground 17 of the Housing Act 1988 will apply to this application. If any information within this application is found to be untrue it may be grounds to terminate the tenancy agreement

**PLEASE READ AND COMPLETE THE FOLLOWING STATEMENTS CAREFULLY – IT'S IMPORTANT THAT YOU PROVIDE YOUR CONSENT FOR THE CHECKS BY MARKING THE BOXES NEXT TO THE TEXT AND THEN SIGNING AND DATING BELOW.**

**YES**  I confirm that the information provided in this application form is true to the best of my knowledge, and I'm happy with the checks which HomeLet will complete as detailed above. These results may be accessed again if I apply for a tenancy in the future.

**YES**  I'm happy for Homelet / estate agent to contact my referees (including those outside the EEA), with personal information, which has been provided in this form to allow them to verify the information about my earnings, dates of employment and previous residency.

**YES**  I confirm the enclosed information can be disclosed to the landlord.

## Authorisation & Acknowledgment

I apply for a tenancy as per this application. I confirm that the information provided is true and accurate. I hereby authorise the landlord/agent to seek additional information and carry out credit checks and referencing by contacting agencies, organisations and individuals as necessary. I understand that tenancies obtained with false information can be terminated without notice. I understand completing this application does not commit the landlord or tenant to a tenancy. I note if the lease is terminated due to false information, I will be liable for the balance of rent due plus costs.

Signed

Full name

Date

## Identification Validation (UK Driver's Licence, Passport, Utility Bill)

ID Type:  Ref No:  Utility Bill Ref No:

### An Application Will Only Be Accepted With Two Guarantors

Guarantors are people who will be liable to make damages /rental payments or cover on your behalf should your circumstances change and you are unable to meet rental payments yourself. All information in the guarantor's declaration must be filled in and signed personally by the named guarantor and photographic identification submitted, if not then the application will be void. Please think carefully before choosing who you wish to act as a guarantor.

#### Guarantor Declaration 1

Mr/Ms/Mrs/Miss  Other:  Mobile No:   
 Surname:  Home No:   
 Forenames:  Work No:   
 Email:

Current Address (as known by your bank)   
 Post Code:

Status: Home Owner  Rented  Living With Parents  Current Tenant  Other

★ If you have only resided at the above for less than 3 years please complete previous address section

Previous Address (as known by your bank)   
 Post Code:

Status: Home Owner  Rented  Living With Parents  Current Tenant  Other

Occupation:  Annual Salary

Name and address of employer: (Self/employed, retired)

Length of Employment:  Work Tel No:

#### IMPORTANT - ADVERSE CREDIT HISTORY

Do you have any County Court Judgements, Court Decrees, Bankruptcy, Administration Orders, Individual Voluntary Arrangements or any other adverse credit history whether settled or not? NO  YES   
 If YES, please detail on a separate sheet. Please note that failure to disclose information relating to adverse credit history may result in your application being declined.

Name Of Applicant/s:

Property Address:

Guarantee Period:  As Stated In Lease Monthly Rent:  As Stated In Lease

I am willing to act as guarantor on behalf of the named applicant /s and fully understand that in doing so I will be liable to make rental /damages payments on their behalf should they be unable to do so themselves. I also fully understand in the event of any legal proceedings, I am liable for the recovery of any debt associated with the above tenancy plus costs occurred.

I confirm the information I have provided is accurate & true. I note any false information stated will result in the termination of the tenancy accompanied with full costs occurred. I hereby confirm I am a homeowner.

Signature Of Guarantor:  Date:

#### Photographic Identification Validation (UK Driver's Licence, Passport & Current Utility Bill)

ID Type:  Ref No:  Utility Bill Ref No:

## About Your Reference Guarantor 1

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YES  I confirm the enclosed information / application can be disclosed to the landlord.

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Full name

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#### Guarantor Declaration 2

Mr/Ms/Mrs/Miss  Other:  Mobile No:   
 Surname:  Home No:   
 Forenames:  Work No:   
 Email:

Current Address (as known by your bank)   
 Post Code:

**Status:** Home Owner  Rented  Living With Parents  Current Tenant  Other

★ If you have only resided at the above for less than 3 years please complete previous address section

Previous Address (as known by your bank)   
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Occupation:  Annual Salary

Name and address of employer: (Self/employed, retired)

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Signature Of Guarantor:  Date:

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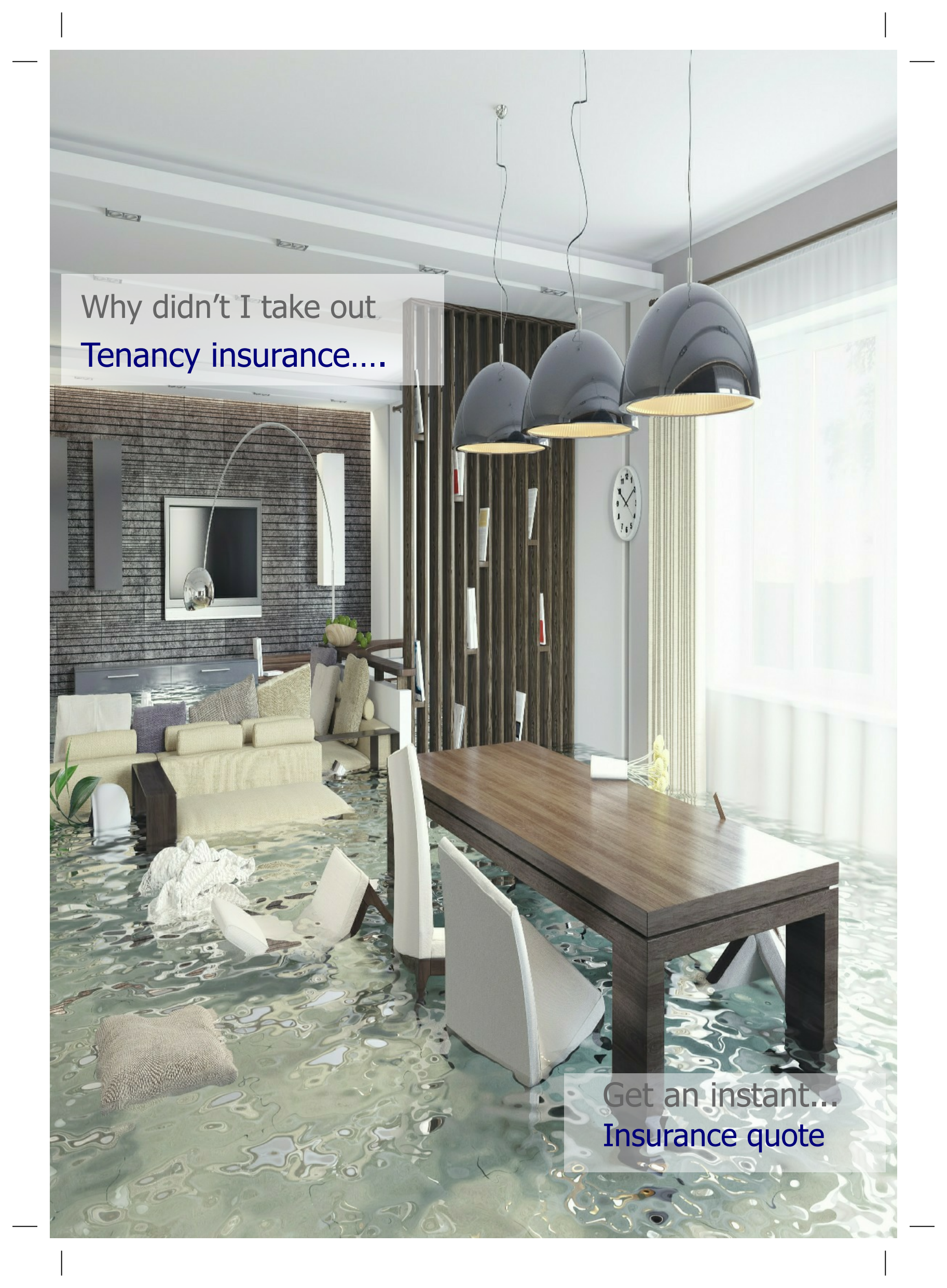
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A modern living and dining area is shown, but the floor is completely flooded with water. The water is murky and reflects the surrounding furniture and lights. In the foreground, a wooden dining table and white chairs are partially submerged. In the background, a yellow sofa and a brick wall are also underwater. Three large, dark, dome-shaped pendant lights hang from the ceiling. A clock is visible on the wall near a window with sheer curtains. The overall scene is one of significant water damage.

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