

# Peter David

# Properties Ltd

Residential Lettings and Property Management

## Tenant Assessment Application Form

**PLEASE REFER TO THE ATTACHED TENANT INFORMATION SHEET FOR  
DETAILS OF HOW TO SUBMIT THIS APPLICATION FORM**

**(A) Property details:**

<b>Property Address</b>	
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<b>Rent (pcm)</b>	<b>£</b>
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<b>Preferred Move in date</b> <small>If your application is successful</small>			
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The property is let as seen, however, if there are any specific requirements please put them in writing here:

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How do you propose to pay the rent? Own Means ____ Housing Benefit ____
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**23-25 George Street, Halifax HX1 1HA**

**Telephone: 01422 366948 Fax: 01422 366949**

**Web: [www.peterdavid.co.uk](http://www.peterdavid.co.uk)**

**Email: [sherrie@peterdavid.co.uk](mailto:sherrie@peterdavid.co.uk)**

***Please note that unless specified in the marketing/property list we do not accept DSS or  
pets.***

### (C) Personal Details

Title	First Name	Middle name(s)	Surname
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Date of Birth (dd/mm/19yy)		Sex: Male / Female	
Marital Status		Maiden Name	

### (1) Contact Details

Phone (Home)		(Mobile)	
Phone (Work/ daytime)		Other	
E-Mail			

### (2) Current Address

Number/ Name		Street	
District		Town	
County		Postcode	
Status (Circle One)	Owner / rented / Living with parents / Council Tenant / Other		
If other please explain:			

How long have you lived at this address?	
Reason for leaving the property?	

### (3) Previous Address

*Enter this information only if you have lived at your current address for less than 3 years:*

Number/ Name		Street	
District		Town	
County		Postcode	
Status (Circle One)	Owner / rented / Living with parents / Council Tenant / Other		
If other please explain:			

How long have you lived at this address?	
Reason for leaving the property?	

**(4) Employment details**

Status (Circle One)	Employed / Self Employed / Unemployed / Student / Retired / Housewife
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Job Title			
Annual Salary (gross)		Employment start date	
<b>Payment Date</b>		Payroll/ Pension number	

If your job is likely to change <u>or</u> you have additional income please give further details	
If you have additional income please state how much	

Employer/ Accountant/ Pension		
Address:		Street
District		Town
County		Postcode

Contact Name			
Contact Job title			
Phone (daytime)		Phone ( evening)	
Email		Fax	

*If you have been in you current job less than 1 year please fill in the section below:*

Job Title/ Company			
Annual Salary (gross)		Employment start date	
Payroll/ Pension number			

**(5) Landlord Details:**

*Complete this section if you indicated that you are or have lived in rented accommodation*

Landlord / Agent Name	
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*Address*

Number/ name		Street	
District		Town	
County		Postcode	
Phone (daytime)		Phone (evening)	
E-Mail		Fax	

**Supplementary Questionnaire**

1. Do you Smoke? Yes/ No
2. Do you have any Pets? Yes/ No If Yes, What? .....
3. Do you have any adverse credit history? CCJs etc .....
3. National Insurance Number .....
4. Children who will be living with you –

Name	Date of Birth

5. Next of Kin

Name .....

Relationship .....

Address .....

.....

Tel .....

6. Character Reference

(Not your employer or family members)

Name .....

Capacity .....

Address .....

.....

Tel .....

**Gas Safety (Installation & Use)**

**I accept that gas appliances and installations must be checked and found to be safe by a CORGI registered engineer annually. I will allow Peter David Properties to instruct and allow access on an annual basis for a gas engineer to enter the property. I will be advised of the appointment time and make access available or alternatively key access will be permitted if I am unavailable.**

**Print Name:** \_\_\_\_\_

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

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**Applicant's Consent**

**In connection with this application a search will be carried out by Creditsafe to check all or any of the application details, which have been submitted. I consent to this information being shared with other organizations for the purpose of assessing tenant applications and services.**

**I expressly consent to passing the results of any such search or assessment to my prospective landlord(s) for the purpose of assessing this application.**

**I also confirm that Peter David Properties Ltd may contact third parties to check employment, character and tenancy details.**

**I understand that as company policy Peter David Properties Ltd do not disclose information relating to declined applications.**

**I understand that once the application has been accepted and the deposit is paid if for any reason I decide to decline the signing of the contracts then the deposit paid will become non-returnable to cover re-advertising costs, lost rent and staff time.**

**Whilst every effort has been made to ensure the property description and council tax band is correct this must not be relied upon. It is the tenant's responsibility to view the property to ensure they are happy with the property description and contact the council to confirm the council tax band.**

**(Please sign and date the form)**

**Print Name:** \_\_\_\_\_

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

*Please read the next page the tenant Information Sheet which has important information on.*

# Tenant Information Sheet

## **To apply for a property you will need to;**

Book a viewing for the property on 01422 366948. Same day viewings, evenings and weekends available.

**Every** applicant (over 18) must then fill in a tenant application form and return to the office with a cash payment of £15.00 per applicant to cover the cost of the credit check at your earliest convenience with the following information;

1. Photo proof of identification – e.g. passport, driving licence
2. Proof of earnings - e.g. copy of wage slips, last 3 years accounts for self employed
3. Proof of address - e.g. recent utility bill in last 3 months or bank statements

If you are under 25/ have adverse an credit rating/ low income etc... a guarantor may be required. If a guarantor is required then they will need to complete a guarantor form which is available at the office and a further £15.00 is required to cover the credit check costs.

*It takes approximately 3 -5 days to process an application form and we will contact you to inform of progress or any further information which we may require.*

## **If your application is accepted you will need to provide;**

The deposit in full (usually one months rent) – this must be paid in cash. Since 6th April 2007 all deposits taken by landlords or agents must be protected by a government approved scheme.

Deposits taken by Peter David Properties Ltd will be held The Deposit Protection Service. Full details can be found on [www.depositprotection.com](http://www.depositprotection.com). You will be provided with all the details before you sign a tenancy agreement with us. Once the deposit is paid if for any reason you decide to decline the signing of the contracts then the fee will become non-returnable. This is to cover re advertising costs, loss of rent and wasted staff time.

We also require a single payment of £75.00 as a processing charge.

**Please note you are responsible for ensuring your utility accounts are set up. Before moving you need to set up your gas/electric/water accounts to ensure the supplies are on. Some properties may have token meters; ring the supplier to find out if a token meter is fitted.**

## **On the date you have arranged to move in;**

Each person (including the guarantor if one is required) will need to come into the office to sign all paperwork, pay the first months rent in cash and the £75 processing charge and collect the keys.

*Whilst every effort has been made to ensure the property description and council tax band is correct this must not be relied upon. It is the tenant's responsibility to check this information.*

*Please note as company policy we do not disclose information relating to declined applications.*