

BEVERS PROPERTY MANAGEMENT (Ltd)

Management for Landlords & Property Lettings

IMPORTANT! PLEASE NOTE THAT IF YOU INTEND TO MAKE AN APPLICATION ON A PROPERTY, PLEASE RING 01472 507095 TO MAKE AN APPOINTMENT, WE CANNOT ACCOMMODATE YOU AT OUR OFFICE WITHOUT A PRE-BOOKED APPOINTMENT

TENANT APPLICATION FORM

Property address that you are applying for:	
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<u>PERSONAL DETAILS</u>	Tenant 1	Tenant 2
Tenant name:		
Telephone number:		
Current address:		
Postcode:		
Tenant date of birth:		
Tenant National Insurance number:		
Tenant email address:		

LANDLORD DETAILS

Current landlord:		
Time at current address:		
Current landlord telephone number:		
Landlord email address (if known)		

WORK REFERENCES

Place of work:		
Length of employment		
Is the position full or part time?		
Is the position permanent or temporary?		
Contact name for reference		
Telephone number		
Email address for person providing reference		

LHA CLAIMANTS (Local Housing Allowance (Housing Benefit))

Type of claim		
Is LHA paid direct to you or your landlord?		
How long has your claim been in place?		

Children Details	Male (Please tick)	Female (Please tick)	Age
Child 1			
Child 2			
Child 3			
Child 4			
Others			

GRIMSBY OFFICE - Telephone: 01472 507095
25 Chantry Lane, Grimsby, North East Lincolnshire, DN31 2LP
Email: lettings@bevers.co.uk

www.bevers.co.uk
Company Registration Numbers: 05907693 (Grimsby) & 06621901 (Hull)

PERSONAL DETAILS (Please tick as appropriate)

	Yes	No
Does any prospective tenant smoke?		
Does any prospective tenant have pets?		
Has any prospective tenant ever been evicted from a previous property?		
Have you ever been issued with ANY type of notice from your landlord or agent?		
Have you ever had any PREVIOUS convictions?		
Are you current on LICENCE / PROBATION / COMMUNITY ORDER (please delete as appropriate if you have answered Yes and disclose FULL detail in the box below)		
If applicable, please state the name of your Probation Officer or Support Worker		
Have you been charged with any criminal offence for which you have not yet been sentenced?		
If you answered yes to any of the Personal details questions, please give FULL details in the section below:		

Important Tenant Information: It is imperative that the information you provide is accurate and correct in order to ensure that your application is processed as quickly as possible.

The administration fee is payable AT THE TIME YOU SUBMIT your application to the office and your application cannot and will not be processed without payment of the administration fee. If the property you are applying for is advertised with a free or reduced administration fee, you will still be required to pay the full amount of the administration fee and if your application is successful, the administration amount paid will be deducted from the first months rent in advance, payable by you ON THE DAY THAT YOU MOVE into the property.

The administration fee is FULLY REFUNDABLE to you if you are NOT accepted as a tenant for the property which you have applied for or if the property is allocated to someone other than you.

If you provide FALSE or MISLEADING information of any description then you will forfeit your right to a refund of the administration fee. You will also not receive a refund if you make an application and then withdraw your application once we have started processing it. If you are accepted as the tenant for a property and then withdraw or change your mind after you have been accepted, you will forfeit your right to a refund of the administration fee.

We reserve the right to search social media and historical and current news articles for the purposes of assessing suitability for an application and upon signing this form you are providing your consent for Bever's Property Management (Ltd) to conduct such searches.

THE TENANTS SIGNATURE UPON THIS DOCUMENT AND ANY SUBSEQUENT TENANCY AGREEMENT CONFIRMS ACCEPTANCE OF THE ABOVE TERMS

I/We consent to Bever's Property Management (Ltd) carrying out reference checks and contacting relevant parties in relation to assessing my/our application. I/We also consent to Bever's Property Management (Ltd) providing our information to all utility companies where required.

Tenant 1 Sign: _____

Tenant 2 Sign: _____

Print Name: _____

Print Name: _____

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GUARANTOR APPLICATION FORM

Property address for which tenant is applying:	
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<u>PERSONAL DETAILS</u>	Guarantor 1	Guarantor 2
Guarantor name:		
Telephone number:		
Address:		
Postcode:		
Guarantor date of birth:		
Guarantor National Insurance number:		
Guarantor Email Address:		

WORK REFERENCES (If applicable)

Place of work:		
Length of employment		
Is the position full or part time?		
Is the position permanent or temporary?		
Contact name for reference		
Telephone number		
Email address for person providing reference		

Important Guarantor Information: By acting as guarantor for any tenant, you agree that your liability as guarantor will continue for the life of the tenancy whether it be fixed term or periodic. This means that once the initial 6 month fixed term agreement has expired and the tenancy agreement becomes periodic that your liability as guarantor will continue for as long as the tenancy continues and up to the date that the tenancy is legally ended either by the tenants giving valid notice as per the terms of the tenancy agreement or by the tenancy being legally ceased by the Courts or Bevers Property Management (Ltd).

THE GUARANTORS SIGNATURE UPON THIS DOCUMENT AND ANY SUBSEQUENT TENANCY AGREEMENT CONFIRMS ACCEPTANCE OF THE ABOVE TERMS

I/We consent to Bevers Property Management (Ltd) carrying out reference checks where required and contacting relevant parties in relation to assessing my/our application. I/We fully understand that by signing and standing as guarantor for any tenancy that the guarantor/s is liable for any rent or monies due and remaining unpaid under the terms of the tenancy agreement once it has commenced until it is legally ceased:

Guarantor 1 Sign: _____

Guarantor 2 Sign: _____

Print Name: _____

Print Name: _____

APPLICATIONS THAT ARE NOT SIGNED BY ALL PARTIES AND DO NOT HAVE ALL SUPPORTING DOCUMENTATION FOR EACH TENANT ATTACHED WILL NOT AND CANNOT BE PROCESSED, PLEASE ENSURE YOU SIGN WHERE REQUIRED & PROVIDE THE INFORMATION REQUESTED BELOW

Reference Information Checklist

PLEASE ENSURE THAT YOU COMPLETE AND SUBMIT ALL PAGES, APPLICATIONS WILL NOT AND CANNOT BE PROCESSED WITHOUT ALL PAGES BEING PRESENT

Required Information	Tenant 1	Tenant 2
Bank / Building Society Statements (Last 2 months)		
Photographic Identification (Passport OR Driving Licence)		
Proof of current address (Utility bill less than 1 month old)		
LHA Statement from Local Authority (Last 2 months) - IF APPLICABLE		
Administration Fee WE DO NOT ACCEPT CASH (Only one per application required)		

Required Information	Guarantor 1	Guarantor 2
Bank / Building Society Statements (Last 2 months)		
Photographic Identification (Passport OR Driving Licence)		
Proof of current address (Utility bill less than 1 month old)		

DATA CONSENT FORM

Tenant 1:		Tenant 2:	
Current Address:			
Date Consent form completed:			

This form is for the purpose of processing your application. The third parties listed below may not apply to you or your circumstances however we do require your consent at the time your application is submitted, should we need to liaise with these people at any time whilst processing your application.

I give permission for Bevers Property Management (Ltd) to contact/inform the following to disclose information and discuss all matters relating to any **prospective** or **existing** tenancy with Bevers Property Management (Ltd)

DESCRIPTION OF SERVICE / AGENCY
Sub-Contractors
Registered Social Landlords
Private Landlords
Local Housing Agencies
Home Options Team
Support / Advice Services
Adult & Young People Services
Local Authority Social Work Department
Police, Fire, Probation & Community Rehabilitation Services
Mental Health / Health / Medical Services
ADDITIONAL NAMED PERSONS <i>(which you may wish to include for us to contact in an emergency)</i>
NAME OF FRIEND OR RELATIVE <i>(Please Specify)</i>
NAME OF PROBATION / COMMUNITY SERVICE OFFICER <i>(Please Specify)</i>
NAME OF SUPPORT WORK / SOCIAL WORKER <i>(Please Specify)</i>

Signature (Tenant/s):.....

Date:.....

It is your legal right under Data Protection legislation to change or withdraw your consent at any time. To do this you must inform Bevers Property Management (Ltd) in writing.