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|----------------------------|---------------|--------------------|
| Local Parkers branches at: | | |
| Totton | Romsey | Southampton |
| 023 8086 8578 | 01794 521818 | 023 8042 8336 |

Individual Application Form

Parkers Lettings

Agent Code:

Section 1 - To be completed by Parkers Lettings

Service required Reference: _____ Express: Ultimate:
 Rent guarantee: _____ 6 months: 12 months:
 Landlord name: _____

Rental property address

Address line 1: _____
 Address line 2: _____
 Address line 3: _____
 Postcode: _____
 Initial tenancy term: _____

Tenancy details

Proposed tenancy start date: _____
 Is rent being paid in advance? (Yes / No)
 Total rental per calendar month: _____
 Total rent for this applicant _____

Section 2 - Tenants Personal Details

Personal Details

Title: _____
 Forename(s): _____
 Surname: _____
 Date of birth: _____

Contact details

Mobile number: _____
 Home number: _____
 E-mail address: _____

Employment status

Please select: Employed Retired Independent Means
 Unemployed Student

Present address

Address line 1: _____

Address line 2: _____

Address line 3: _____

Postcode: _____

Time at this address: _____ Months _____ Years

Status: Homeowner Renting Living with Parents

Other: _____

Previous addresses (if you have lived at the above address for less than 3 years)

Previous address 1: _____

Postcode: _____ Time at this address: _____ Months _____ Years

Previous address 2: _____

Postcode: _____ Time at this address: _____ Months _____ Years

Adverse credit

CCJ's / Court decrees / IVA's: _____ Monetary value: £ _____

If yes how many: _____

Have you ever been declared bankrupt? Yes / No

Bank details (from where the rent will be paid)

Name of Bank: _____

Address line 1: _____

Address line 2: _____

Address line 3: _____

Postcode: **(important – do not leave blank)** _____

Name in which account is held: _____

Sort code: _____

Account number: _____

Section 3 – Previous Landlord / Letting Agent

Previous landlord / Letting agent details

Name previous landlord / Letting agent: _____

Address line 1: _____

Address line 2: _____

Address line 3: _____

Postcode: _____

Telephone number: _____ Mobile number: _____

Fax number: _____

Email: _____

Tenancy start date: _____ Current monthly rent: £ _____

Section 4 – Employment details

Current employment details

Name of company: _____
Address line 1: _____
Address line 2: _____
Address line 3: _____
Postcode: _____
Position held: _____
Contact name: _____
Telephone number: _____ Fax number: _____
Email: _____
Salary: _____ National Insurance no. _____
Payroll number: _____ Start date: _____
Full time / Part time _____ Is the position likely to change? Yes / No

Previous employment details (if you have been in your current Employment for less than three years)

Name of company: _____
Address line 1: _____
Address line 2: _____
Address line 3: _____
Postcode: _____
Position held: _____
Contact name: _____
Telephone number: _____ Fax number: _____
Email: _____
Salary _____ Full time / Part time: _____
Start date: _____ End date: _____

Future employment Details (if current position is due to change in the near future)

Name of company: _____
Address line 1: _____
Address line 2: _____
Address line 3: _____
Postcode: _____
Position held: _____
Contact name: _____
Telephone number: _____ Fax number: _____
Email: _____
Salary _____
Payroll number: _____ Start date: _____
Full time / Part time _____ Is the position likely to change? Yes / No

Other income details

Section 5 – Accountant / Pension Provider

Accountant details

Name of Accountant : _____

Address line 1: _____

Address line 2: _____

Address line 3: _____

Postcode: _____

Telephone number: _____ Fax number: _____

Email: _____

Are you a Sole Trader or Limited Company: _____

Company registration no. (if Limited Company): _____

Date of incorporation or start of trading: _____

Nature of business _____

Annual income: _____ National Insurance no. _____

Note: you must have 2 years accounts to rent through Parkers Lettings

Pension provider

Name of Pension Provider: _____

Annual income (including state pension) _____

Section 6 – Declaration

I hereby certify that the information provided is true and accurate and give permission for this information to be verified by third parties and disclosed as detailed above for the purpose of:

- Performing a credit search by a third party agency
- Contacting my current, previous employers and referees to confirm the details provided
- Fraud prevention, credit assessment and insurance decisions

I understand that the results of these searches will be provided to the Letting Agent and accessed again in the event of a default in my rental payments.

I understand that I can request the details of any credit reference agencies used so that I can verify with them the information provided.

I understand that if I default on my tenancy obligations, this information may be released to authorised debt recovery agencies and could affect any future applications I make for tenancies, credit and insurance.

I understand that providing false information may lead to early termination of any subsequent tenancy agreement.

I am happy for Let Alliance to contact me in respect to this application if required.

I have read and agree to be bound by the above terms.

Signature: _____ Date: _____

Print name: _____

PLEASE RETURN THIS APPLICATION FORM TO YOUR LOCAL PARKERS BRANCH

Should you have any questions regarding your application please do not hesitate to contact your local Parkers branch in the first instance (Telephone numbers on page 1) or Let Alliance on 0845 6850475.

Please read the declaration and sign and date below. WE CANNOT PROCEED WITH THIS APPLICATION IF YOU DO NOT SIGN.

The application process

Each applicant over the age of 18 will be required to complete an application form and provide us with proof of identification and address (i.e. driving licence / passport and utility bill). A setting-up fee is payable on application. On receipt the property is held for you, subject to references.

In general applicants must either have a verifiable means of income at a level in excess of 2.5 x the annual rent, (higher for non-UK-residents), or be of independent means (i.e. pensionable or with savings). Applicants must also have a clean credit history. All County Court Judgments, Defaults, Bankruptcy petitions and IVAs (Individual voluntary arrangements) must be declared regardless of when or how they were incurred. If you have any doubts about this please speak to a member of staff before paying your setting up fee. *It is important to note that the setting up fee is strictly non-refundable.* Once we have completed our credit checks and references, we will write to you to confirm acceptance of the application, subject to contract.

Applicants who are self-employed whether as a sole trader or director of a limited company are required to have a minimum of two years accounts.

Paying your rent

Rents are normally paid monthly in advance and must be received on your rent due date (i.e. the day of the month on which your tenancy starts). Rents are paid by standing order only, and will normally leave your account three days before the rent due date. It is important that you remember to cancel the standing order mandate when you leave the property. Your deposit cannot be used in lieu of the final months rent. Payments received to your account will be applied strictly in the following order: Agents fees, rent due, dilapidations, outstanding utility or local authority bills.

The start of your tenancy

On the day of moving, or before by prior arrangement, you will be required to attend the office to sign your tenancy agreement and associated paperwork. All named tenants will be required to sign. The balance of your account is payable at this time. We will write to you to confirm how you should pay this.

Inventory

You will be asked to sign an inventory on move in. You must notify us in writing of any changes you wish to make to the inventory within seven days of move in. The inventory is the only definitive guide to any items being left in the property. Parkers cannot accept any responsibility for the inclusion or exclusion of any item unless specifically confirmed by us in writing. When you viewed the property, some items may belong to the current tenant and may, therefore, not be included in the rental.

Fees and charges

Parkers believe in being up-front with our on-going fees and charges. The fees payable depend on whether Parkers are managing the property, or not. All fees are subject to VAT at the prevailing rate:

| <u>For managed properties</u> | |
|-------------------------------|------|
| Setting up fee: | £300 |
| Each additional applicant: | £50 |
| Renewal of tenancy: | £125 |
| Late payment of rent: | £35 |
| Refund of rent overpayment: | £35 |
| Refundable check-out charge: | £200 |

| <u>For non-managed properties</u> | |
|-----------------------------------|------|
| Setting up fee: | £300 |
| Each additional applicant: | £50 |
| Renewal of tenancy: | £125 |

Renewal of your tenancy

On signing your tenancy, you are permitted to stay for the agreed period, usually six months (assuming no breach of tenancy has occurred). It may be possible to renew the tenancy for a further fixed term and we will write to you around six weeks before the end of your tenancy to ascertain whether you would like to renew or not. If not, then your tenancy will expire at the end of

the agreed term and you will be required to vacate. All individual tenancies are on an Assured Shorthold basis, unless otherwise specified. Parkers reserve the right to display a 'let by' board at your property upon renewal of tenancy and on the signing of this application, you agree to us doing this.

Quarterly Property Visits

We inspect all our managed properties every three months and will notify you in writing of a proposed time and date well in advance. You are not required to attend, but you may, of course, do so if you wish.

Maintenance and any problems

We pride ourselves on providing our tenants with a safe and comfortable home in which to live. Any maintenance or problems must be reported to us first. Under no circumstances may you undertake remedial or repair work or instruct a contractor so to do. Parkers will not be responsible for any non-authorized work. The 1988 Housing Act requires you to act in a 'tenant like' manner, changing light bulbs, fuses or minor repairs which you can compete competently and with little or no cost. For all non-managed properties you should speak to your landlord directly regarding any maintenance issues.

Decoration

Please do not decorate or make any non-reversible change to your property without obtaining written permission from us. Likewise, please refrain from using any wall fixings, etc without speaking with us first. It is quite likely that the landlord will permit this, but please call us first! For all non-managed properties you should speak to your landlord directly.

Maintaining the garden

You are contracted to maintain the garden (if applicable) to the standard detailed on your inventory. The landlord has no responsibility to supply garden tools, but may do so.

The end of your tenancy

At the end of your tenancy, please ensure that the property is thoroughly cleaned, paying particular attention to cookers (if supplied) and toilets! Also ensure that any supplied furniture is returned to its' original position within the property. The keys should be returned to the office, in a clearly labeled envelope (if after hours) by midnight on the day of expiry. Please also provide a forwarding address for the return of your deposit. For all non-managed properties you should speak to your landlord directly.

Refundable check out-charge (for managed properties only)

The check out charge will be refunded to you in full, after any cleaning costs or outstanding fees and charges have been met. VAT is not payable on the refundable check out charge.

Return of your deposit

Your deposit will be refunded by The Deposit Protection Service, under their published terms and conditions. For further information please see: www.depositprotection.com.

Signed _____

Date ____/____/____

Print _____

Tenant Copy – please retain

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Return of your deposit

Your deposit will be refunded by The Deposit Protection Service, under their published terms and conditions. For further information please see: www.depositprotection.com.

Signed _____

Date ____/____/____

Print _____

Parkers copy – please return

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