

Application Form

1. Applicants Personal Details

Full Name: Mr/Mrs/Miss/Ms _____

Date of Birth: _____ Place of Birth: _____

Mobile Number: _____ Telephone Number: _____

Email: _____

Have you ever been known by any other name? Yes No

If yes, please provide details and dates:

2. Bank Details

Name of Bank (or Building Society): _____

Address Branch:

_____ Postcode: _____

Sort Code: _____ Account Number: _____

3. Addresses *(please supply your address(es) for the last 3 years starting with your current address. Continue on a separate sheet if necessary)*

Current Address:

_____ Postcode: _____

Live there from/to: _____

Landlord's Name: _____

Landlord's Telephone: _____

Landlord's Email: _____

Previous Address:

_____ Postcode: _____

Lived there from/to: _____

Landlord's Name: _____

Landlord's Telephone: _____

Landlord's Email: _____

4. Contacts

Next of Kin (*or person to be contacted in the event of an emergency*): _____

Relationship: _____

Address:

_____ Postcode: _____

Mobile Number: _____ Telephone Number: _____

5. Employment

Name of Employer: _____

Address of Employer:

_____ Postcode: _____

Your job title/description: _____

Name of your work supervisor: _____

Telephone Number: _____ Email: _____

Dates of Employment: From _____ To _____

Present Annual Salary: £ _____ Gross/Net

6. Housing Benefit/Local Housing Allowance

Are you claiming Housing Benefit/Local Housing Allowance? Yes No

If yes, please provide: Date of last claim: _____

If no, but you do intend to, what forms of identification verification do you intend to produce?

7. Other

Do you have any pets? Yes No

If yes please detail: _____

Do any proposed occupants smoke? Yes No

Number of dependants under the age of 18 occupying the property:

8. Applicant's Consent

I hereby give consent to my personal details including any forwarding address at the termination of any tenancy being passed to Genie Lettings and/or the Landlord and/or to the utility company and/or to the local authority. I understand that other than for reasons outline above, all information will be treated as confidential.

Signature: _____ Date: _____

9. Declaration

12.1. I am applying for a tenancy on the basis that the property or accommodation will be my main or only home.

12.2. I give permission for enquiries to be made based on the information I have provided to establish my status.

12.3. I also certify that I do not

- Have any County Court Judgements against me.
- Owe money to any Housing Benefit Department or any Local Authority.
- Owe monies or dilapidation monies to any previous Landlord.
- Have substance or alcohol abuse problems.

Signature: _____ Date: _____

IF YOU KNOWINGLY SUPPLY FALSE INFORMATION IT MAY BE USED BY THE LANDLORD TO SEEK POSSESSION OF THE PROPERTY UNDER GROUND 17 OF SECTION 8 OF THE HOUSING ACT 1988 (AS AMENDED BY SECTION 102 OF THE HOUSING ACT 1996). The information on this form is for the sole use of Genie Lettings. No information contained therein will be divulged to any third party, unless the Tenant defaults.

Tenants Fees

- Holding Deposit to reserve the property – Equivalent to one weeks rent. The holding deposit is non-refundable on the following occasions:
 - *Misleading or inaccurate information is provided by the Tenant(s) or Guarantor(s) on application.*
 - *Tenant(s) or Guarantor(s) fail a Right-to-Rent check.*
 - *Tenant(s) or Guarantor(s) fail to sign their tenancy agreement and agreement of Guarantee (if relevant) within 15 calendar days (or other deadlines that have been agreed between Genie Lettings and the Tenant(s) and Guarantor(s), in writing).*
- One months' rent in advance.
- Security deposit – Equivalent to 4-5 weeks rent, dependant on property.
- Amendments to Tenancy – £50 to cover the costs of preparation and implementation of new legal documents.
- Early termination of the Tenancy, where requested by the Tenant – Should the Tenant wish to terminate their tenancy early, they will liable to cover the Landlord's cost in re-letting the property and continue to pay the rent until the new Tenancy commences. These costs will not exceed more than the outstanding rent on the tenancy.
- Fees will be incurred for replacement of lost keys or security devices. If the loss of the key(s) results in locks needing to be changed then the Tenant(s) will be liable to pay for the cost of the locksmith, new lock and replacement keys for the Tenant(s), Landlord and Agent.
- Unpaid Rent – If rent is 14 days or more in arrears interest at the rate of 3% above the Bank of England Base Rate will be added.