



1a STATION ROAD WEST, WHITTLESFORD,
CAMBRIDGE CB22 4NL
TEL: 01223 839891

Name of Applicant:

Address of property:

To proceed with your application to rent the above property you will need to do the following:

- Complete and return this application form to PREMIER LETTINGS. This information enables us to seek the appropriate references.
 - Enclose the appropriate Administration fee. This contributes towards our costs of all referencing and tenancy documentation preparation. Once referencing has commenced, this fee is non-refundable. Once paid the property is reserved for you for a period of 14 days (unless agreed otherwise).
 - **For 1 or 2 tenants the Administration fee is £120.00**
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- Once we have secured satisfactory references we can then arrange a convenient date to check you into the property. Prior to the commencement of the tenancy, you are required to notify the relevant utility services of your presence in the property and ensure that any future bills are addressed in your name.
 - At the commencement of the tenancy (that is, upon the signing of the contract at your check in) you must pay the full month's rent plus the dilapidation deposit, which is a multiple of 1.5 times the monthly rent. The purpose of the deposit is to cover the cost of any cleaning, repairs or replacements found to be required at the end of tenancy inspection carried out by your appointed Property Manager. For your peace of mind, and in accordance with the Housing Act 2004, all deposits must be held within an authorised tenancy deposit scheme. This means that not only is the amount secure but that you will also have access to the scheme's dispute resolution service if you disagree with any deductions made at the end of tenancy. You will be informed of the scheme being used within 14 days of paying your deposit.
 - In connection with this application, Premier Lettings will either utilise the services of an external referencing agency or take references direct from your employer, previous landlord and a character referee. We may also carry out a credit reference check with Equifax. In certain circumstances a guarantor may be required. The guarantor is normally a member of the applicant's family who is of sufficient means to guarantee the payment of rent.

Please note: This form must be returned within 7 days of the administration fee being paid, or your application will be rendered void. Premier Lettings, at its discretion reserves the right to refuse any application.

Please sign below to confirm that you have read and understood this document and that you agree to its terms.

SIGNED: **DATE:**

FOR OFFICE USE ONLY: RENT: £ **PLO:**

Admin fee paid Total number of tenants New Additional Transfer



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Address of property applied for:	
Date tenancy due to commence:	Number of bedrooms:
Joint tenancy application? <input type="checkbox"/> YES Application must be provided for all tenants. <input type="checkbox"/> NO	
Monthly rent: £	

To be completed by the Applicant Only		
Surname:	First Names:	<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Dr.....
Mobile:	Email:	
Home:	Work:	
Date of birth:	Male/Female	Do you smoke? Yes/No
Marital Status:	Number of Dependants:	
National Insurance number:	Passport no and country of issue:	
Present address:		
Length of time at this address in years and months: Years Months	<input type="checkbox"/> Owner <input type="checkbox"/> Council Tenant <input type="checkbox"/> Private tenant <input type="checkbox"/> with parents <input type="checkbox"/> Other	
If less than 3 years, provide addresses and dates of occupation covering the last 3 years.		
Have you any adverse credit history? CCJ's, Default Notice, Bankruptcy? <input type="checkbox"/> YES <input type="checkbox"/> NO If yes please detail on a separate sheet.		

Bank/Building Society Details			
Name of Bank or Building Society			
Address:			
Postcode:		Telephone:	
Account Name:	Sort Code:	Account Number:	

Previous Landlord	
Name:	Company:
Address:	
Telephone:	Mobile:

Employment Status	
<input type="checkbox"/> Employed <input type="checkbox"/> Self Employed <input type="checkbox"/> Retired <input type="checkbox"/> Student <input type="checkbox"/> Unemployed <input type="checkbox"/> Benefits	
Employers Company Name:	
Full Company Address:	
Telephone:	Fax:
Position Held:	Salary per Month:
Contact Name and Position:	Contact Telephone and Email:
If Self Employed, please provide the following information	
Accountants Name	Company
Address	
Email:	Telephone:

<p>I confirm that the information supplied is to the best of my knowledge and belief true. I consent to this information being verified by whatever means necessary. This may include the use of a credit referencing agency that may retain a record of any such search.</p>	
Applicant: Print Name	
Applicant: Signature	Date: