



MERRIEBANK LETTINGS

ISLE OF WIGHT LETTING AGENCY



Tenant Application Form

www.merriebankpropertyservices.co.uk | 07971 346136 | 07772160498

Please submit the application form complete with supporting documentation and applicable application fee. You can return to us by post or arrange an appointment. Please do not hesitate in contacting us if you have any questions.



Merriebank Lettings
Isle Of Wight Letting Agency

Mr. Dean Faulkner & Miss. Sophie Faulkner

1 St Marys Court, 28 Robin Hood Street,
Newport, Isle of Wight, PO30 2DZ

☎ 07971 346136 / 07772 160498

✉ dfaulkner100@gmail.com

🌐 www.merriebankpropertyservices.co.uk

PLEASE READ ALL THE INFORMATION CAREFULLY SO YOU ARE FAMILAR WITH THE REQUIRMENTS OF THE APPLICATION.

Merriebank Lettings & Property Services primarily acts on behalf of Landlords but of course is the permanent link between Tenants & Landlords (*where fully managed*).

Merriebank Lettings & Property Services will endeavour to ensure that individual properties under full management are (& remain) fully fit, clean & comply with statutory requirements. All reported deficiencies are relayed direct to Landlords with a view to rectify as soon as is practical.

Deposits are lodged with the 'DPS' - Deposit Protection Service.
(Info) <https://www.gov.uk/tenancy-deposit-protection>

All applications for tenancies are treated in strict confidence & all applicants are treated in the same way. It is necessary to obtain references and to verify the authenticity of those references. References are obtained from a variety of sources (Banks, Employers, credit referencing agencies, previous Landlords etc.) Any reference taken which proves to be false may require the tenancy agreement to be terminated at the earliest opportunity.

In general terms applicants must provide evidence that their rent will not exceed 40% of total income. **Anyone on Housing benefit will require a Guarantor for the term of the tenancy.** Applicants that do not meet this criteria you will NOT be offered a tenancy through this Letting Agency unless supported by a home owning & employed guarantor, (*an additional 'Deed of Guarantor Agreement' will need to be completed*). The Guarantor will need to be able to provide a copy of the Land Registry.

Merriebank Lettings & Property Services will safeguard tenant's data, making sure that we only pass it on if we are legally entitled to do so, and not retaining it for longer than necessary. However, there are circumstances where you can legitimately pass over data and indeed on occasion may be compelled to do so because of the legal obligation.

Step 1 – If you would like to be considered for a tenancy please complete the following:

- Complete the Tenant Application form (*one per applicant*).
- Complete the Guarantor form (*if required*)
- Complete the Pet Policy (*if required*)

Step 2 - If your application is accepted you will need to supply us with the following:

- **Bank Statements** – Provide, current and 3 months previous Bank Statements (*for each applicant*).
- **Work Reference** – Provide a current employment reference (*for each applicant*). For self employed please provide at least 3 years self assessments tax returns.
- **Housing Reference** – Provide a housing reference current/previous Landlord (*for each applicant*).
- **X2 Personal References** – Provide 2 personal references (*for each applicant*).
- **Photo ID** - Provide a copy of each applicant/s **Photo ID** to prove you are a UK resident with the 'Right to Rent' in the UK.
- **Holding Deposit** - A Holding deposit of £100.00 (*unless the rent is £429.00 or less*)

What is required from a reference?

Your referees will need to ensure they provide their full name, address and contact details, included in the detailed reference as to why you are recommended for a tenancy, why you qualify and why you should be selected. This can be emailed to: dfaulkner100@gmail.com

Step 3 - Holding deposit

Once submitting an application, along with all of the required documentation a holding deposit will become due if accepted. We then aim to make a final decision within a 15 day period.

The holding deposit is £100.00, unless the rent is £429.00 or less. Then the holding deposit will be equivalent to 1 weeks rent. (*Rent divided by 30 x 7*).

This **will not** be repaid in full if you decide to back out of the tenancy agreement.

If you are not successful with the application, i.e. If you fail right to rent checks, provide misleading information or do not supply all the information required within 15 days then this will be returned in full.

The holding deposit will then be deducted from the 1st month rent amount due for the tenancy agreement.

If you have any questions regarding this, please do not hesitate in contacting us.

Step 4 - What the Agent needs before signing the tenancy agreement.

- Provide the deposit in advance.
- Provide one (1) Month's rent in advance - (*less the holding deposit paid*)

NOTE: For month 2 onwards, you must set up a Standing Order Mandate and pass to your Bank to ensure the rent is paid on time, (it is your responsibility to set this up in good time).

My Application Details

Property rental address (applied for) :	
	Postcode:
Property Rent (pcm): £	
Deposit Required: £	
Anticipated Tenancy Start Date (if known):	
<i>If any of the below apply, then please give detail</i>	
Housing Benefit: Yes / No	Claimed amount (pcm) £ (Please provide proof)
Any Pets: Yes / No	What pets and how many?
Children: Yes / No	How many / Ages?

Applicants Information *(Please provide addresses for the past three years)*

Title:	First Name(s):	Surname(s):
Date of Birth:	National Insurance No:	
Nationality:	Are you a citizen of a country outside the EU: Yes/ No	
Marital Status:		
Home Tel:	Mobile Tel:	
Email Address:		
Current Address:		
		Postcode:
Home Owner / Renting / Other	Monthly Payment of rent: £	Period at address: Y: M:
Previous Address:		
		Postcode:
Home Owner / Renting / Other	Monthly Payment of rent: £	Period at address: Y: M:
Previous Address:		
		Postcode:
Home Owner / Renting / Other	Monthly Payment of rent: £	Period at address: Y: M:

Employment Details

Current Employment Detail (please provide 3 years) *If self-employed skip to next section*

Company Name:		
Company Name:		
		Postcode:
Contact Name:	Telephone:	Email:
Position	Start Date:	Salary:

Current Employment Detail (if current is less than 3 years)

Company Address:		
		Postcode:
Contact Name:	Telephone:	Email:
Position	Start Date:	Salary:

Current Employment Detail (if current is less than 3 years)

Company Address:		
		Postcode:

Self Employment Details: (If applicable) we will also need self assessment tax returns for the past 3		
Company Name:		
Company Address:		
		Postcode
Business Type:	Annual salary: £	Start date:
Are you: Partner / Director / Private Limited Company / Share holder / Public limited Company / Sole Trader		
Do you have an Accountant? Yes / No		
Name:	Telephone:	Email:
Address:		
		Postcode:

Credit History
Do you have any adverse credit history? Yes / No
If yes please give details below. i.e. The amount, type and dates.

Please provide any other information you believe we should be aware of?

Current Landlord / Letting Agent Information	
Name:	
Address:	
	Postcode:
How long have you lived at the property? Y: M:	
Telephone:	Email:

Personal Reference 1		
Full Name:		
Address:		
	Postcode:	
Telephone:	Email:	Relation:

Personal Reference 2		
Full Name:		
Address:		
	Postcode:	
Telephone:	Email:	Relation:

'Right to Rent Laws' in the UK

To keep within the legal guideline we have a responsibility to ensure we are only offering a tenancy to individual Who have a "Right To Rent" in the UK, this is under section 22 of the Immigration Act 2014.

Your Nationality:

Do you require a Visa to reside in the UK? Yes / No

Visa Expiry date:

In order to comply with this legislation, we will need a copy of your identification attached to this application. Please select from the list below which type of identification you have supplied:

- A passport (current or expired) showing that the holder is a British Citizen, or a citizen of the UK and Colonies, having the right of abode in the UK.
- A passport or national identity card (current or expired) showing that the holder is a national of the European Economic Area or Switzerland.
- A registration certificate or document (current or expired) certifying or indicating permanent residence issued by the Home Office, to a national of a European Union country, a European Economic Area country, or Switzerland.
- A permanent residence card, indefinite leave to remain card, indefinite leave to enter card or no time limit card issued by the Home Office (current or expired), to a non-EEA national who is a family member of an EEA or Swiss National.
- A biometric immigration document issued by the Home office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK. The document must be valid (not expired) at the time the right to rent check is made.
- A passport or other travel document (current or expired) endorsed to show that the holder is: exempt from immigration control, allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A current immigration status document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person is permitted to stay indefinitely in the UK or has no time limit on their stay in the UK. The document must be valid (not expired) at the time the right to rent check is made
- A certificate of registration or naturalisation as a British Citizen.

DECLARATION:

I apply for a tenancy as per this application. I confirm that the information provided is true and accurate, and I authorise the landlord or agent to seek additional information and carry out credit checks and referencing by contacting agencies, organisations and individuals as necessary. I confirm that I have raised any concerns with the landlord or agent and I understand that tenancies obtained with false information can be terminated. Completing this application does not commit the landlord or tenant to a tenancy.

I have read the above & agree to the terms set out.

Signed Applicant 1

.....

Full Name

.....

Dated:/...../.....

Please remember when signing a Assured Shorthold Tenancy - 'AST' you will be entering into a legally binding agreement, and if you are in any doubt, you should seek legal advice before completing any documentation.

Merriebank Lettings & Property Services is not currently VAT registered.