



Hamilton Smith

ESTABLISHED | INDEPENDENT | EFFECTIVE

Application for Tenancy

Thank you for applying to rent this property through Hamilton Smith Lettings. **We kindly ask that you read this document fully and return it to the relevant office as soon as possible.**

This form must be completed and signed before any application for tenancy can be formally considered. Applicants are reminded that completion of this form is not an acceptance of your tenancy. All applications are subject to landlord acceptance and satisfactory references. Applicants are also reminded that in addition to the reference information requested herein they **must also provide proof of identification and a utility bill** with your current address on. **No application will be processed until the above have been presented to us. Missing information will result in delays in this process.**

Move In Costs inclusive of VAT (payable on or before date of move in by cleared funds)

Holding Deposit (1 weeks rent)*	£ 1 weeks rent
1st Months Rent In advance	£ rent
Property Deposit (5 Weeks rent or Flatfair)	£ deposit

* The tenants agree to pay 1 weeks rent as a holding deposit on the property. If the application is successful this will go towards the first months rent instalment. If the application is not accepted due to false information, failed referencing or the tenant withdrawing their application then this fee is non refundable*

Deposit

Its your choice (if the Landlord has opted to offer Flatfair). Please indicate below if you would like to pay a 5 weeks tenancy deposit or instead join the Flatfair membership, the Landlord's approved deposit alternative scheme (more details at www.flatfair.co.uk)

- I wish to join the Flatfair membership and give consent for my details, including referencing results, to be passed to Flatfair, in order that Flatfair may contact me in regards to the Flatfair membership.
- I wish to pay a five week tenancy deposit

Property Address Applied For:

Monthly Rent	Date you would like the tenancy to start
Signed	Date

Needham Market

54 High Street
Needham Market
Suffolk
IP6 8AP
Tel: 01449 722006
needham@hs-lettings.co.uk

Leiston

80a High Street
Leiston
Suffolk
IP16 4BX
Tel: 01728 833007
leiston@hs-lettings.co.uk

Ipswich

5 Great Coleman Street
Ipswich
Suffolk
IP4 2AA
Tel: 01473 251766

Your Personal Details

Title	
First Name(s)	
Surname	
Date of Birth	
Telephone Numbers	
Email Address	
Residential Status	
Employment Status	

Bank details

Bank Account Number	
Sort Code	
Account Holders Name	

Do you have any County Court Judgements, Court Decrees, Bankruptcy, Administration orders, Individual Voluntary Arrangements, or any other adverse credit history whether settled or not? (Please circle) Yes No

Your Address (We require 3 years worth of your address history)

Current Address	
Period at Address	
Current Address	
Period at Address	
Current Address	
Period at Address	

Your Current Letting Agent/Landlord (if applicable)

Name	
Address	
Telephone Number	
Email Address	
Your current rent per month	£

Your Financial Information

Please select on of the following	Employer	Accountant	Self Employed (self assessment)
Company Name			
Contact Name and Position			
Address			
Telephone Number			
Email Address			
Your Position			
Your Annual Salary	£		
Your Start Date			
Your End Date (if applicable)			
Is the position	Permanent Contract	Temporary Contract	

Additional Financial Information

Please select on of the following	Future Employer	Second Employer	Benefit/Other
Company Name			
Contact Name and Position			
Address			
Telephone Number			
Email Address			
Your Position			
Your Annual Salary	£		
Your Start Date			
Your End Date (if applicable)			
Is the position	Permanent Contract	Temporary Contract	

Additional Information

Marital Status	
Are you a smoker	
Any pets (if yes please specify type & Breed)	
Any Children (if yes, names and ages)	
Nationality	

Next of Kin (this should not be your spouse)

Name	
Address	
Telephone Number	
Relationship	

Additional Information

I confirm that the information provided in this application form is true, accurate and complete. I understand that the information that I have submitted will be used in order to assess my suitability to be granted a tenancy agreement, or to be named on the tenancy agreement as a Guarantor, or to verify my identity to prevent and detect crime and money laundering, and acknowledge that the information that I have provided will be shared with third parties for this purpose. I understand and agree that current or former employers, landlords and letting agents may be asked to provide additional information about me or to verify information that I have provided, calls for which are recorded for training and monitoring purposes. I further acknowledge that the information that I have provided will be submitted to credit reference agencies in order that a credit check can be conducted. I understand that Rent4sure Ltd is not entitled to disclose a copy of my credit report to me but that I may obtain a copy of the report by applying to the relevant credit reference agency directly. I understand that I may be refused a tenancy, or may be found unsuitable to act as a Guarantor, as a result of the searches and references obtained by Rent4sure Ltd. I acknowledge that the referencing services provided are provided to the letting agent or landlord (as the case may be), and agree that I shall not seek to hold Rent4sure Ltd liable for such refusal nor shall I seek to bring any claim against Rent4sure Ltd for any loss or damage suffered by me as a result of such refusal.

By ticking this box I agree to Rent4sure Ltd contacting me by e-mail and/or telephone regarding other goods and services that may be of interest to me, such as broadband, utilities, telecommunications and insurance products. Rent4sure Ltd may also on occasion share your personal data with third parties, such as the providers of these products, if you tick the box. If you change your mind in the future you can withdraw your consent at any time by contacting us (using the details in our Privacy Policy) or by using the unsubscribe option in e-mails. For more details on how we use your personal information, including details about the third parties with whom we may share your personal data, please see our Privacy Policy here: www.rent4sure.co.uk/legal#privacy

Rent4sure Ltd is a controller under data protection law. For further details about how we collect and process your personal data, together with information about your privacy rights, please see our Privacy Policy here: www.rent4sure.co.uk/legal#privacy.

Applicants Name	
Applicants Signature	
Date	