

**All sections should be completed by each applicant intending to reside in the property.
One application form per applicant over the age of 18 years
A fee is payable on application for a tenancy. (Please see Fees Payable by Tenants)**

1. Property Details (TO BE COMPLETED BY APPLICANT)

Address of property:

Years: Months:

Projected start date: (subject to references)

Is the property shared: If yes, number of sharers:

(TO BE COMPLETED BY HAZELLS)

Monthly rent:

Deposit:

Pet deposit:

Fees:

Total:

Application fee paid: Date:

USAF member:

2. Applicant Details

Title:

Date of birth:

Telephone:

Email:

Current address of applicant:

(ALL FURTHER SECTIONS TO BE COMPLETED BY APPLICANT)

First name(s):

Surname:

Mobile:

Start date at this address:

Owner Private tenant Social tenant

Living with friends

Any Criminal Convictions, County Court Judgments, Ongoing debts, Bankruptcy or Administration orders? Yes No

(If yes please supply full details separately. If you put No and you are subsequently found to have any of the above then the application will not be progressed and the fee forfeited).

Personal Details

Marital Status Civil Partnership Divorced/Separated Other Married Single

Are you a smoker? YES NO **(Smoking is not permitted either inside or within the grounds of the property)**

DO YOU HAVE ANY PETS? (Please check with Hazells that pets may be kept at this property. Terms and conditions apply)

YES NO

Please give details in full:

3. Name and age of each occupant under the age of 18 or regular visitors

Name:	Gender: Male	Female	Age:
Name:	Gender: Male	Female	Age:
Name:	Gender: Male	Female	Age:
Name:	Gender: Male	Female	Age:

4. Personal Finance Details

Name of bank:	Account holder:
Address of bank:	
Sort code:	Account number:
PLEASE PROVIDE THE LAST 3 MONTHS' BANK STATEMENTS	National Insurance number:

Emergency Contact(ICE) and Next of Kin

ICE Name :	Address of Next of Kin:
ICE Number:	
Next of Kin:	
Relationship:	
Telephone:	

5. Applicants Current Income Status

Employed	Unemployed	Self-Employed	Contract	Independent Means	Student
Details of current Employer		Pension Administrator	Accountant (Please specify)		
Company Name / USAF Base					
Contact Name and position					
Address			Telephone		
			Email		
			Mobile		
Annual Gross Salary/ Pension/ Drawings			Payroll Number		
Applicant's Position held (Job Title)			Start Date		
USAF Pay Grade			Senior Officer		
Contact Email			Contact Mobile		
Is this position permanent?	Yes	No	Will this change prior to the start of the tenancy?	Yes	No

5A. Applicant's Previous Income Status

Employed	Unemployed	Self-Employed	Contract	Independent Means	Student
Details of current Employer		Pension Administrator	Accountant	(Please specify)	
Company Name					
Contact Name and position					
Address			Telephone		
			Email		
			Mobile		
Annual Gross Salary/ Pension/ Drawings			Payroll Number		
Applicant's Position held (Job Title)			Start Date		
USAF Pay Grade			Senior Officer		
Contact Email			Contact Mobile		
Is this position permanent?	Yes	No	Will this change prior to the start of the tenancy?	Yes	No

6. Current Landlord/ Managing Agent

Name of current Landlord Managing Agent Other (Please specify)

Contact Name	Agency
Address	Telephone (day)
	Telephone (evening)
	Email
	Mobile

7. Character Referee (known to you for a minimum of 2 years)

Contact Name	Relationship - Friend / Colleague / Neighbour (NOT A RELATIVE)
Address	Telephone (day)
	Telephone (evening)
	Email
	Mobile

8. To comply with the Right to Rent Legislation please supply photographic means of identification:

This must be either: UK or EEA Passport **or** UK Driving Licence and UK Birth Certificate

or for USAF: Tourist Passport **and** Copy of stamped orders **For clarification please [click here](#)**

Please Note:

1. If you are a student, retired, receiving housing benefit and/or Universal Credit please provide written proof of income. A guarantor may be required. Please talk to Hazells.
2. Please ensure that if paying by cheque you must allow 5 working days for clearance. If paying by bank transfer see Hazells' bank details below and ensure that the transfer is made the day before sign up. If you wish to pay by cash please advise Hazells beforehand. Cleared funds for the rent and deposit are required prior to the release of the keys to the property.
3. Please note the schedule of charges listed (Fees payable by Tenants)
4. **SMOKING IS NOT PERMITTED EITHER INSIDE OR WITHIN THE GROUNDS OF THE PROPERTY**
5. Prior to sign up evidence of contents insurance with cover for accidental damage to landlord's fittings will be required.
6. Tenant Shop Limited acts on Hazells' behalf to notify the local council, water supplier(s) and energy provider(s) in line with your tenancy start date and secondly to supply notifications to the local council, water supplier(s) and energy providers(s) from the date that you vacate the property.

Tenant Shop Limited will only use your information for the purpose of council and utility registration, closing of council and utility accounts and Energy/Media comparisons upon your arrival.

Call Centre comparisons are completely optional for you (the tenant) and you can opt out at any time.

Tenant Shop Limited is fully compliant with the data protection act 1998 and a registered member of the Information Commissioners Office with registration number Z305733X

7. PLEASE PROVIDE LAST 3 MONTHS BANK STATEMENTS

9. Declaration

I hereby give consent for Hazells to undertake an electronic credit check on me and also contact my bank, employer/accountant and existing landlord or agent (where applicable) for referencing purposes.

If your application is successful these details will be retained for the duration of your tenancy. However, should you be unsuccessful, your application form and supplementary information provided will be destroyed.

If any of the information provided by me in this application form is found to be untruthful then I understand that this application will be declared to be null and void and the application fee will be forfeited.

By signing this document you are confirming that you are consenting to Hazells holding and processing your personal data for the following purpose (please tick where you grant consent):-

I consent to Hazells contacting me by post phone Social Media or email

Yes, keep me informed about news, events, activities and services at Hazells (*note you can unsubscribe from the Hazells Newsletter at any time*);

No thanks, I don't want to hear about news, events, activities and services.

Please make sure you read our **Privacy Policy** on our website so you understand how we collect and use your personal data.

Signed

Date

Fees Payable by Tenants :

On Application:

Primary/Lead applicant	£210
Secondary and each additional applicant	£72
Guarantor (if applicable)	£72

On sign up:

Preparation of the tenancy agreement and registration of deposit	£30
Contribution to preparation of Inventory	£30
Pet licence (if applicable) plus £200 additional deposit per pet	£30

During tenancy:

Renegotiation of any tenancy agreement terms	£60
Issuing of letter due to arrears in excess of 14 days	£30
Issuing copy of tenancy agreement	£30
Changing details to "Tenancy Deposit Scheme"	£60

End of tenancy:

Check out fee: Deducted from your deposit	£60
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All sums quoted are inclusive of VAT.

Hazells are members of the RICS Clients' Money Protection Scheme.

Hazells subscribe to the redress scheme operated by Ombudsman Services: Property

Checklist for Applicants

All pages Complete	Signed payment of registration
Bank Statements	Signed declaration
Correct ID	Signed Tenant Shop declaration

Primary/Lead Applicant - Residential Letting

Payment of registration and setting up fee (This is for the primary applicant only)

Applicants are also required to complete the Tenant's Application Form

Mr/Mrs/Miss/Ms

of

hereby pays the sum of £210.00 inc VAT being the registration/setting up fee in respect of the prospective tenancy of:

Secondary and Additional Applicant(s) - Residential Letting

Payment of registration and setting up fee (This is for the secondary and additional applicant only)

Applicants are also required to complete the Tenant's Application Form

Mr/Mrs/Miss/Ms

of

hereby pays the sum of £72.00 inc VAT being the registration/setting up fee in respect of the prospective tenancy of:

This fee is **NON RETURNABLE** and includes charges made in respect of obtaining references, which may include a credit check. Should the references obtained be unacceptable to the landlord for any reason, then you will be informed of this and no further correspondence entered into.

At the end of the tenancy to pay the Landlord's Agent a check out fee of £60.00 inc VAT which will be deducted from the Tenant's deposit.

I CONFIRM THAT THE ABOVE CONDITIONS ARE ACCEPTABLE

LEAD APPLICANT

Signature:

Date:

Print name:

Date:

SECONDARY APPLICANT

Signature:

Date:

Print name:

Date:

Received sum of £ _____ inc VAT. Cash / Bank Transfer / Cheque

Signature:

Date:

For: Hazells
Hazells Office Account
Account number: 00608947
Sort Code: 20-16-12
Barclays Bank, Bury St Edmunds

N.B. Please note that we do not accept card payments.

Registration of Tenancy Information

To help with the move-in process Hazells have teamed up with Tenant Shop to streamline the registration process for your new property by notifying the local council, water supplier and your energy provider of your move.

We will use software supplied by Tenant Shop to notify all the necessary organisations that you have arrived and provide your contact information, moving in date and meter readings where applicable. The reverse will happen when you move out.

All services you receive from Tenant Shop are completely free of charge. However please note that Hazells may receive a commission in respect of any successful referral or introduction.

I give you permission to notify the council, water suppliers and incumbent energy provider.

Signed: _____

Broadband & TV

When moving in to your new property you may wish to arrange a Broadband connection & TV package. Our Partner Tenant Shop can offer you exclusive discounts through market leading providers SKY & Virgin Media, and regularly have offers of up to 50% off the standard pricing*

PLEASE NOTE THAT IF YOUR PROPERTY REQUIRES ANY ADDITIONAL ENGINEERING WORK DUE TO A NEW INSTALLATION, YOU MUST FIRST OBTAIN PERMISSION FROM THE LANDLORD OR HAZELLS.

I give permission for Tenant Shop to contact me by phone to provide support and advice on arranging the best Tv & Broadband package for my needs.

Signed: _____

Gas & Electricity

On moving in to your new property, you will be placed on a standard Gas & Electricity tariff. This tariff is the providers most expensive tariff, Tenant Shop will provide you with a choice of market comparison to find a tariff with a more suitable rate for your property. Once you are in and settled Tenant Shop will contact you by text, phone and or email to determine whether you would like to take advantage of this free market comparison.

I give permission for Tenant Shop to contact me by phone to arrange a more suitable energy tariff.

Signed: _____

Tenant Shop

In addition to the above; I hereby give Hazells Chartered Surveyors authority to pass my details to the Tenant Shop.

As well as phone Tenant Shop may contact me by:

Email

SMS

Signed: _____

Date: _____