

# Adore Cardiff – Application Form

Please Note: If filling this form out from your computer, to save you will need to choose "Save as", and OK, as the form will not save automatically.



Date \_\_\_\_\_

Property Applied For \_\_\_\_\_

Where I saw the property advertised \_\_\_\_\_

## 1. Personal Details

### Person 1 (Lead Tenant)

Title _____	Forenames _____	Surname _____
Gender _____		Date of Birth _____
Marital Status _____		National Insurance Number _____
Mobile Telephone _____		Nationality _____
Email Address _____		
Any Special Requirements: YES / NO If yes please give details _____		

### Person 2

Title _____	Forenames _____	Surname _____
Gender _____		Date of Birth _____
Marital Status _____		National Insurance Number _____
Mobile Telephone _____		Nationality _____
Email Address _____		
Any Special Requirements: YES / NO If yes please give details _____		

Is anyone in your household Pregnant? YES / NO

### Other Household Members

Name	Date of Birth	Gender

## **2. Current & Previous Addresses**

– Please provide **at least 5 years** of residency details

### **Person 1 (Lead Tenant)**

<b><u>Address</u></b>	<b><u>Postcode</u></b>	<b><u>Status</u></b> (rented/owned/with Parents/council etc.)	<b><u>Time at Address</u></b>	<b><u>Reason For Leaving</u></b>

### **Person 2**

<b><u>Address</u></b>	<b><u>Postcode</u></b>	<b><u>Status</u></b> (rented/owned/with Parents/council etc.)	<b><u>Time at Address</u></b>	<b><u>Reason For Leaving</u></b>

### 3. Current Landlord Details

If you are not currently renting from a landlord, please give details of a landlord you have had in the last 5 years.

#### Person 1 (Lead Tenant)

Landlord Name	
Address of Rented Property	
Landlords Address	
Landlord Telephone	
Landlord Email	
Rent Charged	

#### Person 2

Landlord Name	
Address of Rented Property	
Landlords Address	
Landlord Telephone	
Landlord Email	
Rent Charged	

### 4. Employment

#### Person 1 (Lead Tenant)

#### Person 2

<b>Status:</b> (Employed, Self-Employed, Retired, Student, Unemployed)		<b>Status:</b> (Employed, Self-Employed, Retired, Student, Unemployed)	
<b>Type</b> (Perm, Temp, Contract)		<b>Type</b> (Perm, Temp, Contract)	
<b>Hours Per Week</b>		<b>Hours Per Week</b>	
<b>Full Time / Part Time</b>		<b>Full Time / Part Time</b>	
<b>Annual Salary</b>		<b>Annual Salary</b>	
<b>Average Commission/ Overtime per year in Pounds (£)</b>		<b>Average Commission/ Overtime per year in Pounds (£)</b>	
<b>Job Title</b>		<b>Job Title</b>	
<b>Company Name</b>		<b>Company Name</b>	
<b>Length of Employment</b>		<b>Length of Employment</b>	

**Person 1 (Lead Tenant)****Person 2**

<b>Manager's Name</b>		<b>Manager's Name</b>	
<b>Manager's Position</b>		<b>Manager's Position</b>	
<b>Telephone Number</b>		<b>Telephone Number</b>	
<b>Email Address</b>		<b>Email Address</b>	

**Do you or your household intend to seek benefit assistance with rent payment? YES / NO**

**Do you have any further sources of income (Housing Benefit, Child Tax Credits etc.)?**

<b>Person 1 YES / NO</b>	<b>Person 2 YES / NO</b>
If yes please give details below:	If yes please give details below:

### **5. Next of Kin/ Emergency Contact Details**

- **Not** your spouse or live-in partner

We will use these details in the event of an emergency or if we are unable to contact you

**Person 1 (Lead Tenant)****Person 2**

<b>Name of Applicant</b>		<b>Name of Applicant</b>	
<b>Next of Kin Contact</b>		<b>Next of Kin Contact</b>	
<b>Relationship</b>		<b>Relationship</b>	
<b>Telephone Number</b>		<b>Telephone Number</b>	
<b>Address</b>		<b>Address</b>	

### **6. Any Other Information You Feel Would be Helpful in Application for this Tenancy**

If there is anything else you would like to tell us in support of you application or anything you feel we need to know, please enter it into the box below:

## **7. Post tenancy Contact Details**

May we use your tenant next of kin address details as a post address tenancy? Yes / No

If no, please fill in the box below.

<b>Post Tenancy Contact Details</b>	
<b>Day Phone:</b>	<b>Email Address:</b>
<b>Mobile Phone:</b>	<b>Evening Phone:</b>
<b>Address:</b>	

## **8. Terms & Declaration**

### **Application Procedure:**

A tenancy will be offered to you subject to contract and more specifically subject to the following conditions:

- A fully completed application form has been submitted together with the appropriate administration fee of £180 (+VAT).
- A satisfactory credit search has been carried out.
- Satisfactory references have been obtained
- The landlord has accepted the offer.

#### Administration fee

The purpose of the administration fee is to verify your intent to proceed and to cover the expenses we incur in taking out bank references, conducting viewings and undertaking credit checks etc. in respect of your application. The administration fee is non-refundable.

#### Holding fee

When you apply for a property, we will agree a tenancy start date with you. If this date is more than 2 weeks after the receipt by the landlord of satisfactory references we will require you to pay an additional £150 holding fee. The holding fee will be held by us until the tenancy agreement is signed. The holding fee will be deducted from the bond (deposit) payable by you upon the signature of the tenancy agreement. If, following the payment of the holding fee you fail to sign the tenancy agreement for reasons outside of your control (for example, if the landlord withdraws the property due to their own unforeseen circumstances), the holding fee will be refunded to you.

Before moving in to the property the payment of the first's month rent and bond (deposit) must be made. This can be by debit or credit card, bank transfer or cash. Funds must be cleared before the keys are released.

If there are any queries regarding the property these should be raised before submitting your application.

In some cases, we may require a guarantor. Please note a guarantor fee of £50 (+VAT) would then be payable.

Applications by 2 or more parties will be asked to name a "Lead Tenant". This person (Labelled as person 1 (Lead Tenant)) on this application form will become our first, but not necessarily only, point of contact for matters relating to the tenancy. We also reserve the right to repay the whole deposit to the Lead Tenant at the end of the tenancy.

**Prospective tenants should be aware that any false statement made could result in early termination of the tenancy under Ground 17 of Schedule 2 to the Housing Act 1988.**

## **Person 1**

Will this property be your primary residence? YES / NO

Do you smoke? YES / NO

Do you intend to keep a Pet at the property? YES / NO

For the below questions, if you answer "YES" to any of them, please provide details below

Have you ever been evicted or subject to a repossession order? YES / NO

Have you ever been declared bankrupt? YES / NO

Have you ever had a court judgement (CCJ) made against you? YES / NO

Have you ever entered into an Individual Voluntary Arrangement (IVA) or similar debt relief order? YES / NO

Do you have any debt that you haven't told us about such as credit cards, overdraft etc.? If yes please give further details below. YES / NO

Are you over 18? YES / NO

Further Details:

I confirm the information provided is true and accurate and authorise the Landlord or Agent to seek additional information as necessary:

- Carry out credit searches and reference checks and to contact employers, banks, referees, guarantors and credit reference agencies.
- Using the information obtained with third parties to assess credit ratings, make insurance decisions, for fraud prevention and tracing / debt collection.
- Handle all information obtained in strictest confidence and in accordance with the principles of the Data Protection Act 1998.

I understand that I can request the details of any credit reference agencies used so that I can verify with them the information provided.

I confirm that I have raised any concerns with the Landlord or Agent.

I understand that if I default on my tenancy obligations including rent, this information may be released to authorised debt recovery agencies and could affect any future applications I make for tenancies, credit and insurance.

I agree to the  
above declaration

Signed (Or initialled if  
Filling out online)

\_\_\_\_\_

Print Full Name \_\_\_\_\_

Date \_\_\_\_\_

## **Person 2**

**Will this property be your primary residence? YES / NO**

**Do you smoke? YES / NO**

**Do you intend to keep a Pet at the property? YES / NO**

For the below questions, if you answer "YES" to any of them, please provide details below

**Have you ever been evicted or subject to a repossession order? YES / NO**

**Have you ever been declared bankrupt? YES / NO**

**Have you ever had a court judgement (CCJ) made against you? YES / NO**

**Have you ever entered into an Individual Voluntary Arrangement (IVA) or similar debt relief order? YES / NO**

**Do you have any debt that you haven't told us about such as credit cards, overdraft etc.? If yes please give further details below. YES / NO**

**Are you over 18? YES / NO**

Further Details:

**I confirm the information provided is true and accurate and authorise the Landlord or Agent to seek additional information as necessary:**

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**I understand that if I default on my tenancy obligations including rent, this information may be released to authorised debt recovery agencies and could affect any future applications I make for tenancies, credit and insurance.**

**I agree to the above declaration**

**Signed (Or initialled if Filling out online)**

\_\_\_\_\_

**Print Full Name** \_\_\_\_\_

**Date** \_\_\_\_\_



**OFFICE USE ONLY**

**Tenancy**

- Administration Fee Paid
- 2 x Forms of identification
- 1 x Proof of address
- 3 Months bank statements
- 3 Months Wage Slips
- Landlord Reference
- Employment Reference
- Credit Check Date \_\_\_\_\_

**Property**

- Holding Fee Paid
- Tenancy Agreements x 2
- Inventory x 2
- Direct Debit Form
- Bond – x 2 Prescribed and T&C's
- CP12
- EPC
- Electrics
- Start of Tenancy Form
- Guarantor Form
- Pet Agreement
- Declaration that all documents received