

## Letting application

- Please sign and return the completed form to **Emsleys Estate Agents, 35 Austhorpe Road, Crossgates, Leeds, LS15 8BA** or scan and email each page to **PropertyManagement@emsleysestateagents.co.uk**
- Please submit an application form for each person, 18 years and over, that will be living at the property
- Applications must be signed before they can be considered

Rental property details	
Address of the rental property you are applying for:	
Rent offered (per calendar month):	£
Deposit offered:	£
If offered, I would like to use the Reposit scheme:	YES / NO
When would you like to move in?:	
How long do you want to rent the property? (A minimum of 6 months applies):	
Your details	
Title:	Mr/Mrs/Miss/Other
First name:	
Surname:	
Current address:	
How long have you lived at your current address?:	
Previous address (if you have lived at your current address for less than 3 years):	
Marital status:	
Date of birth	

Your contact details	
Mobile phone number:	
Home phone number:	
Work phone number:	
Email address:	
Further details	
Will any children be living with you at the property?:  Please provide their ages:	YES / NO
Do you have a pet(s)?:  Please provide details:  What happens to the pet(s) during the day?:	YES / NO
Do you smoke?:	YES / NO
Do you have any poor credit?: (eg CCJ, IVA, bankruptcy, low credit score)  Please provide full details:	YES / NO
Do you have a UK bank account?	YES / NO
Income details	
Are you in <u>full time</u> employment?  <i>If yes, please provide details</i>  Job title:	YES / NO

<p>Employer's name:</p> <p>How long have you worked at the organisation?:</p> <p>What is your annual salary?:</p>	
<p>Are you in <u>part time</u> employment?</p> <p><i>If yes, please provide details</i></p> <p>Job title:</p> <p>Employer's name:</p> <p>How long have you worked at the organisation?:</p> <p>How many hours do you work?</p> <p>What is your annual salary?:</p>	<p>YES / NO</p>
<p>Are you <u>self-employed</u>?</p> <p><i>If yes, please provide details</i></p> <p>What is the nature of your business?</p> <p>Company name (if applicable):</p> <p>Your position (eg Director/sole trader/managing partner):</p>	<p>YES / NO</p>

<p>How long has the business been trading?</p> <p>How many tax returns have you submitted?</p> <p>What is your annual income?</p>	
<p>Are you <u>retired</u>?</p> <p>If yes, please provide details of your pension(s):</p> <p>Amount received per annum:</p>	YES / NO
<p>Are you on a <u>zero hours</u> contract?</p>	YES / NO
<p>Are you in receipt of any benefits?</p> <p>Please provide details of your benefits:</p> <p>Those listed below are taken into consideration:</p> <ul style="list-style-type: none"> <li>• Disability Living Allowance (Incapacity Benefit if short-term is not accepted)</li> <li>• Working and Child Tax Credits (but the childcare element is not accepted as this is for childcare purposes), Child Benefit</li> <li>• Long-term Incapacity Benefit</li> <li>• Carers' and Foster Carers' Allowance will be assessed on an individual basis</li> </ul>	YES / NO
<p>Other financial circumstances:</p> <p>If none of the above apply, please give details of your circumstances and how you will fund the rent:</p>	YES / NO
<p>Are any monies to be paid by anyone other than you?</p>	YES / NO

## Terms and conditions

### *Money Laundering*

If you have offered to pay rent in advance then please be aware that we will be required to provide details of the bank account(s) where the money is held and a brief history on how it has been accumulated to comply with our money laundering regulations. **If we cannot obtain the correct information to ensure our compliance then the letting application cannot go ahead and your reservation fee will not be returned.**

### *Right to Rent and Identification*

If your application is successful we will require to see a copy your passport and a utility bill or bank statement that is less than 3 months old. We will need to match your passport to you prior to being able to complete the letting and give you any keys to the property.

If you do not have a passport please speak to the office about other accepted forms of ID. We also require any person(s) aged 18 and over that will be living at the property to supply us with ID to satisfy the Right to Rent checks.

## Declaration

- You confirm by signing below that all the information supplied is truthful.
- Any letting will be agreed on the information supplied.
- Should any of the above information be found to be false, your reservation fee will not be returned and the letting application will not proceed.

**I confirm that I have read and understand the above declaration and confirm that all the information given on this application form is truthful.**

**Signed:**

**Dated:**