



HOLLAND
BROADBRIDGE

Agriculture House, 5 Barker Street
Shrewsbury, Shropshire. SY1 1QJ
01743 357000 sales@hbshrop.co.uk
lettings@hbshrop.co.uk
www.hbshrop.co.uk

APPLICATION FORM FOR RENTED ACCOMMODATION

NAME OF PROPERTY APPLIED FOR _____

FULL NAME _____ AGE _____

ADDRESS _____

_____ POSTCODE _____

Phone (H) _____ (W) _____

(M) _____

EMAIL _____

OCCUPATION _____

DATE PROPERTY REQUIRED _____

DO YOU HAVE ANY PETS? YES/NO

HOUSING BENEFIT? YES/NO

If yes, are you claiming part or full Housing Benefit? _____

HOW LONG DO YOU WISH TO RENT THE PROPERTY FOR?

6 months only [] 6-12 months [] 2 Years+ []

HOW DO YOU WISH TO PAY THE RENT?

Monthly [] 6 months in Advance []

DO YOU HAVE ANY SPECIAL REQUIREMENTS? If yes, please state below

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TERMS AND CONDITIONS

- Acceptance or refusal of an application at any time is at the sole discretion of the Landlord or Agent
- All tenancies are based on an Assured Shorthold Tenancy and will be for a period of 6 or 12 months
- Should an applicant withdraw their application after a holding deposit (equivalent to one week's rent) has been received the deposit will be **non-refundable**
- All surety deposits, equivalent to five weeks rent, will be protected under the Deposit Protection Service, My Deposits or The Dispute Service
- Applicants who bank with Lloyds Bank, The Royal Bank of Scotland and Halifax are asked to supply three months of their latest bank statements in lieu of a bank reference. These are to be provided on applying for a property
- A valid form of ID (passport, driving licence or VISA when required) must be provided when applying for a property

I agree to the above Terms and Conditions

Name: _____

Signature: _____ Date: _____

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Authorisation Form

Dear Sir or Madam,

I _____ hereby authorise
you to release to Holland Broadbridge information relating to my
employment, income or current/ previous tenancies as requested.

I would be grateful if you could please respond promptly to
facilitate processing of my application for rented accommodation.

Thank you

Yours faithfully

Signed _____

Name _____

Date _____

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Status Enquiry

To the bank Manager - Bank Name - _____

Address _____

Post Code _____

Customer Name(s) _____

Address _____

Post Code _____

Account Name _____

Account Number _____ Sort Code _____

Please supply your opinion as to the means of the above customer regarding the following commitment:

Information requested for RENTAL PROPERTY

Amount per Payment _____

Frequency of Payment _____

Please quote reference _____

Consent

To be signed by the customer who is the subject of the enquiry, in accordance with signed mandate held by the bank.

I/We _____ authorise _____

Bank to provide a status enquiry on me/us.

I/We understand that a copy of the banks reply can be sent to us on request.

I authorise my bank to debit the amount needed for this bank enquiry from the above account.

Signed _____ Date _____

Enquiry From: **Holland Broadbridge** Attention of: **Mrs F Kavanagh**

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Prospective Tenant Information

www.hbshrop.co.uk

Section 1 – Personal Details

Title _____ Name _____

Previous Name (s) _____

Date of Birth _____ National Insurance Number _____

Nationality _____ Have you been a resident of the UK the last 9 months? YES/NO

Tel _____ Mobile _____

Email Address _____

Current Address _____

_____ Postcode _____ Time at Address _____

Status (please circle): Owner / Council Tenant / Private Tenant / Family or Friends / Occupational

Reason for Move _____

Previous Address _____

_____ Postcode _____ Time at Address _____

Previous Address Continued _____

_____ Postcode _____ Time at Address _____

Section 2 – Landlord/Letting Agent Details

Landlord / Agency Name _____

Address _____

_____ Post code _____ Tel _____

Email _____

Section 3 – Income Details

Status (please circle): Employed / Self-Employed* / Fixed Contract / Temporary Contract / Zero Hrs /
Maternity / Retired / Private Means / Unemployed / Student

Company/Agency Name _____

Contact Name _____ Address _____

_____ Post code _____ Tel _____

Email _____

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Section 3 Continued

**** If you are self employed please complete section 4****

Gross Basic Salary/Pension Per Annum £ _____ Gross Commission Per Annum £ _____

Other Income (Benefits) £ _____ Position Held _____

Employment Start Date ___/___/___ Payroll, Service, Pension No _____

Is the position (please circle) Full Time / Part Time Permanent? YES / NO if no, end date _____

If you have a guarantor who is making a contribution towards your rent please state the monthly contribution here £ _____

Are you aware of any reason why your employment may change within the next 6 months? YES / NO

If yes please supply details (continue on a covering letter if required)

Section 4 – Accountant Details

Practice Name _____

Address _____

_____ Post code _____ Tel _____

Email _____

IF YOU COMPLETE YOUR OWN SELF-ASSESSMENT TAX RETURNS PLEASE ENCLOSE A COPY OF YOUR LAST YEAR'S TAX RETURNS ON APPLICATION

Section 5 – Future / Previous Employment

Company/Agency Name _____

Contact Name _____ Address _____

_____ Post code _____ Tel _____

Email _____ Start Date ___/___/___ End Date ___/___/___

Gross Basic Salary/Pension Per Annum £ _____ Gross Commission Per Annum £ _____

Other Income (Benefits) £ _____ Position Held _____

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Section 6 – Bank Account Details

Bank / Building Society _____

Address _____

_____ Post code _____ Tel _____

Account Name _____ Account No _____ Sort Code _____

Section 7 – Next of Kin Details

Name _____ Relationship _____

Address _____

_____ Post code _____ Tel _____

Section 8 – Additional Occupants over 18 and not being referenced

Name _____ Relationship _____

Tel _____ Email _____

Name _____ Relationship _____

Tel _____ Email _____

Name _____ Relationship _____

Tel _____ Email _____

Section 9 – Additional Information

Ages / Sex of Children _____

Do any of the occupant's smoke? YES /NO

Please list any pets _____

Are you aware of any adverse credit history (including and CCJ's, IVA's or bankruptcies within the last 6 years)? _____

Declaration

I _____ hereby authorise Holland Broadbridge to release my information to TheLettingsHub to complete a credit check.

Print Name _____

Signature _____

Date _____

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