

2. PERSONAL DETAILS (CONT)

Are you or have you rented before? Yes No

If yes, please provide the details of your Landlord or Letting Agent

Landlord/Agent:	
Tel:	
Fax:	
Email:	
Address Rented	
Postcode:	
Rent Paid	£ _____ per calendar month

Are you /have you rented before? Yes No

If yes, please provide the details of your Landlord or Letting Agent

Landlord/Agent:	
Tel:	
Fax:	
Email:	
Address Rented	
Postcode:	
Rent Paid	£ _____ per calendar month

Have you got any adverse credit history? Yes No

If yes, please specify

Have you ever been in rent arrears? Yes No

If yes, please specify dates and amounts

Have you got any adverse credit history? Yes No

If yes, please specify

Have you ever been in rent arrears? Yes No

If yes, please specify dates and amounts

3. OTHER OCCUPIERS

Must include all other persons who will occupy the property, including under 18s

Full Name:	
Address:	
Postcode:	
Mobile:	if applicable*
Email:	if applicable*
Date of Birth:	

*Mobile and email not applicable for under 18s

Full Name:	
Address:	
Postcode:	
Mobile:	if applicable*
Email:	if applicable*
Date of Birth:	

*Mobile and email not applicable for under 18s

Full Name:	
Address:	
Postcode:	
Mobile:	if applicable*
Email:	if applicable*
Date of Birth:	

*Mobile and email not applicable for under 18s

Full Name:	
Address:	
Postcode:	
Mobile:	if applicable*
Email:	if applicable*
Date of Birth:	

*Mobile and email not applicable for under 18s

ANY FURTHER OCCUPANTS PLEASE USE SEPERATE SHEET

4. BANK DETAILS

For use in credit checks and to complete standing order form for rent payment – No Direct Debits are used

Bank:	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>
Postcode:	<input type="text"/>

Account Holder:	<input type="text"/>
Sort code:	<input type="text"/>
Account Number	<input type="text"/>

5. EMPLOYMENT DETAILS** - If self employed skip to 5b.

**Applicants must earn a minimum or the corresponding salary to rent figure. See Affordability Calculator in Section 6. A Guarantor or joint applicant will be require if the lead tenant does not achieve this figure

LEAD TENANT

Employer	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>
Postcode:	<input type="text"/>
Position Held	<input type="text"/>
Salary Per Annum	£ <input type="text"/>

Full Time Part Time Contract

Employment Contact for reference

Name:	<input type="text"/>
Position:	<input type="text"/>
Tel:	<input type="text"/>
Fax:	<input type="text"/>
Email:	<input type="text"/>

Other Income Sources	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

Total Income per Annum	£ <input type="text"/>
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JOINT TENANT

Employer	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>
Postcode:	<input type="text"/>
Position Held	<input type="text"/>
Salary Per Annum	£ <input type="text"/>

Full Time Part Time Contract

Employment Contact for reference

Name:	<input type="text"/>
Position:	<input type="text"/>
Tel:	<input type="text"/>
Fax:	<input type="text"/>
Email:	<input type="text"/>

Other Income Sources	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

Total Income per Annum	£ <input type="text"/>
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5b. SELF EMPLOYED**

**Applicants must earn a minimum or the corresponding salary to rent figure. See Affordability Calculator in Section 6. A Guarantor or joint applicant will be require if the lead tenant does not achieve this figure

Name of Your Business:	<input type="text"/>
Business Address:	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

How long have you been in business?

Average Earnings per annum? £

Accountant Details

Name:	<input type="text"/>
Address:	<input type="text"/>
	<input type="text"/>
Postcode:	<input type="text"/>

Tel:	<input type="text"/>
Fax:	<input type="text"/>
Email:	<input type="text"/>

6. TERMS AND CONDITIONS

Affordability Calculator

Rent PCM	Salary	Rent PCM	Salary
£400	£12,000	£950	£28,500
£425	£12,750	£975	£29,250
£450	£13,500	£1,000	£30,000
£475	£14,250	£1,025	£30,750
£500	£15,000	£1,050	£31,500
£525	£15,750	£1,075	£32,250
£550	£16,500	£1,100	£33,000
£575	£17,250	£1,125	£33,750
£600	£18,000	£1,150	£34,500
£625	£18,750	£1,175	£35,250
£650	£19,500	£1,200	£36,000
£675	£20,250	£1,225	£36,750
£700	£21,000	£1,250	£37,500
£725	£21,750	£1,275	£38,250
£750	£22,500	£1,300	£39,000
£775	£23,250	£1,325	£39,750
£800	£24,000	£1,350	£40,500
£825	£24,750	£1,375	£41,250
£850	£25,500	£1,400	£42,000
£875	£26,250	£1,425	£42,750
£900	£27,000	£1,450	£43,500
£925	£27,750	£1,475	£44,250

Fees

RPMS Letting charge the fees below for application. All fees are inclusive of VAT
£145 for a single application
£160 for a joint application

If you require a guarantor application the fee is £160

RPMS DOES NOT ACCEPT ANY PAYMENT BY CHEQUE – ONLY DEBIT/CREDIT CARD AND CASH ARE ACCEPTED

Deposit

£100 of the full security deposit is taken on application with the required above fee.
The remainder is due once all checks and references are complete

Paperwork Required

Tenant/Joint Tenant:
Photographic Identification,
Proof of Income stated in Application, Pay Slips, Benefit Statements, Bank Statement (if paying upfront)
Utility Bill, Credit Card Statement, from current address

Guarantor:

Photographic Identification,
Proof of Income stated in Application,
Proof of Home Ownership (Mortgage Statement or Deeds)
Utility Bill, Credit Card Statement, from current address

Contract

A tenancy is subject to contract and the following:
Application form and Guarantor Form (if required) are fully completed.
Required fees (see above) are paid
£100 towards the security bond is paid
Credit search conducted by Equifax is completed satisfactorily.
Employment and Landlord References are fully completed and returned
The Landlord has accepted the application.

If the applicant decides to withdraw their application at any point after the fees and part security bond has been received, there will be NO refund.

If the Landlord or Agent decides to stop the application due to false information provided on the application, NO refund will be given.

If the Landlord or Agent decides to stop the application, not in line with the above comment a full refund will be made.

An applicant's requested move in date will be confirmed by RPMS after the full security deposit has been paid and all checks are complete. This must be Monday to Friday between 10am and 4pm. RPMS do not complete move-ins outside of these hours.

Application Process

After receipt of the application fees and part deposit payment RPMS will conduct all the required checks. This takes approx 5 working days.

Upon receipt of satisfactory references

You pay the balance of the deposit and your agreement will then be issued to you for signature.

An appointment is made for you to come to the office to complete your move in on the date confirmed by RPMS, when you are required to return the signed agreement and accompanying paperwork.

We require proof of your contents insurance policy including landlord accidental damage cover. If you do not have this, HomeLet can assist you. They can be contact on 0845 117 6000 quoting Scheme Number 1507136.

1st Rent Payment and future rent payment

On the tenancy start day, the 1st month's rent is due and your tenant information pack will be issued, together with the keys for the property. The 1st rent payment must be paid by cash, debit or credit Card – No Cheques are accepted.

Tenancies starting before the 15th of the month will be required to pay for all remaining days until the end of that calendar month.

Tenancies starting on the 15th or after will be required to pay for all remaining days until the end of that calendar month and the next full calendar month.

The rent due date will thereafter, continue to be the 1st of the month paid by standing order.

Declaration

By signing and submitting this form you are confirming that (i) the information provided about you on this Tenant/Guarantor Reference Form is (to the best of your knowledge) accurate, complete and not misleading (ii) that you agree that RPMS will contact the credit reference agency Equifax to confirm your information to be correct and not fraudulent (iii) that RPMS will make contact with your Employer and previous Landlord to acquire and confirm the details provided. (iv) that you, the lead tenant and joint tenant (if applicable) have read and understand the Terms and Conditions stated in section 6.

Please read the declaration and sign and date below.

WE CANNOT PROCEED WITH THIS APPLICATION IF YOU DO NOT SIGN.

Lead Tenant

Signature _____

Date _____

Joint Tenant (if required)

Signature _____

Date _____



Credit checks are conducted in-house using Equifax Credit Referencing Service

