

Granger & Oaks

2b-4b Hucknall Road, Nottingham, NG5 1AB

0115 9629770

nottingham@go-ps.co.uk

Issued from November 2014

PROPERTY TO BE RENTED:			
Title	First Name	Surname	
Maiden or previous surname(s)			Date of Birth DD / MM / YYYY
Marital Status	Male <input type="checkbox"/> Female <input type="checkbox"/>	National Ins. No.	
Mobile	Email		
Current Address			
City	Post Code	Time here ____ Years ____ Months	
Current Status Property Owner <input type="checkbox"/> Council Tenant <input type="checkbox"/> Private Tenant <input type="checkbox"/> Living with friends/relatives <input type="checkbox"/>			
Letting Agent / Landlord			
Address			
Phone	Fax	Email	
If you have been living at your current address for less than 3 years, please give details of your previous addresses below (continue on separate sheet if needed)			
Previous Address			
City	Post Code	Time here ____ Years ____ Months	
Previous Status Property Owner <input type="checkbox"/> Council Tenant <input type="checkbox"/> Private Tenant <input type="checkbox"/> Living with friends/relatives <input type="checkbox"/>			
Letting Agent / Landlord			
Address			
Phone	Fax	Email	
Do the properties detailed above cover at least 3 years? Yes <input type="checkbox"/> No <input type="checkbox"/> If no, please provide details on a separate sheet			
Employment Status (tick one)	Employed <input type="checkbox"/> Self-Employed <input type="checkbox"/> Unemployed <input type="checkbox"/> Retired <input type="checkbox"/> Student <input type="checkbox"/>		
	On contract through an agency <input type="checkbox"/> Independent Means <input type="checkbox"/> Other <input type="checkbox"/>		
Current Employer		Job Title	
Address			
City	Post Code	Gross Annual Salary £	
Contact Employer <input type="checkbox"/> Recruitment Agency <input type="checkbox"/> Accountancy Firm <input type="checkbox"/>			
Phone	Fax	Email	
Permanent? Yes <input type="checkbox"/> No <input type="checkbox"/>	Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>	Start Date DD / MM / YYYY	
If self-employed, your company name		Payroll / Pension Number	
Will your employment change before the proposed tenancy starts? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, give details below			
Have you been with your current employer less than 18 months? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, give details below			
Employed <input type="checkbox"/> Self-Employed <input type="checkbox"/> Unemployed <input type="checkbox"/> Retired <input type="checkbox"/> Student <input type="checkbox"/> Other <input type="checkbox"/>			
Other Employer		Job Title	
Address			
City	Post Code	Gross Annual Salary £	
Contact Employer <input type="checkbox"/> Recruitment Agency <input type="checkbox"/> Accountancy Firm <input type="checkbox"/>			
Phone	Fax	Email	
Permanent? Yes <input type="checkbox"/> No <input type="checkbox"/>	Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>	Start MM / YYYY End MM / YYYY	

Additional Information	
Smoker? Yes <input type="checkbox"/> No <input type="checkbox"/>	Pets? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please give details
Names & ages of any children who will be occupying the property	
Next of Kin (should not be your spouse) we will also use this address as an alternative address for deposit scheme registration.	
Address	Post Code
Relationship	Phone

DECLARATION

Please read the declaration and sign and date below.

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

I hereby confirm that the information provided by me is to the best of my knowledge true. I consent to this information being verified by contacting the third parties detailed in this form. I understand that the results of the findings and any supporting documents I provide may be forwarded to the landlord and may be accessed again at any time in the future. I agree that Granger & Oaks (Granger & Oaks is a trading name of GO Property Services Ltd) or their approved agent may search the files of a Credit Reference Agency and IDS Ltd, the insurance industry's data collection agency, which will keep a record of that search. I understand that I may request the name and address of the Credit Reference Agency to whom I may then apply for a copy of the information provided. I accept that no explanation can be given should I not be approved.

I also understand that in the event of my defaulting on the rental payment, information may be recorded with the Credit Reference Agency and IDS Ltd, who may supply the information to other credit companies or insurers in the request for responsible granting of tenancies, insurance and credit.

I understand that in the event of any default by me in respect of the covenants in my tenancy agreement with my landlord, the information contained therein may be disclosed to one or more tracing companies and/or debt collection agencies in order to recover monies due or to trace my whereabouts. Information will also be disclosed to relevant utility companies and the like.

The information provided in this form by me is information as described in Ground 17 of the Housing Act 1996 and I understand that if any information within this application is found to be untrue, it is grounds for termination of the tenancy. I also understand that any default in the payment of rent will affect any future application for tenancies, credit or insurance.

Special requests /
Agreed changes

I wish to apply to rent the above property for a period of _____ months, commencing on _____

I agree that the total rent for the property is £ _____ per calendar month

I have read and understood the last page of this application form

I wish to rent this property as advertised (please detail any special requests / agreed changes in the box above)

I agree to allow the letting agent / landlord to photocopy this form for their records

I declare that I am not bankrupt, am not paying off any previous rental debt, or have any CCJ's

I AGREE THAT ANY ADMINISTRATION FEES I HAVE PAID MAY NOT BE REFUNDED

Print name

Signature

Date

Please use the following check list to speed up your application.

- I have included my mobile number and email and consent to tenancy documents and notices being e-mailed to me.
- I have completed all sections of the application form as completely as possible
- I have read and signed the declaration
- I will forward proof of ID and residence with this application form
Proof of ID – any photo ID – passport, driver's licence, etc.
Proof of residence – UTILITY or MOBILE PHONE bill that has your name and current address on it
- I will Provide Proof of Property Ownership (if applicable) with this application form
Proof of Ownership – this could be a mortgage statement dated within the last 6 months. If you wish you can blank out any sensitive financial information.
- I will notify ALL my referees that enquiries will be made to verify the information provided
- I will provide my employer with written authorisation to release my salary details (if required)
- I will pay any fees my current lettings agency requests in order to provide a reference (if required)
- I have read and agree to THE SMALL PRINT on the following page

Forward your completed application form to: nottingham@go-ps.co.uk fax: 0115 845 1606
Granger and Oaks, 2b-4b Hucknall Road, Nottingham, NG5 1AB

THE SMALL PRINT, INCLUDING OUR FEES

So you like the property, but what comes next? At Granger and Oaks we like to keep things as simple as we can.

Other than obvious things like your deposit, rent, and insurance, we ask our tenants to pay an administration fee of **£175 for 1 tenant, £225 for 2 tenants, or £275 for 3 tenants**. All tenants and occupants, over the age of **18**, must be referenced and listed on the tenancy agreement. We will require references from your employer and current landlord (if you are renting), and we will undertake financial and electoral roll checks. Once your fees and application forms are received, the property is secured and no further viewings will be undertaken for 1 week, while references are obtained.

PLEASE NOTE: OUR ADMINISTRATION FEES ARE NOT NORMALLY REFUNDED SO PLEASE ONLY APPLY FOR A PROPERTY IF YOU HAVE EVERY INTENTION OF MOVING INTO IT AND YOU ARE SURE THAT YOU CAN PROVIDE A SUITABLE GUARANTOR SHOULD ONE BE REQUIRED.

We expect to complete all references within one week and are unable to confirm whether your application is successful until we have completed them. You may be required to provide a guarantor if your credit check or references are not acceptable. After one week, your deposit will be due in full, along with a £200 non-refundable holding fee. The holding fee will be offset against your 1st month's rent when you move in. If, after one week from application, your references are incomplete or you are unable to provide relevant documentation or a guarantor, if one is requested, we reserve the right to re-advertise the property and potentially let it to another party. If your application fails, at our discretion, we will partially refund the application fees.

PRE-APPLICATION CREDIT CHECKS

For anyone unsure if their credit score will be acceptable, we now offer a Pre-Application Credit Check. There is a fee of £15 per person.

GUARANTORS

In some cases, for instance if you cannot prove your income or have just moved and haven't yet started work, you may be required to provide a guarantor. Your Guarantor will honour your rental obligations should you not be able to. To qualify, they will need to be a UK citizen, ideally a home owner, earn roughly 3.5 times the yearly rent, and have been in continuous employment for at least 12 months (*ask your representative for details on rent ratios if you are unsure*). For Guarantor applications, we charge just £50 and you will need to pay this in person or over the phone by debit card before we can proceed further.

PLEASE NOTE: GUARANTORS ARE REQUIRED TO SIGN A DEED OF GUARANTEE (this is a separate document in addition to the application form). WE NEED TO HAVE A SIGNED AND WITNESSED ORIGINAL COPY BEFORE WE CAN RELEASE THE KEYS.

THE REFERENCING PROCEDURE

Normally, if you can provide us with all the information we ask for, we would anticipate processing your application in 1 week. However, this very much depends on several things. The biggest problems we encounter are:

- 1) Incomplete or incorrect information on forms
- 2) Problems in clarifying your employment, particularly from larger organisations or Local Authorities / Public Service employers
- 3) Difficulties in obtaining landlord references

Please help us speed up this process by completing forms as thoroughly as possible with up to date information and contact details.

THE GO AHEAD!

We will contact you as soon as your application has been accepted to agree a move in date and

After your deposit has been paid, we will produce a tenancy agreement. **THIS IS A LEGALLY BINDING CONTRACT THAT NEEDS TO BE SIGNED BY ALL LISTED TENANTS**. We will generally email the contracts to you, to be signed and returned to our office within 5 days.

YOU WILL NEED TO PAY THE 1ST MONTHS RENT IN FULL, IN CLEARED FUNDS, AT LEAST 24 HOURS PRIOR TO MOVE IN. Payment can be made by debit or credit card, cash, bankers draft, bank transfer, or cheque (Credit cards are subject to a 4% handling fee. Cheques payable to GO Property Services Ltd (Granger & Oaks is a trading name of GO Property Services Ltd) and subject to 10 days clearance. International Bank Transfers are subject to a £9 fee). If you have a guarantor, we will also need a signed Deed of Guarantee. The tenancy you are applying for is a fixed term. After the expiry of a fixed term, if both parties wish to extend, an administration fee will be payable (see our website for current rates), irrespective of the length of the extended period or the type of agreement.

LANDLORDS LIABILITY INSURANCE

We know from experience that accidents in the home can be costly. Whether it's spilling a glass of red wine on a carpet, or accidentally damaging an appliance, bathroom suite, or someone else's expensive furniture, remedying an unfortunate accident can often cost hundreds of pounds, which as a tenant you would normally be responsible for. We also realise how difficult it can be for tenants to arrange the right insurance cover for their contents and liabilities towards the property they are renting.

That's why we've teamed up with HomeLet to offer their Tenants Contents Insurance, a policy designed specifically for tenants. **Tenants are responsible for setting up their own insurance to cover accidental damage to the contents, fixtures and fittings of the property. We will provide you with relevant information once your tenancy application is successful.**

THE DEPOSIT

For your peace of mind, Granger & Oaks is a member of the Tenancy Deposit Scheme and all deposits taken from our tenants will be administered by one of the three schemes available. Along with your tenancy agreement, you will be given details of the scheme your deposit is being administered within. **More information can be found here - <https://www.gov.uk/tenancy-deposit-protection/overview>**

GO GET PACKING!

On your moving in day (the start date of your tenancy), you can collect the keys from our office **BY APPOINTMENT** during office hours. At the same time we will hand over an inventory, which needs to be checked during the first few days at your new address, before being signed and returned to us. We will also need to collect your standing order form, for future rent payments, along with your completed insurance application.

TENANCY END

To end your tenancy you will need to give written notice in line with your tenancy agreement. We will then contact you to make arrangements for your departure. There is a £50 fee to cover check-out administration which includes providing a tenancy reference to your new letting agent, landlord, or mortgage company should you require one.

FEE CHECKER

FEE	HOW MUCH	WHEN BY
APPLICATION FEE		
HOLDING FEE		
DEPOSIT		
FIRST MONTHS RENT		

