

PRE TENANCY APPLICATION FORM

PROPERTY ADDRESS

RENT - £..... DEPOSIT* - £..... APPLICATION FEE - £.....
(per applicant)

MOVE IN DATE..... LENGTH OF TERM IN MONTHS

MR/MRS/MISS/MS/DR/OTHER FIRST NAME

MIDDLE NAME(S) AND SURNAME

MOBILE PHONE NUMBER

E-MAIL ADDRESS

I acknowledge that I am today making payment of an application fee in the sum of £..... DATE PAID

I understand that this application fee is non-refundable whether the application proceeds to tenancy or is declined.

If my application is successful I will make payment of the first month's rent and full deposit* on commencement of the tenancy agreement.

YOU WILL NEED TO PROVIDE TO COOPER & CUTT TWO ORIGINAL FORMS OF IDENTIFICATION AND COPIES WILL BE TAKEN FOR OUR FILE

Acceptable proof would be driving licence, passport or identity card plus utility bill or credit card statement. This must be provided with this Pre Tenancy Application Form, together with payment of the application fee. The matter cannot proceed without this identification and the application fee in full.

I declare the details given in this form are true and correct and will be the basis of any Contract between myself and Cooper & Cutt. I acknowledge this is not the Tenancy Agreement and does not represent any offer between Cooper & Cutt and the prospective Tenant(s).

By signing this document, you acknowledge that you have been provided with a copy of the Government leaflet called "How to rent" and understand its content.

Your details will now be passed on to a referencing company who will be in touch via e-mail or phone, which will include a credit check unless otherwise agreed.

SIGNED

PRINT NAME

DATED SIGNED

* On signing the Tenancy Agreement, the Deposit will be protected by The Deposit Protection Service (The DPS) in accordance with the Terms and Conditions of The DPS. The Terms and Conditions and ADR Rules governing the protection of the deposit, including the repayment process, can be found at www.depositprotection.com

Helping tenants by taking the stress out of moving!

Your new home

In preparation for your move, Cooper & Cutt has arranged for Tenant Shop's accredited concierge team to call you to discuss the setup of your household services. Tenant Shop helps you;

- **Set up your broadband, TV and phone** from a range of leading suppliers to ensure you have arranged the best package for you ahead of move-in. Tenant Shop potentially offer up to 50% off the standard pricing*
- **Ensure you have the correct cover in place** to protect your liabilities as a tenant against any accidental damage to your home
- **Set up your gas and electricity account** to help you choose the best available tariff and payment option from a choice of suppliers
- **Make savings on other products** such as removal firms

To help you setup your household services, Tenant Shop will call you.

Opt In Opt Out

*offers subject to availability

PROPERTY NOTIFICATIONS

To help with the move-in process we have teamed up with Tenant Shop to streamline the registration process for your new property by notifying the local council, water and energy suppliers of your move. We will use software supplied by Tenant Shop to notify all the necessary organisations that you have arrived and provide your contact information, moving in date and meter readings where applicable. Tenant Shop will call you to clarify the current suppliers to your new property. The reverse will happen when you move out.

I have read the above fair processing notices.

Signed: _____ Print Name: _____ Date: _____



Data Protection

Tenant Shop Limited, registered office Inchora House, Building X92, Cody Technology Park, Farnborough, Hampshire, GU14 0LX is fully compliant with the data protection act 2018 and is registered with the Information Commissioners Office registration number Z305733X. Tenant Shop limited will only use your information for the purposes set out above.

Tenant Shop is a trading style of Tenant Shop Limited which is an appointed representative of Albany Park Limited, which is authorised and regulated by the Financial Conduct Authority. Financial Services Register number for Albany Park Limited is 304130 and 741081 for Tenant Shop Limited trading as Tenant Shop. This is regarding Insurance products only.

You can alter your options, exercise the right of restricted processing or opt out at any time by emailing:

customerservices@mytenantshop.co.uk

SUPPLEMENTARY INFORMATION FORM
PLEASE COMPLETE THIS FORM IN FULL AND RETURN IT TO YOUR LETTING AGENT

PERSONAL DETAILS:	
Name:	Telephone Number:
Email Address:	Date of Birth:

BANK DETAILS: Please provide your Bank or Building Society current account details	
Bank account number:	Sort Code:
Account holder name:	Name of Bank or Building Society:

OTHER OCCUPANTS: Details of other people who will be staying in the property	
Number of adults:	Number of children:
Are any of the occupants Smokers?	Yes / No - If Yes please provide details:
Do you have any pets?	Yes / No - If Yes please provide details:

EMERGENCY CONTACT: Please provide details of your Next of Kin	
Next of Kin name:	Contact Telephone Number:
Email Address:	Relationship to applicant
Home Address:	

DECLARATION

I hereby certify that the information provided is true and accurate and give permission for this information to be verified by third parties and disclosed as detailed above for the purpose of:

Performing a credit search by a third party agency

- Contacting my current, previous employers and referees to confirm the details provided
- Fraud prevention, credit assessment and insurance decisions

I understand that the results of these searches will be provided to the Letting Agent and accessed again in the event of a default in my rental payments. 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 understand that if I default on my tenancy obligations, this information may be released to authorised debt recovery agencies and could affect any future applications I make for tenancies, credit and insurance. I understand that providing false information may lead to early termination of any subsequent tenancy agreement. I am happy for Let Alliance to contact me in respect to this application if required. I have read and agree to be bound by the above terms.

Signed: _____ Date: _____

National1 Team

The Let Alliance Team

Tel: 01244 886 236

Email: national1@letalliance.co.uk

Fax: 01244 241 117