

**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](http://www.depositprotection.com)

### **Registration of Tenancy Information.**

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 supplier and your incumbent energy provider 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. The reverse will happen when you move out.

### **Broadband & TV**

When moving in to your new property you may wish to arrange a Broadband connection & TV package. Our Partner Tenant Shop can offer you exclusive discounts through market leading providers SKY & Virgin Media, and regularly have offers of up to 50% off the standard pricing\*

I give permission for Tenant Shop to contact me by phone to provide support and advice on arranging the best Tv & Broadband package for my needs

Signed: \_\_\_\_\_

### **Gas & Electricity**

On moving in to your new property, you will be placed on a standard Gas & Electricity tariff. This tariff is the providers most expensive tariff, Tenant Shop will provide you with a choice of market comparison to find a tariff with a more suitable rate for your property.

I give permission for Tenant Shop to contact me by phone to arrange a more suitable energy tariff

Signed: \_\_\_\_\_

### **Insurance**

You may wish to take out tenant's liability insurance cover to protect your deposit against any accidental damage you may cause to the landlord's fixtures and fittings. We can arrange a quote for you through one of our partners, but you can source this from any provider you wish.

I give permission for Tenant Shop to contact me by phone to arrange a quote for insurance

Signed: \_\_\_\_\_

**Form Completion Date:** \_\_\_\_\_ **Tenant Name:** \_\_\_\_\_