



HOLLAND
BROADBRIDGE
APPLICATION FORM FOR RENTED ACCOMMODATION

NAME OF PROPERTY APPLIED
FOR _____

FULL NAME _____ AGE _____

ADDRESS _____

_____ POSTCODE _____

CONTACT DETAILS:(H) _____ (M) _____
(W) _____ EMAIL _____

OCCUPATION _____

DATE PROPERTY REQUIRED _____

HOUSING BENEFIT? YES/NO

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

HOW LONG DO YOU WISH TO RENT A PROPERTY?

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 so please state below

Signed _____ Date _____

- Acceptance or refusal of an application at any time is at the sole discretion of the Landlord and 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 an application after a holding deposit (equivalent to a months rent) has been placed to secure the property the deposit paid will be non refundable.
- Upon applying for a property, you will be required to pay a fee of £20.00 for a credit check.
- Holland Broadbridge Processing fee of £175.00 (inc. V.A.T), is a non-refundable charge payable by the ingoing tenant.
- All surety deposits will be protected under The Deposit Protection Service. For further information please visit www.depositprotection.com
- An application that has been unsuccessful may be transferred to another property.

Holland Broadbridge, Agriculture House, 5 Barker Street, Shrewsbury, Shropshire, SY1 1QJ
telephone: 01743 357000 fax: 01743 343335 e-mail: enq@hollandbroadbridge.co.uk

www.hollandbroadbridge.co.uk

Partners: G R Holland S Broadbridge - VAT REG NO. 720997218





**HOLLAND
BROADBRIDGE**

Authorisation Form

Dear Sir or Madam:

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

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

Thank you

Yours faithfully

Signed

Print Name

Date

Holland Broadbridge Ltd, Agriculture House, 5 Barker Street, Shrewsbury, Shropshire, SY1 1QJ
telephone: 01743 357000 fax: 01743 343335 e-mail: enq@hollandbroadbridge.co.uk

www.hollandbroadbridge.co.uk

Directors: G R Holland S Broadbridge FNAEA - VAT REG NO. 720997218 - LTD COMPANY REG NO: 3638033



**HOLLAND
BROADBRIDGE**

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 the signing 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: F. Beaman

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LetsXL Tenant Referencing APPLICATION GUIDANCE

XL12057

Tel: 01743 357 000 Fax: 01743 343 335

Holland Broadbridge

GUIDANCE NOTES FOR PROSPECTIVE TENANTS OR GUARANTORS

COMPLETING YOUR APPLICATION

To ensure we can provide a quality service please check the application form is fully completed, signed and legible.

POORLY COMPLETED APPLICATION FORMS MAY RESULT IN DELAYS

Our 'core' application is two pages long. The third 'optional' page is to be used, with another sheet if required, to provide additional information. Your letting agent may also ask you to complete sections of the third page for their own records.

IF YOU ARE SELF EMPLOYED, HAVE LIVED AT YOUR CURRENT ADDRESS FOR LESS THAN 3 YEARS OR WORKED FOR YOUR EMPLOYER FOR LESS THAN 12 MONTHS YOU MUST COMPLETE THE RELEVANT SECTIONS ON THE THIRD OPTIONAL PAGE.

HELP US HELP YOU

We appreciate you wish to move into your new home with the minimum of fuss. We will do all we can to efficiently process your tenant reference. However, in some instances employers and landlords (despite our best efforts and daily calls) will delay the process.

You can help by contacting them ahead of time and asking them to deal with our enquiry quickly. In some instances they may also require written confirmation (and a template authorisation letter is enclosed for you to complete).

PROOF OF RESIDENCY

To verify your credit check we will attempt to locate you on the electoral roll register. Many people now, even sometimes by mistake, add themselves to the 'edited version' of the electoral roll and we are unable to locate them. For this reason we always recommend you provide the agent with proof of residency for your current address.

Your proof of residency must be less than 4 months old and preferably from the following selection:

Utility bill, council tax bill, mobile phone bill, credit card statement or invoice (Visa, Mastercard, Diner or Amex), polling card or a letter from your local council advising you have recently been added to the electoral roll.

WHY YOU MAY REQUIRE A GUARANTOR

The following list provides examples of why you may be required to provide a guarantor:

- Insufficient income
- Insufficient employment history
- Minor problems reported by your current landlord
- Minor credit problems
- Student or Unemployed
- Unable to provide proof of residency

If you believe you may require a guarantor please discuss it with your agent. On these occasions we recommend you have a guarantor application completed in case it should be required.

Please note that guarantors must be a UK resident, over 21 years of age, earn three times the annual rent and have a clean credit history.

THE AUTHORISATION LETTER

It is common practice for employers, previous landlords and other referees to request written authorisation from you before they will release information to us. We have therefore included a template of an authorisation letter for your use. We ask you to complete by inserting your name, full address and signature. We will use this letter only when requested by your referees.

DATA PROTECTION

LetsXL Limited is registered with the Information Commissioner's Office (No. Z8281652)

Your letting agent will only be able to advise the overall grading we have provided. No additional information will be provided.

Your data will be fully protected and no details can be used without your permission

INCOME ASSESSMENT

We will verify your income levels, normally through your employer, but on some occasions we may ask for additional information. This is usually when there are problems verifying the information or if you are self employed or work for a family business.

We will need to see evidence that you earn 2.5 times the monthly rent. This is increased to 3 times for Guarantors.

WHY YOU ARE ASKED FOR NEXT OF KIN DETAILS

We require this information for traceability purposes and the details will not be used for any other reason.

COMPANY APPLICATIONS

Company references are only available for incorporated companies who have filed at least one year's financial information with Companies House.

STILL NEED MORE HELP?

Your letting agent will be able to assist you with most queries and they are contactable on the numbers noted above.

If your letting agent is not available or they refer you to us you may contact our customer care team by:

Phone: 08453 660 660

Fax: 01492 542 297

Email: tenant.referencing@letsxl.co.uk

