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**Tenant Application Pack**

Thank you for your interest in renting a property from Matthews Benjamin Lettings. These application packs have been produced in order to give you as much information as possible to help you to be accepted as a tenant. Please read the included documents thoroughly & follow the instructions provided.

**Holding Deposit (Per Tenancy):** On submitting an application a holding deposit which will not exceed 1 week rent will be taken & held by the agent.This is to reserve a property, pending references. If your application is successful the deposit will be deducted from your 1st months rent.

**Please Note:** The holding deposit will be withheld if any relevant person (including any guarantor(s) withdraw from the tenancy, fail a Right to Rent check, provide materially significant false or misleading information, or fail to sign their tenancy agreement (and/or Deed of Guarantee) within 15 calendar days (or other Deadline for Agreement as mutually agreed in writing).

All adults **(Over 18)** permanently residing at the property must complete the following:

* a pre application questionnaire
* complete an online comprehensive application (VOUCH)
* sign the Tenancy Agreement.

In order for an application to be processed ALL relevant sections of the questionnaire must be completed in full, questionnaire & consent form must be signed by all parties.

**No applications will be considered without prior viewing of the property**; whilst we will endeavour to arrange a commencement date which is mutually convenient there are no guarantees this can be made upon application for dates/times**.**

Each applicant must provide:

* **Proof of their National Insurance Number** - A payslip, National Insurance Card or any official documentation addressed to the applicant.
* **Proof of Address** - A recent utility bill or bank statement dated within the last 3 months. **Please Note:** a driving license cannot be accepted as proof of address.
* **Photo ID** - a passport or driving licence. Other forms of ID may be accepted if applicant does not hold either, please speak to the lettings team for further information.
* **Proof of any Additional Income (If applicable)**

If a guarantor is required, the guarantor must complete:

* pre application questionnaire
* complete an online comprehensive application
* provide all supporting documents (listed above)
* sign the deed of guarantee

A guarantor must be in a financial position to cover the **FULL** rental share for all applicants. If a guarantor cannot be provided, an advanced rental payment of 6 month + deposit can be made by the applicants. If neither option is possible the application may be unsuccessful.

**A deposit is equivalent to 5 weeks rent. The 1st month’s rent and deposit are payable by means of cleared funds before a tenant can commence their tenancy.**

**Tenant Insurance -** Matthews Benjamin Lettings recommends that you should have adequate insurance cover (**minimum cover £2,500**) when undertaking a tenancy so that any accidental damage to the Landlords furniture, fixtures and fittings in the property is covered along with your own belongings.

By signing below you acknowledge all the information below and provide consent to Matthews Benjamin Lettings to contact you regarding any available properties, now or in the future.

**Signed: ……………………………………………………………..Full Name: …………………………………………………………**

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**Matthews Benjamin Lettings**

**Pre Application Questionnaire**

Thank you for your interest in renting a property from Matthews Benjamin Lettings. In order to start the application process we will require you to complete the below pre-application questionnaire. This will enable us to make sure the property you are requesting meets your requirements and to give the landlord as much information as possible. On approval from our landlord we will then contact you for payment of the holding deposit and to provide you with a username and password to complete your application on-line.

**Please Note**: Each applicant & guarantor must complete an individual questionnaire

Please return all completed questionnaires to our lettings team either by e-mail to: lettings@matthewsbenjamin.co.uk or return it to your local office. Should you have any queries regarding the questionnaire or the application process please do not hesitate to call our team on 015394 47717.

**Property Rental Address Applying For:**

**Full Name of Applicant (inc middle name):**

**Date of Birth of Applicant:**

**Tel:**

**E-Mail:**

**Current Living Arrangements (Own, Renting, With Parents or Other):**

**Employment Status (Employed, Self Employed, Unemployed, Retired):**

**Contract Type (Full Time, Part Time or 0 Hour ):**

**Job Title/Company & Basic Gross Salary (PA):**

**Do you have any children? (If so how many & Age):**

**Are you a smoker?..................Do you have any pets? (If so how many & what kind?)**

**Proposed date you would like to move into the property:**

**Signed:** ……………………………………………………………. **Name:**