

**CAMPBELL & CO**  
Sales, Lettings & Management

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**TENANCY APPLICATION FORM**

*PLEASE NOTE: Each person over the age of 18 must complete a form. Please ask for extra copies if you need them.*

**1. YOUR DETAILS**

(Mr / Mrs / Miss / or other) \_\_\_\_\_ Your Full Name \_\_\_\_\_

Current Address \_\_\_\_\_  
\_\_\_\_\_ Post Code \_\_\_\_\_

Mobile Phone Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Email address \_\_\_\_\_

Current Landlord / Agent \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_ Post Code \_\_\_\_\_

Telephone \_\_\_\_\_

Previous Addresses For Past Three Years

\_\_\_\_\_  
\_\_\_\_\_

**2. YOUR NEXT OF KIN**

Next of Kin \_\_\_\_\_

Address (Mandatory) \_\_\_\_\_  
\_\_\_\_\_ Post Code \_\_\_\_\_

Telephone \_\_\_\_\_

**3. YOUR EMPLOYER**

Your Employer \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_ Post Code \_\_\_\_\_

Line Manager's Phone \_\_\_\_\_

Email Address \_\_\_\_\_

Your Job Title \_\_\_\_\_ Gross Annual salary \_\_\_\_\_

Date Started \_\_\_\_\_

Line Manager's Name \_\_\_\_\_

**4. YOUR BANK - PLEASE NOTE WE ONLY REQUIRE ONE SET OF BANK DETAILS PER PROPERTY!**

Bank Name \_\_\_\_\_  
Bank Address \_\_\_\_\_  
\_\_\_\_\_ Post Code \_\_\_\_\_  
Sort Code \_\_\_\_\_  
Account Name (name of account holder) \_\_\_\_\_  
Account No. \_\_\_\_\_

**5. THE PROPERTY YOU WISH TO RENT**

Address \_\_\_\_\_  
Start Date \_\_\_\_\_

**6. GENERAL**

Do you have children, if so ages \_\_\_\_\_  
Do you smoke? Yes / No  
Do you intend to keep any pets? Yes / No  
If so, please state type, number and breed \_\_\_\_\_  
Have you or anyone residing with you been convicted of any offence other than minor driving offences? Yes / No  
Have you had any County Court or High Court judgements against you or made any compromise or arrangement with creditors or ceased trading in circumstances in which creditors did not receive full payment? Yes / No  
Have you been declared bankrupt or had your estate sequestered or compounded by creditors? Yes / No  
Do you intend to run any form of business from the premises? Yes / No  
Have you ever been evicted from or asked to leave any property because of any dispute with the landlord or through rent arrears? Yes / No  
*If you answered 'yes' to any of these questions, then please give full details on a separate sheet.*

**7. DECLARATION**

I certify that the information supplied on this form is correct and give my authority that all details can be verified by Campbell & Co, and that the information can be used in relation to any property rented through Campbell & Co. I authorise Campbell & Co to take employer, personal and credit references as part of the application process. I also authorise Campbell & Co to pass my contact details on to Homelet Insurance so that I may be contacted with options relating to my tenant insurance.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Name in capitals \_\_\_\_\_

**PLEASE EMAIL TO US**

## Guidance Notes For Tenants

Please read the following important information relating to your tenancy.

1. All new tenants are required to complete the attached application form and pay the standard application fee shown below. Fees are only paid once an application has been accepted.  
  
-Applicants = £40 per applicant  
-Married couples = £40 in total per application  
-4 or more applicants for a property = £20 per applicant  
Please note where applicants withdraw their application, then the application fee will be lost.
2. All initial monies holding charge /deposit and first month's rent, must be paid via **debit card or bank transfer (Not credit card or cash)**. It is a condition of your lease that rent from the 2<sup>nd</sup> month onwards must be paid via standing order.
3. Standard referencing will be completed on all applications and by signing the attached application form, tenants are authorising this referencing.
4. The Holding charge is payable upon application, or within 24 hours of making the application. Properties will not be taken off the market until the holding charge is received. If 4 weeks pass since the application date and the prospective tenant decides not to proceed, then the holding charge will not be refunded. This is because the property has been removed from the market since the application was made and held for the applicants.
5. Any **additional requirements** (furnishings etc) for the property must be requested and agreed prior to signing the tenancy agreement.
6. Application forms must be submitted along with a colour copy of photographic ID and proof of address in the form of a recent utility bill.
7. The deposit and the first month's rent must be paid in full before the move in date.
8. Where guarantors are requested, please note that guarantors must be UK residents, homeowners and in full time permanent employment.
9. Tenants must have insurance with accidental damage cover in place to cover the Landlords fixtures and fittings for the property. This must be in place before the move in date.
10. Tenants are reminded that once the tenancy agreement is signed, this is legally binding for the full term of the agreement. Early termination will incur costs to cover re-marketing / re-letting the property and rent is due up to the date when the property has been re-let.