



MERRIEBANK LETTINGS

ISLE OF WIGHT LETTING AGENCY



Tenant Application Form

www.merriebankpropertyservices.co.uk | 07971 346136 | 07772160498

Please submit the application form complete with supporting documentation and applicable application fee. You can return to us by post or arrange an appointment. Please do not hesitate in contacting us if you have any questions.



Merriebank Lettings
Isle Of Wight Letting Agency

Mr. Dean Faulkner & Miss. Sophie Faulkner

1 St Marys Court, 28 Robin Hood Street,
Newport, Isle of Wight, PO30 2DZ

☎ 07971 346136 / 07772 160498

✉ dfaulkner100@gmail.com

🌐 www.merriebankpropertyservices.co.uk

PLEASE READ ALL THE INFORMATION CAREFULLY SO YOU ARE FAMILAR WITH THE REQUIRMENTS OF THE APPLICATION.

Merriebank Lettings & Property Services primarily acts on behalf of Landlords but of course is the permanent link between Tenants & Landlords (*where fully managed*). We will endeavour to ensure that individual properties under full management are (& remain) fully fit, clean & comply with statutory requirements. All reported deficiencies are relayed direct to Landlords with a view to rectify as soon as is practical.

Deposits are lodged with the 'DPS' - Deposit Protection Service. <https://www.gov.uk/tenancy-deposit-protection>

All applications for tenancies are treated in strict confidence & all applicants are treated in the same way. It is necessary to obtain references and to verify the authenticity of those references. References are obtained from a variety of sources (Banks, Employers, credit referencing agencies, previous Landlords etc.) Any reference taken/given which proves to be false may require the tenancy agreement to be terminated at the earliest opportunity.

In general terms applicants must provide evidence that their rent will not exceed 40% of total income. Applicants that do not meet this criterion, will NOT be offered a tenancy through this Letting Agency unless supported by a home owning and/or employed guarantor, (*an additional 'Deed of Guarantor Agreement' will need to be completed*). The Guarantor will need to be able to provide a copy of the Land Registry and Photo ID.

Merriebank Lettings & Property Services will safeguard tenant's data, making sure that we only pass it on if we are legally entitled to do so, and not retaining it for longer than necessary. However, there are circumstances where you can legitimately pass over data and indeed on occasion may be compelled to do so because of the legal obligation.

Step 1 – If you would like to be considered for a tenancy, please provide the following (printed versions are preferable), if we do not receive the documents below then your application will not be considered):

- Complete the **Tenant Application Form** (*one per applicant*) - Please provide an address, email address and contact number for all your referees
- Complete the **Guarantor Form & Pet Policy** (*if required*).
- **Photo ID** - Provide a copy of each applicant/s **Photo ID** to prove you are a UK resident with the 'Right to Rent' in the UK.
- **Bank Statements** – Provide, current and 3 months previous Bank Statements (*for each applicant it must show your name & address and these need to be full bank statements showing transactions, screenshots are not acceptable*).
- **Wage Slips** (*Provide 3 months if applicable*).

To assess your suitability, we require all the above documentation please.

Additional Information.

- If you have a single income / some benefit / not rented previously / or have been in your current job for less than 2 years, then you may need a Guarantor.
- You may also be advised at the viewing appointment of a closing date for applications.
- If you have any questions our offices are open Monday – Friday 9 - 5:30pm and Saturday 9-1pm.

What is required from a reference?

Your referees will need to ensure they provide their full name, address and contact details, included in the detailed reference as to why you are recommended for a tenancy, why you qualify and why you should be selected. This can be a hard copy delivered by hand or emailed to: dfaulkner100@gmail.com

Step 2 – Only if/when your application is accepted, you will be asked to pay a holding deposit.

The holding deposit is **£100.00** unless the rent is £429.00 or less. Then the holding deposit will be equivalent to 1 week's rent. (*Rent divided by 30 x 7*). This **will not** be repaid if 'you' decide to back out of a tenancy agreement. The holding deposit will then be deducted from the 1st month rent amount due for the tenancy agreement.

If you are not successful with the application, i.e. If you fail right to rent checks, provide misleading information or do not supply all the information required within 15 days then this will be returned in full.

If you have any questions regarding this, please do not hesitate in contacting us.

Step 3 - What the Agent will require before signing the tenancy agreement.

- Provide the deposit in advance.
- Provide one (1) Month's rent in advance - (*less the holding deposit paid*)

NOTE: From month 2 onwards, you **MUST** agree to set up a 'Standing Order Mandate' and pass to your Bank to ensure the rent is paid on time, (*it is your responsibility to set this up in good time*).

My Application Details

Property rental address (applied for):	
	Postcode:
Property Rent (pcm): £	
Deposit Required: £	
Anticipated Tenancy Start Date:	
<i>If any of the below apply, then please give detail</i>	
Benefits: Yes / No	Claimed amount (pcm) £ (Please provide proof)
Any Pets: Yes / No	What pets and how many?
Children: Yes / No	How many / Ages?

Applicants Information *(Please provide addresses for the past three years)*

Title:	First Name(s):	Surname(s):
Date of Birth:	National Insurance No:	
Nationality:	Are you a citizen of a country outside the EU: Yes/ No	
Marital Status:		
Home Tel:	Mobile Tel:	
Email Address:		
Current Address:		
		Postcode:
Homeowner / Renting / Other	Monthly Payment of rent: £	Period at address: Y: M:
Previous Address:		
		Postcode:
Homeowner / Renting / Other	Monthly Payment of rent: £	Period at address: Y: M:
Previous Address:		
		Postcode:
Homeowner / Renting / Other	Monthly Payment of rent: £	Period at address: Y: M:

Employment Details

Current Employment Detail (please provide 3 years) *If self-employed skip to next section*

Company Name & Address:	
	Your Position / Role:
Employer Contact Name & Position:	
Employer Email:	
Employer Telephone:	Start Date:
Salary:	Approx. Hours per week:

Previous Employment Detail (if current is less than 3 years)

Company Name & Address:	
	Your Position / Role:
Employer Contact Name & Position:	
Employer Email:	
Employer Telephone:	Start Date:
Salary:	Approx. Hours per week:

Self-Employment Details: <i>(If applicable) we will also need self-assessment tax returns for the past 3 yrs</i>	
Company Name:	
Company Address:	
Business Type:	
Annual Drawings: £	Annual Profit: £
Start date:	
Are you: Partner / Director / Private Limited Company / Share holder / Public Limited Company / Sole Trader	
Do you have an Accountant? Yes / No <i>(If yes please supply there details below)</i>	Name:
Email:	Telephone:
Address & Postcode:	

Credit History

Do you have any adverse credit history? Yes / No
If yes, please give details below i.e. The amount, type, and dates.

Please provide any other information you believe we should be aware of i.e., Additional information to support your application or any loans, debts or CCJ's

Current Landlord / Letting Agent Information

Name or Agent:
Address:
Contact Email:
Telephone:
Notice Period Required:

Personal Reference 1

Full Name:	
Address:	
Contact Email:	
Contact Telephone:	Relationship:

Personal Reference 2

Full Name:	
Address:	
Contact Email:	
Contact Telephone:	Relationship:

'Right to Rent Laws' in the UK

To keep within the legal guideline we have a responsibility to ensure we are only offering a tenancy to individual Who have a "Right To Rent" in the UK, this is under section 22 of the Immigration Act 2014.

Your Nationality:

Do you require a Visa to reside in the UK? Yes / No

Visa Expiry date:

In order to comply with this legislation, we will need a copy of your identification attached to this application. Please select from the list below which type of identification you have supplied:

- A passport (current or expired) showing that the holder is a British Citizen, or a citizen of the UK and Colonies, having the right of abode in the UK.
- A passport or national identity card (current or expired) showing that the holder is a national of the European Economic Area or Switzerland.
- A registration certificate or document (current or expired) certifying or indicating permanent residence issued by the Home Office, to a national of a European Union country, a European Economic Area country, or Switzerland.
- A permanent residence card, indefinite leave to remain card, indefinite leave to enter card or no time limit card issued by the Home Office (current or expired), to a non-EEA national who is a family member of an EEA or Swiss National.
- A biometric immigration document issued by the Home office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK. The document must be valid (not expired) at the time the right to rent check is made.
- A passport or other travel document (current or expired) endorsed to show that the holder is: exempt from immigration control, allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.
- A current immigration status document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person is permitted to stay indefinitely in the UK or has no time limit on their stay in the UK. The document must be valid (not expired) at the time the right to rent check is made
- A certificate of registration or naturalization as a British Citizen.

MY DECLARATION:

I am applying for a tenancy as per this application. I can confirm that the information provided is true and accurate, and I authorise the landlord or agent to seek additional information and carry out credit checks and referencing by contacting agencies, organisations, and individuals, as necessary. I confirm that I have raised any concerns with the landlord or agent, and I understand that tenancies obtained with false information can be terminated. Completing this application does not commit the landlord or tenant to a tenancy.

I have read the above and agree to all the terms set out.

Full Name:

.....

Signed by Applicant:

.....

Dated:/...../ 20.....

Please remember when signing a Assured Shorthold Tenancy - 'AST' you will be entering into a legally binding agreement, and if you are in any doubt, you should seek legal advice before completing any documentation.

Merriebank Lettings & Property Services 'VAT registered number' is 377 9996 01

