



Thankyou for choosing to apply for a new home with 4you Lettings



For peace of mind, and clarity, here are a few things you should know

Before setting up a tenancy, we will need to conduct a reference search. This search will involve a credit check, confirmation of earnings from your employer and a landlords reference, if applicable. In order to speed up this service, and for your application to run smoothly, it is important that you supply the necessary information required. All application forms must be completed fully and the necessary forms of identification provided, together with the application fee (dependant on the number of applicants).

The following forms of identification are acceptable:-

- A drivers license with your current address or Passport
- Recent Utility bill no older than 3 months
- Recent mobile telephone bill
- Council tax bill
- or Letter signed and dated from your employer confirming your address

A deposit must be paid at the initial application stage and will be held in accordance with new government legislation in the Deposit Protection Service scheme. Upon placing a deposit and application fee the process will commence, therefore application fees are non refundable. Should you fail the referencing the deposit will be refunded to you. Should you wish to cancel the referencing and not go ahead with the tenancy of the property the deposit will NOT be refunded to you.

I agree with the terms and conditions of the above and have provided deposit referencing fees and identification.

DEPOSIT AMOUNT £.....
 REFERENCING FEE £.....
 TOTAL DUE £.....

Signed : Date :
(potential tenant)

Identification:

Signed : Date :
(on behalf of 4youlettings)



Your local dedicated Letting Agents

Company Application Form

Agent Name: 4you Lettings Ltd

Section 1 – To Be Completed By The Letting Agent

Service required Reference: Express Ultimate
 Rent Guarantee Period: 6 months 12 months
 Landlord name:

Rental property address

Address line 1:
 Address line 2:
 Address line 3:
 Postcode:
 Initial tenancy term:

Tenancy details

Proposed tenancy start date:
 Tenants being referenced:
 Total rental per calendar month:
 Is the property: Let only Fully managed

Section 2 – Company Details

Company Details

Full company trading name:
 Formation date:
 Company registration number:
 Monthly share of rent:
 Directors name:
 Tel no: Fax no:

Present trading address

Address line 1:
 Address line 2:
 Address line 3:
 Postcode:
 Period at address:



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Section 2 – Company Details (continued)

Previous addresses (if present Trading Address is less than 3 years)

Previous address 1:

Postcode: Time at this address:Years.....Months

Previous address 2:

Postcode: Time at this address:Years.....Months

Does the company have any current/historic or pending adverse credit? Yes No

If yes please state:

Have financial accounts been prepared?: YES - Prepared by Accountant / Auditor
 YES - Self Assessment (no accounts)
 NO

If 'YES' - Self Assessment - Is the tenant able to provide copy accounts Yes No

Any other relevant information:

Section 3 – Landlord / Letting Agent Details

Address Status

Registered Office Commercial Tenant Owner

Other (detail):.....

Landlord Details

Name of landlord:.....

Address line 1:

Address line 2:

Address line 3:

Post Code:

Telephone no: Mobile no:.....

..... Fax no:.....

Email:.....

Tenancy start date:..... Current monthly rent:



Your local dedicated Letting Agents

Section 4 – Accountant Details

Accountant details

Name of company:

Address line 1:

Address line 2:

Address line 3:

Postcode: Position:

Contact name:

Tel number: Fax number:

Email:

Postcode: Tel number:



Your local dedicated Letting Agents

Section 5 – Declaration

I hereby certify that the information provided is true and accurate and give permission for this information to be verified by third parties as detailed above for the purpose of:

- Performing a credit search by a third party agency
■ Contacting my current, previous employers and referees to confirm the details provided
■ Fraud prevention, credit assessment and insurance decisions

I understand that the results of these searches will be provided to the Letting Agent and accessed again in the event of a default in my rental payments.

I understand that I can request the details of any credit reference agencies used so that I can verify with them the information provided.

Declaration

I understand that if I default on my tenancy obligations, this information may be released to authorised debt recovery agencies and could affect any future applications I make for tenancies, credit and insurance.

I understand that providing false information may lead to early termination of any subsequent tenancy agreement.

I can confirm that I am a director of the applicant Company and am authorised to make this declaration on its behalf. I can also confirm that I am happy for 4you Lettings to contact me in respect to this application

I have read and agree to be bound by the above terms.

Signed on behalf of the company Date:

Print name:

Position held:

Signed on behalf of the company Date:

Print name:

Position held:

Signed on behalf of the company Date:

Print name:

Position held:

PLEASE RETURN THIS APPLICATION FORM TO YOUR LETTING AGENT

Should you have any questions regarding your application - please do not hesitate to contact us.

Please also note for Self – Assessment applicants:

- A copy of the tenant tax calculation issued by the H M Revenue & customs in relation to self Assessment is required. • Please submit the most recent copy accounts or the latest tax calculation issued by HMRC to Let Alliance by fax or email.



Your local dedicated Letting Agents

Supplementary Tenant Information

Please Complete This Form In Full And Return It To Your Letting Agent

Agent Name: 4you Lettings Ltd

Personal details:

Name:

Contact Number:

Email address:

Date of Birth:

Bank Details:

Please Provide Your Bank or Building Society Current Account Details

Bank account number:

Sort code:

Account holder name:

Name of Bank or Building Society:.....

Other Occupants: Details Of Other People Who Will Be Staying In The Property

Number of adults:

Number of children:.....

Please provide dates of birth for your children

Child 1: Child 2

Child 3: Child 4

Child 5: Child 6

Child 7: Child 8

Are any of the occupants Smokers? Yes / No

Do you have any pets? Yes / No

If yes please provide details:

.....



Your local dedicated Letting Agents

Emergency Contact: Please Provide Details Of Your Next Of Kin

Next of Kin name:.....

Contact telephone number:.....

Email address:

Home address:

.....

.....

Relationship to tenant:

Declaration

I hereby certify that the information provided is true and accurate and give permission for this information to be verified by third parties and disclosed as detailed above for the purpose of:

- Performing a credit search by a third party agency
■ Contacting my current, previous employers and referees to confirm the details provided
■ Fraud prevention, credit assessment and insurance decisions

I understand that the results of these searches will be provided to the Letting Agent and accessed again in the event of a default in my rental payments. I understand that I can request the details of any credit reference agencies used so that I can verify with them the information provided. I understand that if I default on my tenancy obligations, this information may be released to authorised debt recovery agencies and could affect any future applications I make for tenancies, credit and insurance. I understand that providing false information may lead to early termination of any subsequent tenancy agreement.

I am happy for 4you Lettings to contact me in respect to this application if required.

I have read and agree to be bound by the above terms.

Signed:..... Date:

Print name:.....

PLEASE RETURN THIS APPLICATION FORM TO YOUR LETTING AGENT

Should you have any questions regarding your application - please do not hesitate to contact us.