



# Oscars

Lettings & Property Management

## Application Form

Please complete the application in block capitals

Property which you wish to apply for	
	Rent £

Personal Information			
Full Name			
Contact Numbers	1.	2.	3.
Email Address			
National Insurance Number		Date Of Birth	
Next Of Kin	Full Name: Address: Contact No:		
Number of Children together with ages			
Are you a Smoker?	Yes                  No		
Do you have Pets?	Yes (Please list on additional information page) No		

**Last 5 Years Address (Full Address including Post Code)**

<b>Residential Status</b>	<b>Living with Friends/Relative</b> <b>In Rented</b> <b>Property Owner</b>
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<b>Current Address</b>			
<b>Previous Address</b>	<b>Period At Property</b>	<b>Years</b>	<b>Months</b>
<b>Previous Address</b>	<b>Period At Property</b>	<b>Years</b>	<b>Months</b>

<b>Previous Address</b>			
<b>Previous Address</b>	<b>Period At Property</b>	<b>Years</b>	<b>Months</b>

**If Currently in rented accommodation  
Landlord/Letting Agent Details**

<b>Name</b>	
<b>Address</b>	
<b>Contact Numbers</b>	
<b>Email Address</b>	
<b>Fax Number</b>	

**Reason for leaving current property:**

### Credit History

**Do you have any County Court Judgements, Court Decrees, Bankruptcy, Administration Orders, Involuntary Arrangements, or any other adverse credit history whether settled or not?**

**Yes    No**

**If YES, Please state outstanding amount and details on a separate sheet. Please note that failure to disclose information relating to adverse credit history may result in your application being declined.**

### Financial & Employment Details

Employment Details			
<b>Company Name &amp; Address</b>			
<b>Job Title</b>			
<b>Annual Salary</b>			
<b>Start Date</b>		If within the last 3 years please provide previous employment details in additional information box on the back page	
Employment Reference Contact Details			
<b>Name</b>			
<b>Job Title</b>			
<b>Contact Number</b>	<b>Telephone:</b>	<b>Fax:</b>	
<b>Email Address</b>			
Character Reference			
(Must not be a relative or anyone already mentioned on the application form)			
<b>Name</b>		<b>Relationship</b>	
<b>Contact Numbers</b>	<b>1.</b>	<b>2.</b>	<b>3.</b>
<b>Address</b>			
<b>Email Address</b>			
<p>If currently not employed please provide your source of income, i.e. Benefit Statement, Bank Statements, Pension Statements, and Accounts Statements.</p> <p>Please attach these to the completed application form</p>			

**Please provide us with any additional information that you think will be relevant**

**Tenant Fees**

<b>Tenant Application Fee</b>	£150.00 Individual £50.00 Each Individual thereafter
<b>Rent Arrears</b>	£20.00 on each occasion by 7 days
<b>Renewal of Tenancy Agreement</b>	£50.00 Admin Charge

**Declaration and Authorisation**

I apply for a tenancy as per this application. I confirm that the information provided is true and accurate, and I authorise the landlord or agent and any external referencing company 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/we acknowledge that it is compulsory to have adequate tenants contents insurance cover when renting a property through Oscars Lettings & Property Management.

If you do not wish to receive a free insurance quote through Oscars Lettings & Property Management chosen insurance provider please tick the box

**Your Signature**

**Print Your Name**

**Date**

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**Please return the completed application In full, together with the administration fee to:-**

## **Tenant Information Sheet**

- **Rental Application Form** – Completed rental application form is required for each individual proposing to rent a property, along with two forms of identification (photo and proof of current address), the application fee is £150.00 for the first named tenant plus £50.00 per additional tenant. This application fee is non-refundable should you fail your references, or decide not to proceed once the referencing procedure has begun. It is important to note that until you application forms, and application fees are received, the property will remain available. Once you are accepted for the property, then the security deposit (1 months rent) will be due. We will liaise with you to agree on a start date for the tenancy.
- **Security Deposit** – We require a minimum 1 months rent as a security deposit. This will be returned at the end of the tenancy in accordance with your tenancy agreement and subject to dilapidation charges, if any. For more information on how your deposit is protected, please visit [www.depositprotection.com](http://www.depositprotection.com).
- **Initial Payment** – The first months rent and security deposit balance must be received as cleared funds before the tenancy commences. If paying by cheque, this must be received 10 days prior to the move-in date. If making a bank transfer, please check exact clearance times to avoid any delays.
- **Future Rental Payments** – All rental payments are required monthly in advance via direct debit/standing order.
- **Inventory** – A detailed Inventory and Schedule of Condition will be prepared for you for when you move into the property. This sets the benchmark for the condition of the property in terms of protecting your security deposit held by the Deposit Protection Service. This document will be thoroughly checked during the move-in process before being agreed on and signed off by all tenants within a period of 14 days.
- **Insurance** – You are required to obtain a suitable tenants' contents insurance policy to cover any personal items you bring into the property. It must also include an element of accidental damage to the landlord's items in the event that you accidentally damage anything not belonging to you. If you do not require a free quote from us please tick here
- **Utilities** – We will read all the meters and advise you by letter of the readings, confirming also the relevant utility providers and phone numbers in order for you to set up your own account. You will, however, be responsible for advising the local council tax office of your residence and do the same when you move out. You are permitted to change suppliers of your gas, electricity and water, but you must provide full details of your suppliers, along with copies of utility bills, when you leave the property. You must organise the connection and disconnection of all telephone, cable and internet services yourself.