



# Beech Properties

SALES | LETTINGS | MAINTENANCE

Beech Property Management Ltd

72 Aigburth Road

Liverpool, L17 7BN

Telephone: 0151 728 2585

Email: [office@beechproperties.com](mailto:office@beechproperties.com)

[www.beechproperties.com](http://www.beechproperties.com)

## INDIVIDUAL REFERENCING APPLICATION

### 1. PROPERTY APPLICANT IS APPLYING FOR

Address: .....

Postcode: .....

Total rent for this property per month £  Applicant share of rent per month £

Tenancy start date: ..... Property shared? Yes  No

If yes, number of sharers in property? ..... Is this a student property? Yes  No

Is the tenant paying the full rent in advance? Yes  No  If yes, Beech Property Management Ltd will require financial references.

### APPLICATION FOR THE TENANCY INFORMATION & REQUIREMENTS

**Application forms must be fully filled in by the tenant(s) in their own hand writing, and must include previous addresses, guarantors details, then signed and dated.**

To all Tenants in receipt of Housing Benefit, please be advised is it our intention to request direct payments from the respective Local Authority Benefits Office immediately upon the signing of the Tenancy Agreement should your application be successful. Tenants Housing Benefit must be at least equal to the monthly rent for the property they are applying for.

#### **Proof of Income: (No Proof, No Tenancy)**

- If paid monthly 2 months' payslips with corresponding bank statement.
- If paid Weekly 4 weeks' payslips with corresponding bank statement.
- If in receipt of benefits verification of the amount of benefit awarded.

#### **Proof of I.D. (No Proof, No Tenancy)**

- At least one form of photographic I.D. must be provided.
- At least one Utility Bill, Housing Benefit Letter, Bank Statement or some other form of acceptable correspondence addressed to your current address dated within the last 3 months.
- Address of parents or next of kin or someone we could contact in case of emergency.

#### **References:**

- In writing from the previous Landlord.
- In writing from the employer including contact details for verification purposes.

#### **Guarantors:**

- Must Provide the same I.D. and income and employment information as the applicant.
- The Guarantor must be employed for more then 1 year and / or homeowner.

#### **Financial Requirement:**

- Generally at least 1 Months' rent must be paid in advance at the time of signing the Tenancy Agreement (confirm with agent)
- An administration fee of £150.00 will be charged at the time of signing the tenancy agreement, by signing and submitting this application you are acknowledging that you have been advised of this charge in advance of entering the proposed tenancy.

Any variation or additional information requirements are solely at the discretion of the management of Beech Property Management Ltd in order to satisfy us of your suitability as a tenant.

The furnishing of the above information together with the content of the application form will only be used in connection with your application for a tenancy agreement, it will be dealt with in the strictest of confidence and will not be shared with any other party.

The making of an application and the furnishing of all or any of the above information is no way implies that a contract or tenancy agreement exists between Beech Property Management Ltd and the applicant(s).

A tenancy will only exist following satisfactory answers to our enquiries and when all parties agree to the terms of, and sign the assured short-hold tenancy agreement.

The management of Beech Property Management Ltd at all times reserve the right to refuse any application without explanation to the applicant(s) or any other party such as guarantor.

**If you are unable to provide any of the information requested please discuss with one of our lettings team.**

**All applications are dealt with and assessed on a individual basis.**



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## 2. YOUR PERSONAL DETAILS

To be completed by the TENANT

Title: Mr  Mrs  Miss  Ms  Other .....

First name: .....

Middle name: .....

Last name: .....

Other name(s): .....

Date of birth: ..... National insurance number: .....

Telephone: ..... Mobile: .....

Email: .....

Nationality: ..... Passport number: ..... Driving License No: .....

Marital status: Single  Married  Divorced/separated  Other

Are you a smoker? Yes  No  Do you have any pets or intend to keep pets? Yes  No

Please detail: .....

Do you have children? Yes  No

Names and ages of any children to live at the property (if any) .....

.....

Name of your next of kin: .....

Address: .....

..... Postcode: .....

Telephone: ..... Relationship : .....

## 3. YOUR CURRENT & PREVIOUS ADDRESS(S)

To be completed by the TENANT

Current .....

Address: .....

.....

Postcode: ..... Period at address: ..... Years ..... Months

If you have lived at your current address for less than 3 years, please provide previous addresses below.

Address: .....

.....

Postcode: ..... Period at address: ..... Years ..... Months

## 4. YOUR CURRENT LETTING AGENT/LANDLORD/MANAGING AGENT

To be completed by the TENANT

If you are a private tenant please provide the details of the letting agent/landlord/managing agent of your current address.

Name: .....

Address: .....

..... Postcode: .....

Telephone: ..... Telephone: .....

Fax: ..... Email: .....

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Do you have any County Court Judgements, Court Decrees, Bankruptcy, Administration Orders, Individual Voluntary Arrangements, or any other adverse credit history whether settled or not? Yes  No

Do you have any criminal convictions? Yes  No

If YES, please detail on a separate sheet. Please note that failure to disclose information relating to adverse credit history may result in your application being declined.

**5. YOUR FINANCIAL INFORMATION**

**To be completed by the TENANT**

Please tell us about your earnings and provide the details of a financial referee below (Please tick one). Failure to provide your gross annual income will prevent us from contacting your referee and will delay your application.

Current employer  Pension administrator  Accountant  Other

Company name: .....

Address: .....

..... Postcode: .....

Contact Name: .....

Contact's Position: .....

Telephone: ..... Fax: .....

Email: ..... Your Position: .....

Is this Position: Permanent  Contract  Contract term ..... Months ..... Hours per week

Payroll/Service/Pension number: .....

Gross Salary/Pension/Drawings per annum: £ .....

Start date: ..... End date (if applicable): .....

Will your employment change before the proposed tenancy starts? Yes  No

**6. ADDITIONAL FINANCIAL INFORMATION - If you are changing to a new employment.**

Future employer  Second employer  Pension administrator  Accountant  Benefit / other

Company name: .....

Address: .....

..... Postcode: .....

Contact name: ..... Contact's Position: .....

Telephone: ..... Email: .....

Your position: .....

Is this position: Permanent  Contract  Contract term ..... Months ..... Hours per week

Payroll/Service/Pension Number: .....

Gross Salary/Pension/Drawings per annum: £ ..... If self-employed please include your average earning in the last 2 years

Start date: ..... End date if applicable .....



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**7. CURRENT COMMITMENTS**

Please confirm your current commitment costs for each item per month.

<b>Utilities</b> gas, electricity, water, telephone	£	<b>Council tax</b>	£
<b>Insurances</b> property, content, etc	£	<b>Credit cards</b>	£
<b>Loans/overdrafts</b>	£	<b>Childcare</b>	£
<b>School fees</b>	£	<b>Maintenance/child</b>	£
<b>Insurances</b> life, critical illness ASU etc	£	<b>Food and clothing</b>	£
<b>Motoring</b>	£		
<b>Total expenditure per month as a result of costs stated above</b>		£	
<b>Total monthly income</b>		£	
<b>What is your available budget?</b>		£	

**WHERE DID YOU FIND US?**

Zoopla  Gumtree  To Let Sign  Our Office  Search Engine  Current Tenant  Employee

If other please specify .....

.....

**ADDITIONAL INFORMATION**

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**8. DECLARATION AND CONSENT**

**To be completed by the TENANT**

Please read the declaration and sign and date below.

This reference is being completed by Beech Property Management Ltd on behalf of your landlord. Beech Property Management Ltd shall for the purposes of this application form be the Data Controller as defined in the Data Protection Act 1998 (the "Act").

Please read and complete the following declaration statement really carefully, making sure that you tick to say you understand how we're going to use your information. You should also sign and date the form in the spaces provide because we can't complete you application without this, and that could delay your application for a rented property.

\* I understand that the information contained in this application will be retained, stored and used by Beech Property Management Ltd in accordance with the Data Protection Act. I confirm that the information I have provided is true and accurate to the best of my knowledge and agree that Beech Property Management Ltd can verify this through a number of different sources. These sources may include consulting the databases of credit reference agencies, the electoral roll, the industry Sort Code Directory (ISCD) as well as any other sources of information in relation to the details I've provided.

In connection with this application I also understand and consent that:

- Beech Property Management Ltd may contact me using the contact details provided in this application form, for the purpose of completing my reference;
- Beech Property Management Ltd may pass on any information I have supplied and the results of any linked verification checks to my landlord or future letting agent;
- If I default on my rental payment or apply for a new tenancy agreement in the future Beech Property Management Ltd may review the results of the verifications and searches set out above;
- If I default on paying my rent the default may be recorded on Beech Property Management Ltd's central database for defaulting tenants and that such default may effect any future application I may make for tenancies, credit and or insurance;
- Beech Property Management Ltd can use debt collection agencies or tracing agents to trace my whereabouts and recover any monies I owe to Beech Property Management Ltd;
- I understand that by consulting with a Credit Reference Agency, the Agency will keep a record of this search, and that the results of this search may show how I conduct my payments with other organisations. I also understand that how I conduct any payments as part of this tenancy may be disclosed to the Agency and may affect future credit applications. From time to time this information may also be used for debt tracing and fraud prevention. I understand that I may request the name and address of the Credit Reference Agency that Beech Property Management Ltd use, and that I may apply for a copy of the information they provided to Beech Property Management Ltd.

In order to assess your potential suitability as a tenant we will send limited personal information about you to your nominated referees by email. The information we send will be sufficient for your referee to identify you but will not be excessive, however you should be aware information sent via the internet, by its very nature, cannot be guaranteed to be secure.

\* I hereby authorise Beech Property Management Ltd to supply my referee/s (including those outside of the EEA) with my personal data to assist them in providing details of my earnings/dates of employment/previous tenancy term (if appropriate) to Beech Property Management Ltd for the purposes described above for the completion of my application for a rented property.

I understand that by ticking this box I am giving Beech Property Management Ltd consent to contact me directly by telephone or post, and hereby give them permission to use my information to provide me with details about their services which include specialist insurance for tenants which can cover my liability as a tenant as well as my personal contents.

I agree that Beech Property Management Ltd may send me information about their specialist products and services by email or SMS, which may include a personalised quote for specialist Tenant's Insurance, which if I choose to may contact Beech Property Management Ltd directly for more information on this and to take out cover.

\* Please note—if you do not tick the first two boxes, we will be unable to complete this application

Signed **First Applicant**

Name .....

Dated .....

Joint applicants must fill in separate form.