



# New Tenant Information & Application Form



the **CARRINGTON** partnership  
the residential property letting specialists

■ The Carrington Partnership  
240 Wellington Road South  
Stockport  
Cheshire  
SK2 6NW

Tel: 0161-480-0099  
Fax: 0161-474-0099



**SAFE AGENT**



# Check List

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- |  |   |
|--|---|
| <input type="checkbox"/> Application Fee                                     | Office Use Only:  |
| <input type="checkbox"/> Individual's Signed Application Form                |   |
| <input type="checkbox"/> Guarantor's Signed Application Form (If Applicable) | <input type="checkbox"/> Verification Of Identity       |
| <input type="checkbox"/> Guarantor's Fee (If Applicable)                     | <input type="checkbox"/> Application Fee Receipt Issued |
| <input type="checkbox"/> Proof Of Identity                                   | <input type="checkbox"/> Outline Of Offer Confirmed     |
| <input type="checkbox"/> Proof Of Residency                                  |   |
- 

## Please Read And Complete The Following Document:

ALL APPLICATIONS ARE SUBJECT TO CONTRACT; AN APPLICATION TO RENT ACCOMMODATION AND RECEIPT OF SATISFACTORY REFERENCES DOES NOT GUARANTEE THE TENANCY.

## What happens next?

1. Pay your application fee to The Carrington Partnership as soon as possible. (Please See Guides to Charges).
2. Complete and sign the attached forms so that we can start to process your application immediately, obtain the necessary references. Upon receipt of the application form, we will take the property off the market.
3. Along with the application forms, we will require proof of residency at your present address in the form of a *Utility Bill* and *Photographic ID* in the form of a *Passport* or *Driving Licence*.
4. It will take approximately four working days for referencing to be sought. It will speed up the process if you contact your referees and ask them to respond quickly when requested.
5. Upon receipt of satisfactory references we will request deposit monies to cover the Landlord in respect of loss, breakages and dilapidations- this is usually the equivalent of one months rent plus £100.00.
6. A date for occupancy will be agreed and an appointment will be made for you to come to the office to sign the legal documentation and collect the keys to the property. Please note that tenancy agreements have to be signed by ALL parties (including guarantors if applicable) prior to the keys being released.



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# Individual Application Form

THIS FORM MUST BE FULLY COMPLETED IN BLOCK CAPITALS IN INK BY EACH APPLICANT AGED 18 YEARS AND OVER.

In view of the confidential nature of the information supplied and required, we regret to inform you that no explanation will be given if we are unable to accept you as a tenant. Ground 17 The Housing Act.

## 1. Rental Property Address:

.....  
.....

Postcode:..... Preferred Start Date:...../...../.....

Total Monthly Rent: £..... Tenancy Term: .....Months

If a joint tenancy, please state the applicant's Share: £.....

Is the individual an additional applicant to an ongoing/ current application? YES / NO

Applicant's Details:

To avoid unnecessary delay, please print and complete in full in a dark colour.

## 2. Applicant's Full Name: .....

Date Of Birth: ...../...../.....

Married  Single  Separated  Divorced  Widowed

Current Address: ..... Date Of Occupation: ...../...../.....

.....  
.....

Postcode:..... Telephone:.....

Mobile:..... Nationality:.....

Smoker: YES/ NO Email (Preferred):.....

Owner  Council Tenant  Private Tenant  With Parents  Other   
(Please advise)

Reason for departure:.....

Have you had any adverse credit history? Yes  NO

(If yes, please detail on a separate sheet)



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# Individual Application Form

Letting Agent, or  
Landlord regarding  
where you are now  
living (if applicable)

**3. Company or Landlord's name:** .....

Contact Name:.....

Current Rental Price: £.....

Length of Current Rental Term:.....

Address:

.....

.....

Postcode:..... Tel. (Day Time):.....

Email (Preferred):..... Fax:.....

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## 4. Address History

1) Address:

.....

.....

Postcode:.....

Period at address:.....

Owner  Council Tenant  Private Tenant  With Parents  Other   
(Please advise)

2) Address:

.....

.....

Postcode:.....

Period at address:.....

Owner  Council Tenant  Private Tenant  With Parents  Other   
(Please advise)



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# Individual Application Form

## Current Income Details

Employed  Self Employed  On Contract  Temporary  Retired   
Unemployed  Student

**5. Company/ Agency name:**.....

Company Contact Name:.....

Contact's Email (Preferred):.....

Address:

.....

.....

Postcode:..... Tel:.....

Your Position..... Fax:.....

Gross Salary/ Pension Per Annum: £.....

Commencement date:...../...../.....

Payroll, Service or Pension Number:.....

National Insurance Number:.....

Is this permanent? Yes  No  Full Time  Part Time

Is your employment likely to change in the future? Yes  No

If yes, please provide details.

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## 6. Previous Employment Details:

Company Name:.....

Address:

.....

.....

Postcode:..... Tel:.....

Your Position:.....

Commencement date:...../...../..... Departure date:...../...../.....

Please provide details of previous employers, along with commencement and departure dates, attaching a separate sheet if necessary.



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# Individual Application Form

Accountant/ Auditor details required if self-employed/ retired. Please authorise your accountant/ auditor to provide a reference.

Bank/ Building Society current account only.

Personal Reference: (This must **NOT** be anyone related to you or mentioned on this form already).

**7. Practice Name:**.....

Contact:.....

Address:

.....  
.....

Postcode:..... Tel:.....

Fax:..... Email (Preferred):.....

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**8. Bank/ Building Society Name:**.....

Address:

.....  
.....

Postcode:..... Tel:.....

How long have you been with the branch?:.....

Account Name:.....

Account Number:.....

Sort Code: .....-.....-.....

Do you have a cheque guarantee card? YES/ NO

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**9. Reference Name:**.....

Relationship:..... How long known:.....

Address:

.....  
.....

Postcode:..... Tel:.....

Email (Preferred):.....



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# Individual Application Form

Next of Kin  
(Excluding Spouse)

**10. Next of Kin Name:**.....

Relationship..... How long known:.....

Address:

.....

.....

Postcode:..... Tel:.....

Email:.....

Additional occupants  
(if applicable)

**11. Name of additional occupants:**

a. Name:.....

b. Name:.....

c. Name:.....

General Information

**12. Names and ages of children (if any):**

a. Name:..... Age:.....

b. Name:..... Age:.....

c. Name:..... Age:.....

The permission of  
the landlord will  
need to be sought  
and additional  
deposit will be  
required if accepted.

**13. List any pets:**

1) Name: ..... Age:..... Size:..... Breed: .....

2) Name: ..... Age:..... Size:..... Breed: .....



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# Individual Application Form

## Declaration

Have you ever made arrangements with debtors, been made bankrupt, or had county court judgements issued against you?

Yes  No  If yes, please provide details on a separate sheet.

Have you ever been convicted of an offence other than a driving offence?

Yes  No  If yes, please provide details on a separate sheet.

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SPECIAL CONDITIONS OF THE LET:  
(SUBJECT TO THE LANDLORDS APPROVAL)

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.....

.....

.....

.....

### APPLICANTS CONSENT

You may make such enquiries, as you consider necessary in connection with this application. I authorise you or any authorised assessment company to disclose any information about me and my account to a credit reference agency and may retain a record. This information is only used for making credit decisions and occasionally for fraud prevention or tracing of debtors. I also consent that information contained in this application and subsequent searches may be available to my prospective landlords for the purpose of assessment of this application. As a member of The Property Ombudsman it is necessary, periodically for research studies to be conducted among customers of member lettings agents. As a tenant of The Carrington Partnership I/We agree to assist The Property Ombudsman by permitting the Ombudsman's research services partner to contact me/us for the purpose of providing details of the research and inviting me/us to participate should I/we wish to do so.

I CONFIRM THAT THE INFORMATION SUPPLIED IS TRUE TO THE BEST OF MY KNOWLEDGE.

Signature:.....

Name:..... Date:...../...../.....





# Important Notes For Tenants

Please read these notes carefully

## 1. Application Fee

After payment of fees and the return of the application forms, the property will be taken off the market and referencing will commence. Should you decide for whatever reason not to take the property, the fees will **not** be refunded.

If the landlord decides not to let the property for any reason other than non-receipt of satisfactory references, all fees, rent and deposit paid by the tenant will be refunded.

## 2. Rent:

Managed Properties:

All rent is due on the 1<sup>st</sup> day of each calendar month. Where a tenancy commences on any date after the 18<sup>th</sup> of the month then the rent to the end of the month is payable plus the full rent for the following month. A standing order will be set up to collect rents on the 1<sup>st</sup> day of each month thereafter.

$\text{Rent} \times 12, \text{ divided by } 365 \text{ days} \times \text{the days in occupation within the month.}$

Let Only Properties:

One full month's rent is due on the date of occupation and a standing order will be set up for exactly one month later e.g. If a tenancy commences on the 12<sup>th</sup> of the month the rent will be paid on the 12<sup>th</sup> of the month thereafter.

**Please note that full deposit monies plus the first month's rent are required in cleared funds prior to the commencement of the tenancy. PERSONAL CHEQUES ARE NOT ACCEPTED ON THE DAY THAT YOU ARE MOVING IN- however, building society cheques (only if formally issued by the society), cash or bankers drafts are permitted.**

**WE DO HAVE DEBIT CARD FACILITIES WITHIN THE OFFICE SHOULD YOU WISH TO PAY USING OUR "CHIP AND PIN" MACHINE.** If using a Credit Card we would charge 2.2% of the total payment.

## 3. Inventory:

A copy of the inventory will be given to the tenant at the start of the tenancy. Discrepancies should be noted in writing within 72 hours and provided to The Carrington Partnership. If the inventory is not returned within this time detailing any amendments, then it will be deemed to be a true reflection of the contents and condition of the property in every detail and will be used to assess dilapidations on vacation.

## 4. Deposit:

Tenants deposits equate to one month's rent plus £100.00. The Carrington Partnership are members of The Tenancy Deposit Scheme and therefore will, in most cases, hold the deposit. The deposit is to cover the damage to the property over and above reasonable wear and tear and/or rent arrears. At the end of the tenancy, the deposit will be returned to the tenant as soon as practicably possible, less any deductions agreed. However, occasionally, a dispute may arise regarding the proposed deductions. If this cannot be agreed between parties, The Carrington Partnership are able to refer any deadlock disputes to The Tenancy Deposit Scheme (TDS). Each case is sent to their Independent Case Examiner (ICE) and subject to expert third party adjudication and the apportioning of deposit monies.



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# Important Notes For Tenants

Please read these notes carefully

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UNDER NO CIRCUMSTANCES WILL THE DEPOSIT BE USED TO COVER RENT DURING THE PERIOD OF THE TENANCY.

Prior to the signing of a formal tenancy agreement, the deposit will be refundable only in the following circumstances:

- a) Should the landlord withdraw the property from the market.
- b) Should the landlord fail to comply with the agreed conditions of letting as specified at the end of this form.

## **5. Renewing your tenancy:**

Approximately 5 weeks prior to the ending of your tenancy we will contact you to ask if you would like to extend the tenancy after seeking the landlord's permission. If you do, a new agreement will be drawn up for you to sign and return to us.

Should you not wish to renew your tenancy The Carrington Partnership will commence remarketing and conduct accompanied viewings by prior appointment. You must make the property available for viewings when given sufficient notice.

## **6. Early Termination:**

Once signed and executed you are legally bound by the terms and conditions of your agreement. Therefore, your landlord is under no legal obligation to release you from your tenancy early and may hold you liable until the end of the fixed term. However, in exceptional circumstances a landlord may agree to release a tenant from their obligations provided a suitable tenant has been found as a replacement and provided the existing tenant pays the rent up to the day before the new tenant moves in. In this case the existing tenant may be expected to cover the cost of any charges incurred by the landlord and The Carrington Partnership.

## **7. Cancellation of Terminated Tenancy:**

If we have agreed arrangements with you to terminate your tenancy and then you subsequently decide to renew the tenancy and remain in the property, you will be responsible for abortive charges including all advertising costs and the refund of application fees (if applicable) in respect of the new tenancy.

## **8. Insurance:**

The landlord will retain buildings and personal contents insurance on the property. However, this will not cover your own personal belongings and furniture. We strongly recommend that you insure your own possessions and that this insurance includes accidental damage cover to landlord's possessions. We have negotiated excellent rates through a local insurance company the details of which are located towards to back of this document.



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# Important Notes For Tenants & Declaration

Please read these notes carefully and sign where necessary.

## 9. Utilities & Services:

You are responsible for the payment of gas, electricity, council tax, water rates and television license, telephone and any other subscription services such as Sky and NTL.

## 10. Move IT (Utility Management):

You consent to us passing your contact details to Tenant Shop and selected partners for providing products and services relating to your move.

Please tick this box  ONLY where you DO NOT wish to receive this information.

## 11. Property Information:

Every effort has been made to ensure that you are given correct information relating to the property for which you are applying for a tenancy. You must ask if there is any aspect of the property about which you are unsure. The current inventory will be made available to you on request if you wish to confirm the items, which will remain in the property.

## 12. Guarantor:

**In the case where a guarantor is required for a tenancy, the guarantor must be aware that they will need to sign the tenancy agreement prior to the keys being handed over and they will be jointly and severally liable for tenancy. This will include the payment of rent and any other terms set out in the agreement in the event that the named tenant does not meet the tenancy obligations.**

## Declaration:

I confirm that I have read, understood and accepted the attached information in full, including the Guide to Charges.

PROPERTY ADDRESS:

.....  
.....  
.....

Postcode:.....

Name:.....

Signature:.....

Date:...../...../.....



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# Tenants Guide to Charges

All charges are reviewed yearly by the Carrington Partnership and can therefore be subject to change

<p><b>Application Fees:</b></p> <p>Applicant (Per Person):</p> <p>Company:</p> <p>Guarantor:</p>	<p>£150.00 INC VAT AT 20%</p> <p>£250.00 INC VAT AT 20%</p> <p>£50.00 INC VAT AT 20%</p>
<p><b>Change of Tenant Fee:</b> In shared households where one or more tenant(s) wishes to leave the property mid tenancy or at renewal and therefore find a replacement, the following charges will be made (subject to landlord approval and references)</p>	<p>Agent's Administration Fee £96.00 INC VAT AT 20% for Incoming Tenant.</p>
<p><b>Pet Fee:</b> Non-refundable contribution in cases where pets are accepted in a property towards the cost of mandatory flea treatment and professional carpet cleaning.</p>	<p>Fee taken at start of tenancy – £100.00 per pet £200.00 per pet for puppies / kittens If the cost is higher the balance will be charged as a tenancy deposit expense.</p>
<p><b>Loss of Keys/ Lock Out Fee (Out of hours):</b> In the event that a tenant loses their keys, is locked out of the property or if master key not available, cost of locksmith will be applied.</p>	<p>£42.00 INC VAT AT 20% plus cost of a Locksmith call out to change the locks and supply a duplicate key. However, weekend/ Bank Holidays will be charged at £60.00 INC VAT AT 20%.</p>
<p><b>Missed/ Re Inspection Appointment:</b> (Inspections will be arranged by letter. It is the tenant's responsibility to change the date if it is not convenient, and to present the property in a good order. In the event that the property manager arrives and is not allowed to access or should the property not meet the standard required to carry out the inspection then a charge will be issued and the inspection re-scheduled).</p>	<p>£60.00 INC VAT AT 20%</p>
<p><b>Rent Arrears Reminder Letter:</b></p>	<p>£24.00 INC VAT AT 20% (per letter issued)</p>
<p><b>Reference Request Letter:</b> Reference requested from The Carrington Partnership by tenants or ex-tenants for mortgage purposes.</p>	<p>£24.00 INC VAT AT 20%</p>
<p><b>Standing Order not cancelled at the end of the Tenancy Fee:</b></p>	<p>£24.00 INC VAT AT 20%</p>
<p><b>Storage Costs:</b> Costs will be incurred for the storage of any personal items left at the property after the tenancy ends.</p>	<p>Variable depending upon size of storage facility required.</p>



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