

South Wales Property Investors and Lettings



Investing in the future *of Wales* Tel: 01443 806000

THE RENTAL PROCESS

You have 7 days to complete your application pack. **Applications not received within 7 days will be disregarded.**

Once your application has been approved you will have 24 hours to pay your bond; You will then have one month to move in the property and will pay your first months' rent on the day you move in.

Your application pack must include:

- Your previous landlord references **(if currently renting)**
- A professional reference **(this must be on headed paper)**
- A personal reference

References must have a telephone number so that they can be verified.

Both you and your Guarantor must fill in and sign the forms in the application pack and you need to provide:

- Photographic proof of ID
- A utility bill for proof of address
- Your last 3 months' proof of earnings
- Proof of home ownership if the Guarantor is a homeowner guarantor

We will need full proof of income. If receiving benefits then we will need to see proof of this, and all benefits/income must be noted on the application form.

The guarantor must either be a homeowner or working and earning £25,000 or over per annum.

The Guarantor must provide proof of ownership of their property. If there is more than one owner of the property then each person must provide photo ID, proof of address, proof of earnings and both must sign the Guarantor form.

PLEASE NOTE - THE PACK WILL ONLY BE ACCEPTED IF ALL THE REQUESTED DOCUMENTS FOR BOTH CONTRACT HOLDERS AND GUARANTOR ARE GIVEN TO THE AGENCY WITHIN THE 7 DAY APPLICATION PERIOD. INCOMPLETE APPLICATIONS WILL BE DISREGARDED.

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INFORMATION FOR CONTRACT HOLDERS

FINDING A PROPERTY

Our personnel are specially trained and equipped to assist contract holders to find properties to rent that will meet their needs. We maintain a database of properties available to rent and of prospective contract holders and their requirements. As properties become available, our first action is to contact waiting contract holders on the database, whose requirements match the property. Typically, properties to rent become available about two months before the occupancy date, so where possible it is advisable to start looking early.

VIEWINGS

Having identified a potentially suitable property, we will arrange a viewing. This will be at a time to suit you, subject of course to the landlord's permission. All viewings will be accompanied by a member of staff, who will be able to provide immediate advice and answer any questions you may have.

OFFER / APPLICATION

Having decided on a property, you and your guarantor will then need to complete an application form. At this time any details or requirements can be provisionally agreed upon, such as occupancy date, duration of the letting, etc. Application forms must be completed in full by the applicant and their guarantor and returned to the agency within 7 days.

Applications not returned within this time or incomplete applications will be disregarded.

Assuming the rental proceeds, on notification of successful application you have 24 hours to pay the bond for the property. The first month's rent is due on the day that you move in.

The maximum holding time for a property is one month after the application is approved.

REFERENCES

We will take references on behalf of the landlord. Normally these will include your employer, any former landlord and a character reference. And, a guarantor to agree to underwrite any rent liabilities and outstanding damages and bills left at the property

RENT

Rents are normally quoted on a calendar month basis depending on the property and the advertisement, in addition, the tenant is responsible for Council Tax, water rates, gas, electricity, and telephone costs.

Rents are payable by standing order or bank transfer only to our company bank account monthly with the first month's rent due before taking occupation of the premises.

Bank details are as follows:

Sort Code: 20-18-17 Account Number: 83390705 Ref: Property Address

DEPOSIT

A deposit (or 'bond') is normally required prior to occupation. This is equal to one month's rent. Where we are managing the property, this deposit will be either

- a) held by us and covered by insurance or
- b) Forwarded to the government authorised custodial body. We will inform you in writing of which scheme is used. Where we are not managing the property any deposit which is required will be taken by the landlord.

The deposit is held to cover any breakages, damage, rent arrears or other liabilities. Where we are managing, at the end of the contract we will check the property in the presence of the contract holder and assess any damages and deductions due.

PLEASE NOTE WE WILL REQUIRE THE FOLLOWING DOCUMENTATION TO COMPLETE YOUR APPLICATION:

1. A recent copy of the passport or driving licence for all applicants
2. Proof of income e.g., pay slip, letter from Benefits Dept or Tax Credits and 3 months current banks statements
3. Two-character references written on headed paper from persons who are **NOT** related to you and A recent landlord reference if necessary

WE WILL NOT DEAL WITH YOUR APPLICATION IF ANY OF THE ABOVE IS NOT SUPPLIED.

ALL BOXES MUST BE COMPLETED, PLEASE ALLOW 7 WORKING DAYS ONCE SUBMITTED BEFORE CONTACTING US FOR A DECISION.

Your rights

You have the right at any time to:

- Ask for a copy of the information about you held by us in our records;
- Require us to correct any inaccuracies in your information;
- To request a full copy of our Data Protection Notice.
- To request a complaints form at any time.

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APPLICATION FORM

A copy of this form must be completed by each intended occupier over 18 years of age and returned to:

PLEASE READ THIS FORM CAREFULLY AND FILL OUT EVERY SECTION. YOUR APPLICATION WILL NOT BE CONSIDERED IF THIS FORM IS INCOMPLETE. YOU MUST ENSURE YOU SUPPLY ALL DOCUMENTATION REQUESTED AS LISTED IN THE SECTION ATTACHED TO THIS APPLICATION NAMED "THE RENTAL PROCESS"

(Mr/Mrs/Ms) Surname:		First name(s):	
Mobile Tel:	Work Tel:	Date of birth:	
Email:	Nationality:		
Photo ID:	Next of kin name and contact details in case of emergency:		
CURRENT ADDRESS DETAILS			
Your landlord details must be completed in full, including an email address			
Full Address:			
Postcode:			
Owner/tenant/other (specify):	How long there:	Reason leaving:	
Landlord/Agent Name:			
Address:			
Postcode:	Tel:	Email:	
If less than 3 years at the above address you MUST complete the following:			
Previous Address:			
Postcode:			
Owner/tenant/other (specify):	How long there:	Reason left:	
Landlord/Agent Name:			
Address:			
Postcode:	Tel:	Email:	

CURRENT EMPLOYER DETAILS

If you are not in employment, please also indicate this below.

Name:

Address:

Postcode:

Tel:

Email:

Position held:

Date commenced:

Annual Salary:

Contact Name:

Position:

If less than 2 years with current employer, please give previous employer's details overleaf.

INCOME DETAILS

Please give details of ALL income and how often payment is received. You must fill in this section whether you are working or if you are in receipt of benefits, or both. You must provide at least three months' proof of this income, regardless of your current employment position

Income name (i.e Salary, DLA, Universal Credit etc):

Amount received:

Frequency of payment (i.e monthly, weekly, etc):

£

£

£

£

GUARANTOR DETAILS

Your guarantor can be either working or a homeowner. If there are joint names on the property, please supply all information and required documentation for each named owner.

Name:

Name Guarantor 2 (if joint homeowner):

Address:

Postcode:

Nationality:

Tel:

Email:

Nationality Guarantor 2:

Tel Guarantor 2:

Email 2:

Employer name:

Date of birth:

Relationship to tenant:

Date of birth guarantor 2:

Relationship to tenant 2:

Employer name Guarantor 2:

Time at address:

Employers contact number:

Time at address guarantor 2:

Employer contact number guarantor 2:

PROFESSIONAL REFEREE DETAILS

Name:

Address:

Postcode:

Tel:

Email:

Occupation:

Relationship:

Time Known:

PERSONAL REFEREE DETAILS

Name:

Address:

Postcode:

Tel:

Email:

Occupation:

Relationship:

Time known:

SECURITY DEPOSIT DETAILS

Name(s) in which your security deposit is to be deposited under:

Deposit amount (usually equal to one months' rent):

Will anyone besides yourself be paying towards the deposit? If so please provide their details:

Yes/No

If your application is successful, and you are granted a tenancy, we require a forwarding address where we can contact you regarding the security deposit at the end of the contract. Please provide us with a suitable forwarding address:

Name:

Address:

Contact Number:

If the details provided above change, then you must notify us immediately

GENERAL DETAILS	
Do you smoke?	Yes / No
Do you intend to keep any pets? If so, please give details:	Yes/No
Will any children be living with you? If so, please give ages:	Yes / No
Have you, or any other joint applicants been insolvent, bankrupt, made arrangements with creditors or been involved in any criminal or civil court proceedings in the last six years? If yes, please give details on the notes section at the end of this pack.	Yes/No
Have you ever had any County Court Judgements against yourself? If yes, please give details on the notes section at the end of this pack.	Yes / No
Have you ever been evicted from or asked to leave a property you were renting for any reason? If yes, please give details on the notes section at the end of this pack.	Yes / No
Signed by Applicant:	Date:

DECLARATION

I confirm that the information supplied by me in this application is true and complete to the best of my knowledge and I understand that providing false or misleading information may lead to my application being refused.

I understand that the information provided here will be retained and used only as necessary and for a specific purpose in accordance with the General Data Protection Regulation (GDPR) as set out in the privacy notice supplied by the Landlord/Agent.

I authorise my employer, my bank / building society, a local authority (if I was previously a council tenant), current or former landlord, and the any personal referee named, to provide information about me, any prior tenancy history, and any employment / financial affairs as appropriate to the Landlord's enquiries.

If I am making an application, I consent to receiving my copy of the energy performance certificate (EPC), gas safety certificate, electrical installation condition report (EICR) (from 1st December, 2022) or any other documentation relating to the proposed tenancy via the given email address on page 1.

I authorise the Landlord/Agent named at the beginning of this application form to make whatever enquiries, including a credit check, they deem necessary in connection with this application.

I consent to a credit check being carried out in relation to myself which will be conducted on the Landlord/Agent's behalf by: **LettingRef**

It is important that you enclose all the items listed on page one, failure to provide any information or complete the form correctly will result in your application being automatically rejected.

I understand this does not represent any offer or contract of any nature.

I further understand that if you decline to offer a tenancy no explanation need be given.

A bond is payable once a property is allocated, if no bond is in place a property can be reallocated at any time.

In accordance with the data protection act, if you do not wish your personal details to be passed to an outside agency, then please tick the box

Signed: _____

Name: _____

Date: _____

Signed by Applicant:

Date:

Notes/Additional information may be included here.

Please use the space below to give details of any further information you wish to add: