



**Cadman Homes**  
Residential Lettings & Property Management

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# APPLICATION FOR TENANCY

**SUBJECT TO REFERENCEES & CONTRACT**

Property  
Address:.....

**Individuals-track your application on-line.**

1. Go to [www.maras.co.uk](http://www.maras.co.uk).
2. Select application tracker.
3. Provide your **date of birth** where indicated.
4. Enter the access code of **4465** and click on the search button.
5. Select **your record** for the progress of the application.

**Property Rental Address:**

**Total Monthly Rent: £** \_\_\_\_\_ **Tenancy Term:** \_\_\_\_\_ **Months** \_\_\_\_\_

**If a joint tenancy, please state the applicant's share: £** \_\_\_\_\_ **pcm** \_\_\_\_\_

**Is the individual a prospective Tenant**  **or Guarantor\***  **(please tick)**

**\*If a guarantor or further applicant, please provide the MARAS reference number**

**MARAS reference number:-** \_\_\_\_\_

**\*If a guarantor, please also provide the applicant(s) they are acting for**

**Names of applicants:-** \_\_\_\_\_

**Individuals Details**

*Title:* \_\_\_\_\_ *First Name(s)* \_\_\_\_\_ *Surname:* \_\_\_\_\_

*Date of Birth:* \_\_\_\_\_ *Married*  *Single*  *Separated*  *Divorced*  *Widowed*

*Current Address* \_\_\_\_\_

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

*Post Code:* \_\_\_\_\_ *Period at address:* \_\_\_\_\_

*Tel:* \_\_\_\_\_ *Mobile:* \_\_\_\_\_ *Email:* \_\_\_\_\_

*Owner*  *Council Tenant*  *Private Tenant*  *With Parents*  *Other*  *(please advise)*

*Reason for departure* \_\_\_\_\_

*Have you any current, historic or pending adverse credit?* \_\_\_\_\_ *If yes, please supply the details* \_\_\_\_\_

**Estate/Letting Agent, Solicitor or Landlord regarding where you are now living**

*Company or Landlord name:* \_\_\_\_\_

*Address:* \_\_\_\_\_ *Post Code:* \_\_\_\_\_

*Tel: (day)* \_\_\_\_\_ *Tel: (eve)* \_\_\_\_\_

**Where have you been living during the last three years?**

*Please provide previous addresses and dates of occupation, attaching a separate sheet if necessary*

*Address:* \_\_\_\_\_ *Period at address* \_\_\_\_\_

**Current Income Details**

*Employed*  *Self Employed*  *On Contract*  *Temporary*  *Retired*  *Unemployed*  *Student*

*Company/Agency name:* \_\_\_\_\_

*Address* \_\_\_\_\_ *Post Code:* \_\_\_\_\_

*Gross salary/pension per annum £* \_\_\_\_\_ *Position held* \_\_\_\_\_

*Commencement date:* \_\_\_\_\_ *Payroll, Service or Pension number* \_\_\_\_\_

*Full time*  *Part time*  *Tel:* \_\_\_\_\_ *Fax:* \_\_\_\_\_

*Is this permanent?* \_\_\_\_\_ *If not permanent, please provide the work end date* \_\_\_\_/\_\_\_\_/\_\_\_\_

*Is your employment to change in the near future? Yes*  *No*  *If yes, please provide details.* \_\_\_\_\_

**Previous Employment  
Details**

*Where have you been working during the past three years? Please provide details of previous employers, along with commencement and departure dates, attaching a separate sheet if necessary*

*Company Name:*

*Address*

*Post Code:*

*Tel:*

*Commencement date:*

*Departure date:*

**Accountant / Auditor  
details if self  
employed / retired**

Please authorise your accountant/auditor to provide a reference.

*Practice name:*

*Contact:*

*Address:*

*Post Code:*

*Tel:*

*Fax:*

**Bank/Building Society  
current account only**

*Bank/Building Society Name:*

*Address:*

*Account Name:*

*Tel:*

*Account Number:*

*Sort Code:*

**Personal Reference**

*Name:*

*Address:*

*Tel:*

*Relationship:*

**Next of Kin excluding  
spouse**

*Name:*

*Address:*

*Tel:*

*Relationship:*

**Additional occupants &  
general information**

*Please list the names of all prospective tenants over 18 years of age to reside at the address*

*Ages of Children*

*Smokers/non Smokers*

*Nationality*

*List any Pets*

**Declaration**

Once the application form has been fully completed, please submit to your agent

*I confirm that the supplied information is to the best of my knowledge and belief, true, and may be verified. I understand that should the information provided by me on this form prove to be untrue, it is grounds for termination of the tenancy as described in Ground 17 of the Housing Act 1996. DATA PROTECTION ACT: information provided by you on this form may be verified and held by MARAS in its computer records. I confirm that the progress of this application may be made available to agents, landlords and co-applicants. I also hereby authorise the above named Bank or Building Society to respond to status enquiries made in respect of this application. MARAS may search the file of a credit reference agency. Any information obtained or compiled by MARAS may be passed on to Agents and Landlords.*

***Applicants/Guarantors Signature***

***Date:***

***AT 2007***

# MARAS Individuals Application Helpsheet

By following the guidance and advice given below, your application will be processed with the minimum of delay. Please keep this page for future reference.

## **Can I track my application on line?**

Yes. This can be done at any time. To do this, simply follow the five steps below:

1. Go to [www.maras.co.uk](http://www.maras.co.uk)
2. Click on the services "Application tracker".
3. Enter your date of birth where requested (dd/mm/yyyy)
4. Enter the password code of 4465.
5. Select your record for an update on your application.

## **The application form**

To avoid unnecessary delay, please complete the application form in full and in a dark colour.

## **Home address information**

We require full details of your residential addresses for the past three years, even if addresses are overseas.

- **I am a home owner and my property is being sold.**

The full address and contact details of the estate agent or solicitor dealing with your sale should be provided.

- **I am a tenant.**

The details of the landlord, letting agent or organisation to whom you pay your rent should be supplied. If you are aware your landlord is difficult to contact, please *ALSO* provide copy bank statements showing the last three months rental payments and a copy of your tenancy agreement.

## **What should I do if I have current, historic or pending adverse credit?**

You should ensure that as much information is provided as possible on a separate sheet and submit this with your application. Failure to answer this question accurately may jeopardise your application/tenancy. Details of borrowings which you are repaying within credit terms do not need to be listed.

## **Income details**

We require three years income/employment details. A section for previous employment information is provided. However, please use a separate sheet if necessary.

- **I am/will be employed by an educational establishment that is closed for holidays.**

If the educational establishment is controlled by a local authority, the full local authority details along with the name of the school/educational establishment should be supplied in the employment section provided on the application form along with your position, start date, employee number etc.

If your employer is not a local authority please provide a copy work contract along with your most recent copy pay slips.

- **I am self employed and have an accountant/auditor.**

Your accountants/auditors details should be supplied where indicated. Please also ensure you have given your consent to your accountants/auditors to provide a reference to MARAS.

The income figure to be stated on the application form in the section Current Income Details should be the figure shown as the profit on your last finalised accounts in relation to your self employment. If you have recently commenced trading and have yet to have your first set of accounts finalised, please state "not finalised" in this section.

- **I am self employed and do not use an accountant/auditor.**

A copy of your last tax calculation issued by the H M Revenue & Customs in relation to self assessment should be submitted with your application. Please note a "Statement Of Account" is NOT acceptable. If you submit your details on-line to H M Revenue & Customs, your tax calculations can be obtained through your on-line facility with them.

The income figure to be stated on the application form in the section Current Income Details should be the figure shown as the profit on your last finalised accounts in relation to your self employment. If you have recently commenced trading and have yet to have your first set of accounts finalised, please state "not finalised" in this section.

- **I am working on a contract/as a temporary member of staff.**

The details of the company via whom you have secured work should be provided with the contractual end date of your work placement. If you have been made aware your position is on-going, please provide the contractual position – i.e. one week's notice to terminate the work position to be provided by either party.

- **I am retired and my income is derived from pensions.**

Please submit copy pension statements that confirm your pension income with your application. You should ensure that contact details for your pension providers are included.

- **I am retired and my income is derived from investments (and pension income).**

Please provide details of your financial advisor/accountant who can verify your situation. If you are also in receipt of pension income, please refer to the paragraph above.

## FEES AND CHARGES

Application fee for up to 2 persons	£175.00
Additional applications	£50.00
Company application	£200.00
Renewal of tenancy	£58.75
Check – out fee ( this will be taken from deposit)	£58.75

All charges are inclusive of vat

**In the event of any application not proceeding, or we do not receive satisfactory reference your application fee is NON-refundable**

### Important Notes to all Prospective Tenants

**Please note:-** In order to qualify as a potential tenant on any property you will need to earn a gross income of at least 2.5 times the annual rental figure and if a guarantor is required their salary needs to be 3 times the annual rental.

Before settings up a tenancy, we will take up references on you. We also will require ID this should be a passport of a driving licence.

It **is** essential that **all** information requested is supplied and the form is fully completed and legible – missing information may cause a delay and may endanger your desired or choice of property.

When completing your application form you will need the following information.

- Your full current address to include the post code;
- Your bank details;
- If less than 3 years at your current address a list of all address for the last three years with post codes and dates of occupation;
- Full company name and address with post code of your employer;
- A contact name and telephone, fax, or email address of your employers personal department;
- A contact name/company name, address, telephone and fax numbers of your current letting agent or landlord ( if applicable);
- All telephone numbers given must include the full STD code;
- You must provide proof of identity and proof of residency at your **current** address by providing at least one of the following

A Driving Licence with your current address **or**

A recent utility company bill no more than three months old **or**

A Council Tax bill in your name at your current address **or**

**Please ensure that ALL referees you have provided have been advised that they will be contacted by a referencing agency.**

**Should the landlord agree for pets to be permitted at the property an additional £200 deposit will be required. All carpets will be professionally cleaned at the end of the tenancy.**

Signed..... Date.....