



Cadman Homes
Residential Sales, Lettings & Property Management

INDIVIDUAL APPLICATION FOR TENANCY

SUBJECT TO REFERENCES & CONTRACT

Property
Address:.....

Rent: £.....PCM Deposit: £.....

Proposed Start Date:.....

Cadman Homes UK Ltd
(Head Office) 6 Albert Street
Rugby
Warwickshire
CV21 2RS
t: 01788 560905
e: mathew@cadmanhomes.co.uk

Property Address: _____

Rent Per Month _____ Tenancy Term: _____ Months

Title: Mr/Mrs/Miss/Ms/Other _____

First Name: _____ Middle Name: _____ Surname _____

Date of Birth: _____ Married / Single / Separated / Divorced / Widow

Current Address: _____

Post Code: _____ Period at Address: _____

Tel: _____ Mobile: _____ Email: _____

Is this property: Homeowner / Rental / Living with parents or relatives (if rental please provide landlord or agent details)

Present Landlord or Agent Details (if applicable):

Name of Landlord or Agent: _____

Address: _____ Post Code: _____

Tel: _____ Email _____

Please provide previous address if occupation at current less than 3 years:

Previous Address: _____

Post Code: _____ Period at Address: _____

Employment Details: Employed / Self Employed / Agency / Temporary / Contract / Student

Company/Agency Name: _____

Address: _____

Post Code: _____

Gross Salary per annum: _____ Position Held: _____

Commencement Date: _____ Contact Name: _____

Tel: _____ Fax: _____

Email _____

Is your employment to change in the near future? Yes / No if yes, please provide details:

Company/Agency Name: _____

Address: _____

Post Code: _____ Start Date: _____

If self-employed, please provide accountant details.

Accountant Name: _____

Address: _____ Post Code: _____

Tel: _____ Fax: _____ Email _____

Your Company Name and address: _____

_____ Postcode: _____

Next of kin excluding spouse or partner:

Title: Mr/Mrs/Miss/Ms/Other _____

First Name(s) _____ Surname _____

Address: _____ Post Code: _____

Tel: _____ Fax: _____ Email _____

Additional Information:

Nationality: _____ Smoker or Non Smoker: _____

Pets Yes/No, if yes please provide details _____

(Note: You must have consent from the landlord to house pets)

Children Yes/No, ages and names _____

Have you any currant, historic or pending adverse credit or CCJ's (County Court Judgments)

Yes/No/Not Known, if yes please provide details: _____

Declaration:

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. Information provided by you on this form may be verified and held by Cadman Homes in its records. I hereby authorise the above named to respond to status enquiries made in respect of this application.

Applicants Signature: _____ Date: _____

FEES AND CHARGES

Application fee for 1 person	£225.00
For every additional applicant	£50.00
Company application	£300.00
Renewal of tenancy	£72.00
Periodic Tenancy	£25.00
Check out fee (to be taken from deposit after check out)	£72.00
Late payment charge if rent is more than 5 days late	£25.00

All charges are **inclusive of vat**

Card payments are accepted; however there is a charge for debit cards 50p credit cards 2.5%

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 setting up a tenancy, we will take up references on you. We also will require ID this should be a passport or 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;
- 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 personnel 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;
- Three month's pay slips
- You must provide proof of your identity by providing at least one of the following:
 - A Driving Licence **or**
 - A Passport **or**
 - A National Identity Card
- You must also provide proof of your **current** address and/or proof of residency by providing at least one of the following:
 - A recent utility company bill no more than three months old **or**
 - A Council Tax bill in your name at your current address **or**
 - A bank or building society statement no more than three months old

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

Please note: that the Application fee is non-refundable. A partial refund may be given at the sole discretion of Cadman Homes and in the event the landlord decides not to proceed with the Application

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.....

(Head Office) Cadman Homes UK Ltd, 6 Albert Street, Rugby Warwickshire CV21 2RS 01788 560 905