



Key Lettings (Warrington) Ltd
222 Orford Lane
Orford
Warrington
Cheshire WA2 7BB
Tel (01925) 499 599
Fax (01925) 413 439
E-mail sales@keylettings.freeserve.co.uk

REGISTRATION FORM & Property Application

Personal Details

Mr./ Mrs./ Miss/ Ms Name: _____

2nd Name (if joint Tenancy / Couple) _____

Current address: _____

Post code _____

Years at This Address _____

Telephone number(s) (include Area Code) _____

(MOBILE) _____ /

2nd _____

D.O.B ___/___/___ AGE _____ 2ND APP D.O.B ___/___/___ AGE _____

NATIONAL INSURANCE NUMBER: _____

Do You Smoke? Yes / No

Do You Have Any Pets? Yes / No State Breed _____

Status: Circle where appropriate

Single / Married / Divorced / Separated / Widowed

House owner / Private tenant / Living with parents / Council tenant

PREVIOUS ADDRESS

Address for past three years if different from above:

(1) Address _____ (2) _____ (3) _____

Post code _____

How Long _____

PREVIOUS ADDRESS (LANDLORD if applicable) reference request

(We can verbally confirm references but Written references are preferred)

Name _____

Address _____

Telephone _____

Please State why You Are Moving and if you are being Evicted Or asked to leave due To Outstanding Arrears with current Landlord / Association

EMPLOYMENT DETAILS

(Required Before Tenancy Begins 5 Weeks wage Slips or 2 Months)

Employment status: *Employed / Unemployed / Self-employed / Retired / Student*

Type Of Employment: *Full Time / On contract / Agency Work / Part Time*

You Are required to of been in Employment for at least 3 Months or be able to show that your current employment is Full-time and will remain for the duration of your Tenancy.

Employer / College name: _____

Employer / College address: _____
/ _____

Position held / Course attending _____

Current Monthly Salary (after Tax) _____

Length of Time Employed (Current Work Place) _____

Employer / College telephone number (s) _____

EMPLOYMENT DETAILS 2nd Tenant

(Required Before Tenancy Begins 5 Weeks wage Slips or 2 Months)

Employment status: *Employed / Unemployed / Self-employed / Retired / Student*

Type Of Employment: *Full Time / On contract / Agency Work / Part Time*

Employer / College name: _____

Employer / College address: _____

Position held / Course attending _____

Current Monthly Salary (after Tax) _____

Length of Time Employed (Current Work Place) _____

Employer / College telephone number (s) _____

BENEFITS & CLAIMS

(We will not accept any claim for benefit unless accompanied with 2 Forms of ID and 2 Proofs Of Benefit)

Only If the Prospective Tenant is intending to Claim Housing from this Address need this section be filled in
What Benefits are you claiming at present and amount:-

When did you start Claiming (Nearest Possible Date) _____ / _____ / _____

All tenants wishing to claim benefits at any of the properties offered, are reminded that submitting a claim is no Guarantee that your rent will be paid either in Full or Even In Part. Should It be decided that benefit will not pay your rent in full (the amount stated on the Lease), the tenants named on the lease will be eligible to pay any short-fall. You are reminded that a Pre-Tenancy Determination will have to be done before anyone who wishes to claim benefits can move in. This is so that the potential tenant can have a clear ideal of the rental value of the property & the Limit to which Benefits Will pay. **Please Note:** No claim for benefit will be considered without Proof Of I.D. & National Insurance

CHILDREN

Please List anyone who will be under 18 that will be staying at the Property, If their are any Children who are Living at the property who will be in full time employment, they will need to be named on the Lease.

Surname	Forename	Date Of Birth	Relationship

REFERENCES

To take on a property it is necessary for us to receive 2 written references. These references required need to be strictly of a nature stipulating the qualities to which the referee can attribute to the prospective tenant. If you have difficulties in securing yourself these references please inform a member of Staff.

Ideas for references (Strictly Professional)

Previous Employer - Solicitors - Social Worker - Teacher - Probation Officer - Director of a Company - Previous Landlord - Housing Association - Bank Manager - Doctor

NEXT OF KIN

To take on a property we require details of nearest Next of Kin

Name _____ Relationship _____

Address _____

_____ Telephone no. _____

DECLARATION

All Applicants are advised to read the following very carefully before signing

I hereby confirm that the information I have given above is to the best of my knowledge true in every respect & have no objections to the information being verified by whatsoever means are deemed necessary. I understand that the above may be consulted with a credit referencing firm & also used if I wish to apply for a tenancy at any time in the future. Also that by signing this form I agree to my information being shared with referencing firms and any companies or people that I have put forward myself to act as referees. I also confirm that in the event of myself defaulting on the rental agreement, that any such default will be recorded with a crediting firm which will make it increasingly difficult to apply for credit at any time in the future. I hereby acknowledge that the information provided above will be used to assess my application for the desired Tenancy. It is hereby recorded that if tenancy be granted & the Information given on this form is found to be False Or corrupted that this will be grounds for the Landlord or acting agent to terminate the Tenancy. I hereby agree that the information given will be stored on Computer. I do hereby state that to the best of my knowledge that I am in position to proceed with a Tenancy should this Application be Deemed Successful. I agree that the deposit required is available & understand that withdrawal from the proposed Tenancy will be seen as a breach of Contract & hereby agree that any holding deposits will be kept by the Landlord / agent for breach of Contract.

I agree that if I find a property through Key Lettings & applications are successful that I will place a deposit to hold the desired Property for the amount of time agreed by the Landlord. if by this time I have not Taken up the Tenancy, I agree that the Agents will have the right to use the deposit to compensate the landlord for rent lost. It is Also understood that if a tenancy is taken up through Key Lettings the deposit Paid will be held by key Lettings as stakeholders & will not be returned until the Tenancy has ended, the property has been inspected successfully, all rent is paid in full & all household bills have been paid. NB: the landlord will also be consulted before the deposit is returned.

PLEASE NOTE: WE CAN NEVER GUARANTEE MOVING IN DATES SO ENSURE REMOVAL VANS ARE NEVER BOOKED AS UN-FORSEEABLE CIRCUMSTANCES CAN DELAY MOVING DATES AND KEY EXCHANGES.

If you understand & agree can you please sign below so that we may begin to find a Tenancy, which will be suitable.

Thank you for your Time



Signed: _____

Date: _____

Property which applying for:

2nd CHOICE _____

NOTICE TO ALL HOUSING BENEFIT CLAIMANTS

BEFORE WE CAN ARRANGE A VIEWING FOR ANY HOUSING BENEFIT CLAIMANTS WE NEED THE FOLLOWING INFORMATION IN OUR OFFICE:

- 1) PROOF OF NATIONAL INSURANCE NUMBER***
- 2) 2 X MONTHS WAGE SLIPS (LATEST WAGE SLIPS) OR 5 WEEKS WAGE SLIPS (LATEST WAGE SLIPS TO DATE)***
- 3) 2 MONTHS BANK STATEMENTS (LATEST STATEMENTS)***
- 4) PROOF OF CURRENT BALANCE***
- 5) BENEFIT BOOKS INCLUDING CHILD BENEFIT BOOKS WHERE APPLICABLE***
- 6) EVIDENCE OF WORKING TAX CREDIT***
- 7) A 2nd FORM OF IDENTIFICATION IE. PASSPORT, DRIVING LICENSE, ID CARD ETC.***

WHAT TO DO IF I LIKE THE PROPERTY.....?

- 1) FILL OUT THIS FORM COMPLETELY
- 2) GET 2 WRITTEN REFERENCES (EACH APPLICANT)
- 3) GET 2 PROOFS OF ID
- 4) GET PROOF OF INCOME: EITHER 2 MONTHS OR 5 WEEKS WAGE SLIPS,
OR COPIES OF BENEFIT BOOKS & LETTERS FROM DSS
- 5) 1 RECENT UTILITY BILL (TO SHOW PAYMENTS MADE PREVIOUSLY AND PROOF OF ADDRESS)

6) MONEY TO MOVE IN:

1 X MONTHS RENT ADVANCE £ _____

1 X MONTHS RENT (BOND) £ _____

£85 LEGAL FEE £85

TOTAL £ _____

DO I WANT TO MAKE AN OFFER ON THIS PROPERTY?

Rent £ _____ Bond £ _____

Do I want any jobs doing before I move in the property?

- 1) _____
- 2) _____
- 3) _____
- 4) _____
- 5) _____
- 6) _____



EXTRA NOTES
