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pad
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74 Bridge Street

Manchester M3 2RJ

0161 839 9654

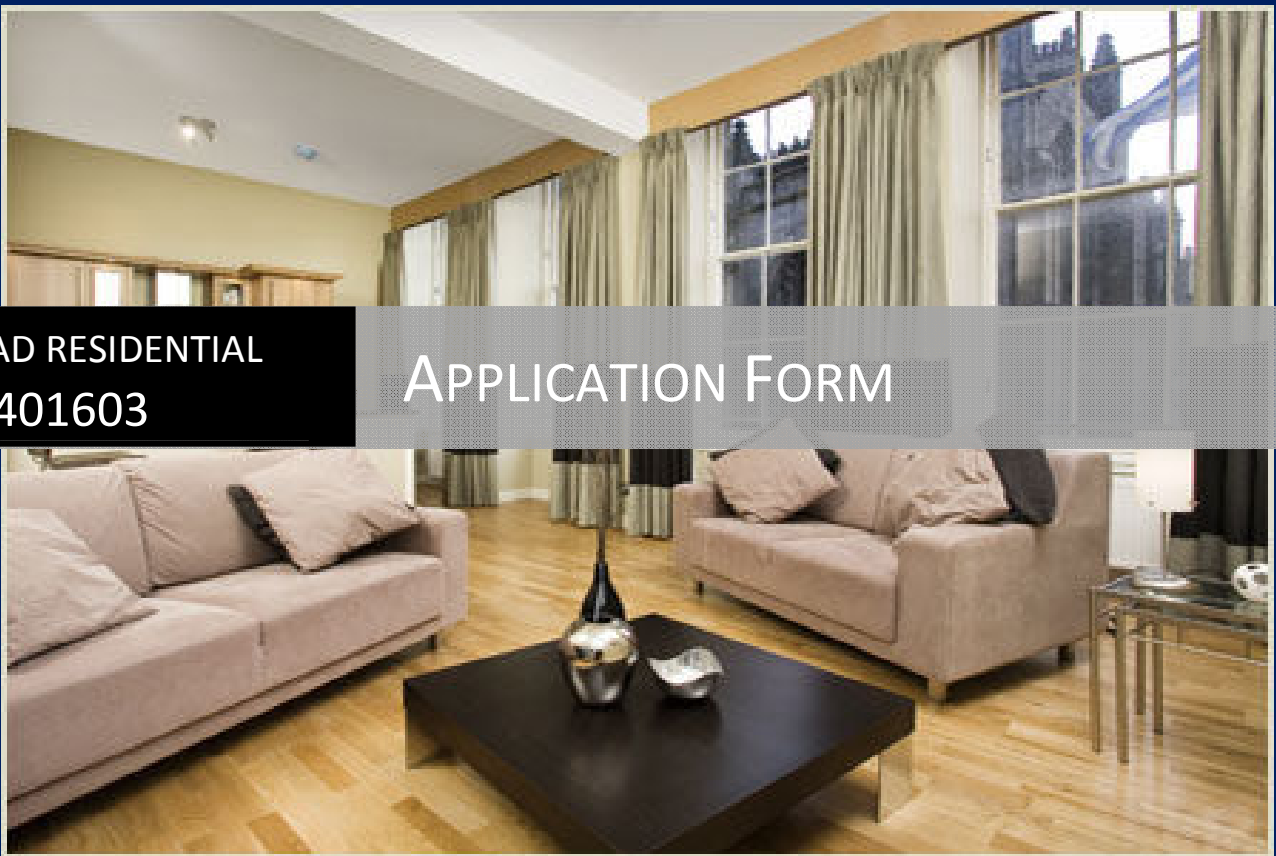
Located at the junction with Deansgate

Open 7 Days A Week

2008

PAD RESIDENTIAL
1401603

APPLICATION FORM



Application Form
for Individual Tenancies



PAD Residential
74 Bridge Street Manchester
M3 2RJ

REFERENCING SERVICE
INDIVIDUAL'S APPLICATION FOR TENANCY

1401603

ALL BOXES MARKED ARE MANDATORY ARE WE ARE UNABLE TO PROCEED WITHOUT THE INFORMATION

1. SERVICE, PROPERTY, AND LANDLORD DETAILS

This section should be completed by the LETTING AGENT

Please select the service required WE CANNOT PROCEED WITH THE APPLICATION IF YOU DO NOT DO THIS

Credit Profile Plus	<input type="checkbox"/>	Comprehensive Plus	<input checked="" type="checkbox"/>
Xpress (6 months)	<input type="checkbox"/>	Extra (6 months)	<input type="checkbox"/>
Xpress (12 months)	<input type="checkbox"/>	Extra (12 months)	<input type="checkbox"/>
		Advantage (6 months)	<input type="checkbox"/>
		Advantage (12 months)	<input type="checkbox"/>

Address of property to be let:

Total rent for this property £ per month Total rent for this applicant £ per month

Is this property shared? Yes No If yes, number of sharers in the property:

This is not a Student Property

Tenancy Term Years || Months Tenancy Start Date:

Prospective Landlords Name:

Prospective Landlord's Address:

2. TENANT DETAILS

This section should be completed by the TENANT

Title: First Name: Surname:

Other Name(s): Date of Birth:

Telephone:

Mobile:

Work Tel:

Email:

Section continued on next page



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Continued:

Residential Status:	<input type="checkbox"/> Property Owner	<input type="checkbox"/> Council Tenant	<input type="checkbox"/> Private Tenant	<input type="checkbox"/> Living with Friends/Relatives
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Have you any County Court Judgements, Court Decrees, Bankruptcy or Administrative orders?
If YES, please detail on a separate sheet. Please be aware that it may harm your application if you tick NO and are later found to have County Court Judgements, etc.

<input type="checkbox"/> Yes	<input type="checkbox"/> No
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3. CURRENT ADDRESS OF THE PROSPECTIVE TENANT This section should be completed by the TENANT

			Postcode	
Period at Address		Years		Months

4. PREVIOUS ADDRESS[ES] OF THE PROSPECTIVE TENANT This section should be completed by the TENANT

Where have you been living for the last 3 years?
Please provide previous address[es] and dates of residence [over 3 months], attaching a necessary sheet if necessary

Address 2: This section should be completed by the TENANT

			Postcode	
Period at Address		Years		Months

Address 3:

			Postcode	
Period at Address		Years		Months

5. CURRENT ESTATE AGENT/LANDLORD MANAGING AGENT This section should be completed by the TENANT

Name of Estate Agent/Landlord/Managing Agent (delete as appropriate): This section should be completed by the TENANT

PLEASE NOTE THIS IS NOT PAD RESIDENTIAL, BUT WHO YOU PAY YOUR RENT TO NOW!

Address:

			Post Code	

Telephone (Day): This section should be completed by the TENANT

	Telephone (Evening)	
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Fax: This section should be completed by the TENANT

	Email:	
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Continued:

6. TENANT EMPLOYMENT STATUS

This section should be completed by the TENANT

Employed		Self-Employed		Please provide Accountant's details, or 3 years worth of SA302s or CIS vouchers	On Contract		Retired [Pension Adminstrator Detials Required]	
Unemployed		Student			Independent Means [Proof Required]			

Company Name: Contact Name:

Address:

Post Code

Telephone : Fax:

Email:

Gross Salary / Pension / Drawings: £ per annum [without overtime or commission]

Payroll / Service / Pension Number

Position Held: Start Date:

Is this position permanent? Yes No

Will you employment change before the proposed tenancy starts? Yes No If YES, please details on a separate sheet

Continued



1401603

Continued:

7. TENANT'S PREVIOUS EMPLOYMENT STATUS

This section should be completed by the TENANT

Employed		Self-Employed		Please provide Accountant's details, or 3 years worth of SA302s or CIS vouchers	On Contract		Retired [Pension Administrator Details Required]	
Unemployed		Student			Independent Means [Proof Required]			

Details of previous employer / Pension Administrator / Accountant [delete as appropriate]

Company Name: Contact Name:

Address:

Post Code

Telephone: Fax:

Email:

Gross Salary / Pension / Drawings: £ per annum [without overtime or commission]

Payroll / Service / Pension Number

Position Held:

Start Date:

End Date:

Continued



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Continued:

8. USEFUL INFORMATION

This section should be completed by the TENANT

Information requested in this box is not required for referencing purposes, however it will greatly assist **pad** residential

Personal Details:

Marital Status: Single Married Civil Reg. Divorced or Separated Other

Are you a smoker? Yes No

Do you have any pets: Please detail:

Please be aware no pets are permitted

Next of Kin [this should not be your spouse]

Address:

Post Code

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Telephone: Relationship:

National Insurance Number:

--	--	--	--	--	--	--	--	--	--

YOURS – NOT YOUR N.O.K.

9. ADDITIONAL INFORMATION

This section should be completed by the TENANT

Use this space to provide any additional we may have requested. If you run out of space please use a separate sheet

Continued



Continued:

10. DECLARATION

This section should be completed by the TENANT

Please read the declaration and sign and date below. WE CANNOT PROCEED WITH THIS APPLICATION IF YOU DO NOT SIGN.

I hereby confirm that the information provided by me is to the best of my knowledge true. I consent to this information being verified by contacting the third parties detailed in this form. I understand that the results of the findings will be forwarded to the appointed letting agent and/or landlord and may be accessed again should I default on my rental payment or apply for a new tenancy agreement in the future. I agree that Homelet, or their approved agent, may search the files of a Credit Reference Agency and IDS Ltd, who may supply the information to other credit companies, or insurers in the quest for the responsible granting of tenancies, Insurance and credit.

I understand that in the event of any default by me, in respect of the covenants in my tenancy agreement with my landlord, the information contained herein may be disclosed to Homelet and or one or more tracing companies and or debt collection agencies in order to recover any monies due or to trace my whereabouts. I understand that the information provided by me may be transferred to a county outside of the EU for the purposes only of processing this referencing application, notwithstanding such transfer. Homelet will remain the data controller for the purposes of this application. The information provided in this form by me is information as described in Ground 17 of the Housing Act 1996 and I understand that if any information within the application is found to be untrue it is grounds for termination of the tenancy. I also understand that any default in the payment of rent may affect any future application for tenancies, credit or insurance and that the assessment of this application presumes that at some time during the tenancy agreement, I may be granted or allowed some form of deferred payment.

Signed

Name

Date

The details you provide will be held by Homelet and the letting agent, and may be used to keep you up to date on our products and services and those of Erinaceous/Hanover Park Services Plc and other organisations we believe to be of interest to you. If you prefer not to receive this information, please tick this box



WHAT HAPPENS NOW

- Once we have received your referencing fee, we will send your completed application form to our credit referencing agency, Homelet, who will carry out a credit check based upon the details provided. They will then request references from your current employer and previous employer [if applicable] and your current and/or previous landlord [if applicable]. Wherever possible they will do this by email / fax.
- We would advise that you allow approximately a week for the referencing to go through, longer if you need a guarantor, although timescales will vary depending upon your personal circumstances. If you are in a hurry to move into the property, we would advise that you contact your referees and ask them to respond to Homelet as quickly as possible. We recommend that you make provisions for short term temporary accommodation if it appears likely that referencing may take longer than initially hoped, e.g. with friends and family.
- We are under contract with the landlord to carry out proper and complete checks, and we are unable to “bend the rules” for any applicant.
- If there are any problems with your application or if we require further details we will be in contact with you shortly. In the meantime, if you would like a progress update on your application, please do not hesitate to contact us.
- Once we receive a response from Homelet, we will be in contact with you to arrange a move in date. Please note that a move in can only be conducted between Monday and Friday, the last appointment being 4pm. This is in case of the event that there are any maintenance issues, which need to be attended to, with a view to them being solved within 48 hours.
- If the credit referencing requires you to have a Guarantor, then a hard copy of the signed Guarantor agreement must be returned to us before the move in.
- The first month’s rent and one month’s deposit are payable at move in. This payment must be in cleared funds, i.e. a banker’s draft, debit or credit card [credit cards incur a 2.5% surcharge, Amex is 3%]. Please note that if you prefer to pay in cash, this must be paid at the office prior to the move in.
- Once the application is submitted to Homelet, the administration fee will not be refunded. At this point we will have incurred costs, which we will be irrecoverable on our part.
- We cannot move you in without having identification.

**I UNDERSTAND THE INFORMATION ABOVE AND AM BOUND BY THE CONDITIONS SET
ANY APPLICATIONS ARE SUBJECT TO FINAL SIGNED CONTRACTS**

Signed: _____

Date: _____