

Broomheads Estate Agents

ESTATE AGENTS

COMMERCIAL AGENTS

LETTING AGENTS

The Sign of Success

Established 1981

What to do next.....

1. Arrange a viewing by contacting us on **01253 292222**, Knott End office **01253 813814**.
2. If you wish to apply for the property once viewed, you must complete a 'Right to Rent' form, these may be obtained from our agent at the viewing, collected from one of our offices or you can download one from our website **www.broomheads.com**.
3. Complete the application form and bring into our Church Street office together with the information overleaf. Each adult aged 18 or over and children who will have become 18 by the expected move in date must **each** complete their own form and supply original identification (as specified in the form) to our Church Street office. Once the form and identification have been accepted by us for each relevant person you may then go ahead with the actual application form which can be issued by either of our offices.

Please note - We take on more than one application for each property -
Please ask if there are any applications on that property when applying.

4. Once all information is received and the application is complete it will be sent to the landlord of that property and their decision is final.
5. If your application is successful then a moving in date will be arranged and all advance rent, deposit and remainder of the application fee will become payable upon moving in date.
6. If unsuccessful the completed application can be moved over to another property (once viewed) and is valid for 3 months. The 'Right to Rent' form is only valid for 28 days, so it may be necessary to complete another one of these forms before we can transfer your application.

Application Information Required

1. All applicants 18 years and over, and any children who will be 18 by the expected move in date, who will be living in the property must complete an application form.
2. 3 months most recent bank statements per applicant.
3. Three references: -
 - Current landlords address, phone/fax number, email details.
 - Employers/Accountants address, phone/fax number, email details.
 - Character – (not a relative and different if more than one applicant) fax number, email details.
4. Proof of benefits received.
5. 3 months most recent wage slips
6. Any other information which may help your application
7. £50.00 inc. vat per applicant to apply (non-refundable)
8. A credit check is done using Equifax Credit Reports. If your credit score comes back lower than the pass score you must provide a guarantor.

Guarantor Information Required

1. An application form must be completed as above.
2. 3 months most recent bank statements, wage slips and any other accounts that show sufficient funds in them.
3. Minimum of two references: -
 - Employer or Accountants address, phone/fax number, email details.
 - Character – (not a relative and different from applicants)
4. Photo identification and any other information to aid the application.
5. £50.00 inc. vat application fee (non-refundable)

The guarantor must be able to prove their income is sufficient to pay the monthly/four weekly rent repayments after paying all of their own expenses on an ongoing basis. The guarantor will be required to be on the Tenancy agreement for the duration and will be liable if the rent is not paid by the tenant within 7 days of the due date.

The guarantor must pass the credit check.

Other Information

The application may take up to 10-14 days to complete and any missing information will delay the application.

The application fee is £170 inc. vat payable as follows - £50 inc. vat per applicant when application handed in, same with guarantor and balance to be paid upon being accepted.

Please note if you currently rent a property through our agency the application fee is reduced to just £50 inc. vat

If a guarantor cannot be provided we would ask for an increased deposit.

If you have not been resident in the UK for the last three years, we will be unable to do a credit check and you will therefore be required to pay an increased deposit.

BENEFITS

Local Housing Allowance (LHA) Rent Levels
FYLDE COAST AREA from April 2016

Shared Rate £61.50
1 Bedroom Rate £ 85.00
2 Bedroom Rate £113.92
3 Bedroom Rate £130.00
4 Bedroom Rate £150.00

The LHA that is used to work out your benefit will depend on how many people are in your household.

Use the table below to work out how many rooms you qualify for.

One bedroom allowed for:

- Every adult couple or single adult
- Any other adult aged 16 or over
- Any two children of the same sex
- Any two children who are younger than 10
- Any other child (a 'child' is someone under 16)

Shared Rate:

- Single claimants under 35 years old will get the shared rate no matter what size property they choose to live in
- Single claimants and couples over 35 years old with no dependent children will get the shared rate if they live in shared accommodation unless they have two or more rooms (bedrooms or living rooms) that no one else can use

You can also check online by visiting Blackpool, Wyre and Fylde Councils Websites -

www.blackpool.gov.uk,
www.wyre.gov.uk,
www.fylde.gov.uk

- Choose option Advice and Benefits
 - Choose option Benefits
 - Choose option Housing and Council Tax Benefit
 - Claims and then use this link to view our Benefit Calculator.
- If you answer all the questions at the end this will give you the total of the Housing Benefit that you should receive. Please print this information off and send with your completed application.

Broomheads Estate Agents

Tenancy Application Form



Complete application forms to be returned to
Broomheads, 274 Church Street, Blackpool, FY1 3PZ

Strictly private and confidential

Part 1 - to be completed by the Letting Agent

Property Address

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Reference No:

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Tenancy Details

Weekly Rental:

LHA:	FEE:	CREDIT SCORE:
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No. of tenants being referenced:

Proposed tenancy start date: (Can be altered later if necessary)

Is the property:	<input type="checkbox"/> Let Only	<input type="checkbox"/> Managed	<input type="checkbox"/> RG
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Part 2 - Your Application (to be completed by the tenant(s))

Please complete all sections fully as appropriate

Please ensure you complete the questions in block capitals.

Tenants Personal Details

Rental property address:

Proposed date of tenancy:

First Applicant

Title: Mr / Mrs / Miss / Ms / other	Title: Mr / Mrs / Miss / Ms / other
Forename(s):	Forename(s):
Middle Name(s):	Middle Name(s):
Surname:	Surname:
Date of Birth:	Date of Birth:
Marital Status: Widowed <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Not Married <input type="checkbox"/> Separated <input type="checkbox"/>	Marital Status: Widowed <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Not Married <input type="checkbox"/> Separated <input type="checkbox"/>
National Insurance Number:	National Insurance Number:
Mobile Phone:	Mobile Phone:
Daytime Number:	Daytime Number:
Evening Number:	Evening Number:
Email:	Email:
Fax:	Fax:
If you have ever been known by another name please confirm it here	If you have ever been known by another name please confirm it here
Do you smoke: Yes <input type="checkbox"/> No <input type="checkbox"/>	Do you smoke: Yes <input type="checkbox"/> No <input type="checkbox"/>

Second Applicant

Part 2 - Your Application (continued)

Tenants Personal Details You must provide three years address history

First Applicant

Current Address:

Postcode:

Time at this address:

Years

Months

Address Status:

Owner:

Rented Accomodation

Living with
Parents /Friends

Council Tenant

Other:

Reason for leaving:

Previous Address 1:

Postcode:

Time at this address:

Previous Address 1:

Postcode:

Time at this address:

(If more space is required please use part 7 of the form)

Second Applicant

Current Address:

Postcode:

Time at this address:

Years

Months

Address Status:

Owner:

Rented Accomodation

Living with
Parents /Friends

Council Tenant

Other:

Reason for leaving:

Previous Address 1:

Postcode:

Time at this address:

Previous Address 1:

Postcode:

Time at this address:

(If more space is required please use part 7 of the form)

Current Landlord / Letting Agent / Mortgage Lender details

Name of Landlord /
Letting Agent / Mortgage Lender:

Telephone No:

Email:

Fax:

Address:

Postcode:

Mortgage / Rent: £

Monthly

Notice Period:

Name of Landlord /
Letting Agent / Mortgage Lender:

Telephone No:

Email:

Fax:

Address:

Postcode:

Mortgage / Rent: £

Monthly

Notice Period:

Please note: Failure to provide adequate contact details could delay your application.

Part 2 - Your Application (continued)

About your household - please tell us about your household

First Applicant

What is your relationship to the second applicant (tick)

Spouse

Partner

Friend

Other

If other please state _____

Second Applicant

What is your relationship to the first applicant (tick)

Spouse

Partner

Friend

Other

If other please state _____

Details of Children (under 18 years old)

Name: _____

Age: _____ Date of Birth: _____

Details of Children (under 18 years old)

Name: _____

Age: _____ Date of Birth: _____

Name: _____

Age: _____ Date of Birth: _____

Name: _____

Age: _____ Date of Birth: _____

Details of any pets to be kept at the property (if none, please state none)

Type of pet, e.g., dog, cat _____

Breed: _____ Size of pet: _____

Details of any pets to be kept at the property (if none, please state none)

Type of pet, e.g., dog, cat _____

Breed: _____ Size of pet: _____

Tenant Credit Information (if applicable)

Please note: failure to disclose adverse credit could affect your application

Do you have any current/historic or pending adverse credit? Yes No

If Yes, give details: _____

Do you have any current/historic or pending adverse credit? Yes No

If Yes, give details: _____

Do you have any CCJ's / or Court Decrees? Yes No

If Yes, give details: _____

Do you have any CCJ's / or Court Decrees? Yes No

If Yes, give details: _____

Have you ever been declared bankrupt or any IVA's, etc? Yes No

If Yes, give details: _____

Have you ever been declared bankrupt or any IVA's, etc? Yes No

If Yes, give details: _____

Part 2 - Your Application (continued)

Employment details

First Applicant	Second Applicant
<p>Current Employment Status:</p> <p>Employed <input type="checkbox"/> Contract Worker <input type="checkbox"/></p> <p>Unemployed <input type="checkbox"/> Temp Worker <input type="checkbox"/></p> <p>Self Employed <input type="checkbox"/> Student <input type="checkbox"/></p> <p>Retired <input type="checkbox"/> Independent Means <input type="checkbox"/></p> <p><small>NOTE: If Self-Employed, a Director of your own company, Retired or Independent Means go to Account Pension Provider section.</small></p>	<p>Current Employment Status:</p> <p>Employed <input type="checkbox"/> Contract Worker <input type="checkbox"/></p> <p>Unemployed <input type="checkbox"/> Temp Worker <input type="checkbox"/></p> <p>Self Employed <input type="checkbox"/> Student <input type="checkbox"/></p> <p>Retired <input type="checkbox"/> Independent Means <input type="checkbox"/></p> <p><small>NOTE: If Self-Employed, a Director of your own company, Retired or Independent Means go to Account Pension Provider section.</small></p>
Name of company:	Name of company:
Position:	Position:
Length of service:	Length of service:
Gross salary: Overtime:	Gross salary: Overtime:
Car allowance: Bonus:	Car allowance: Bonus:
Shift Allowance:	Shift Allowance:
Payroll No: Start Date:	Payroll No: Start Date:
Address:	Address:
Postcode:	Postcode:
Contact name: <small>For references purposes please supply.</small>	Contact name: <small>For references purposes please supply.</small>
Email:	Email:
Contact number:	Contact number:
Fax number:	Fax number:
<p>Is your current position going to change in the near future: <input type="checkbox"/> <input type="checkbox"/></p> <p>If yes, please complete the Future Employment section.</p>	<p>Is your current position going to change in the near future: <input type="checkbox"/> <input type="checkbox"/></p> <p>If yes, please complete the Future Employment section.</p>

Please note: Failure to provide adequate contact details could delay your application.

Part 2 - Your Application (continued)

Future Employment details

First Applicant

Second Applicant

Future Employment Status:

Employed

Contract Worker

Unemployed

Temp Worker

Self Employed

Student

Retired

Independent Means

Future Employment Status:

Employed

Contract Worker

Unemployed

Temp Worker

Self Employed

Student

Retired

Independent Means

Name of company:

Name of company:

Position:

Gross salary:

Position:

Gross salary:

Payroll No:

Payroll No:

Start Date:

Start Date:

Address:

Address:

Postcode:

Postcode:

Position which you will hold:

Position which you will hold:

Contact name:

Contact name:

Email:

Email:

Contact number:

Contact number:

Fax number:

Fax number:

Additional Income do you have any other source of income? (Proof will be required)

Tax credits: £

Disability Benefit: £

Tax credits: £

Disability Benefit: £

Child Maintenance: £

Housing Benefit: £

Child Maintenance: £

Housing Benefit: £

Carers Allowance: £

Income Support: £

Carers Allowance: £

Income Support: £

Child Benefit:
£

ESA/JSA:
£

Child Benefit:
£

ESA/JSA:
£

Universal Credit: £

Universal Credit: £

Additional Income: £

Additional Income 2: £

Additional Income: £

Additional Income 2: £

Description:

Description:

Part 2 - Your Application (continued)

Pension / Account Ref:

First Applicant	Second Applicant
Self employment / Retirement / Independent Means Start date:	Self employment / Retirement / Independent Means Start date:
Annual income: £ How many	Annual income: £ How many
Will accountant be verifying income?: Yes <input type="checkbox"/> No <input type="checkbox"/>	Will accountant be verifying income?: Yes <input type="checkbox"/> No <input type="checkbox"/>
Does the applicant have a private pension verified by accountant: Yes <input type="checkbox"/> No <input type="checkbox"/>	Does the applicant have a private pension verified by accountant: Yes <input type="checkbox"/> No <input type="checkbox"/>
Have finalised accounts been prepared? Yes <input type="checkbox"/> No <input type="checkbox"/>	Have finalised accounts been prepared? Yes <input type="checkbox"/> No <input type="checkbox"/>
Name of Accountant:	Name of Accountant:
Self Assessment: Yes <input type="checkbox"/> No <input type="checkbox"/>	Self Assessment: Yes <input type="checkbox"/> No <input type="checkbox"/>
Name of Pension company:	Name of Pension company:
Pension No:	Pension No:
Pension Amount:	Pension Amount:
First Applicant Character Reference (not a relative)	Second Applicant Character Reference (not a relative)
Address:	Address:
Postcode:	Postcode:
Contact name:	Contact name:
Email:	Email:
Contact number:	Contact number:

Part 3 - Tenancy deposit scheme

Full contact address, mobile number and email address to be used after tenancy to finalise bond payment

First Applicant	Second Applicant
Address:	Address:
Postcode:	Postcode:
Mobile Phone:	Mobile Phone:
Email address:	Email address:

Part 4 - In case of emergency

Please provide next of kin details - this is your closest living relative

First Applicant	Second Applicant
Name:	Name:
Relationship:	Relationship:
Address:	Address:
Postcode:	Postcode:
Telephone No:	Telephone No:

Part 5 - Details of who will be paying your deposit

First Applicant	Second Applicant
Name:	Name:
Address:	Address:
Postcode:	Postcode:
Telephone No:	Telephone No:

It is important that this information is fully complete and accurate if someone else is paying the deposit on your behalf as this information is used to form part of the tenancy agreement.

Part 6 - Tenant verification declaration

I/we confirm that the information that I/we have given in this application form is true, accurate and not misleading to the best of my knowledge. I/we consent to this information being verified by fair and lawful means, which I understand may involve, contacting, references including my existing/previous employer, landlord or accountant and licensed credit references agencies for the purpose of assessing my tenancy application during the tenancy selection process. If fraud is identified during the verification process, the information and decision will be retained for future use on systems used by Broomheads Property Management.

I/we give consent to Broomheads Property Management searching information held by the credit reference agencies and understand that a record of this search will be kept and shared with the landlord, and/or an intermediary. The information may also be accessed again if I apply for/guarantee a tenancy in the future, I understand that you may also use credit scoring or other automated decision-making systems when assessing this application. The information will be processed in accordance with the Data Protection Act 1998 .No explanation or details will be provided should we be unable to arrange a tenancy for you I/We understand that a fee of £50 inc. vat per applicant is payable with this application which is non-refundable. However if I/ we are successful with my/our application for a property this will be deducted from the agreement fee payable of £170.00 Inc. V.A.T. (You must have VIEWED the property before submitting your application)

I/We confirm that I/we are happy for service of notices and other documents given under or in connection with the tenancy by email

First Applicant	Second Applicant
Signed	Signed
Name:	Name:
Dated:	Dated:

Part 7 - Additional information

Please provide any further information to support your application:

First Applicant	Second Applicant