



**APPLICATION TO RENT A RESIDENTIAL PROPERTY FROM
ELLEN KAY LETTINGS & MANAGEMENT SERVICES LTD**

TELEPHONE -01706 524 025 EMAIL: ELLEN@ELLEN-KAY.CO.UK

Address: 105 Dale Street, Milnrow, Lancashire, OL16 3NW

Administration Fee (NON-REFUNDABLE):

£150 – Single Application £250- Joint application £100 – Guarantor Application

PLEASE NOTE A MINIMUM OF 2 REFERENCES NEED TO BE OBTAINED FROM ALL APPLICANTS

Address of property you would like to rent:.....

Rental amount:.....

How long would you like to take tenancy of this property?

(min 6 months).....

Date you would ideally like to move in?.....

Name of applicant(s):

Lead tenant:.....

Tenant 2:.....

Date of Birth:

Lead Tenant:.....

Tenant 2:.....

National Insurance Number:

Lead Tenant:.....

Tenant 2:.....



Proof of Identification: (passport/driving license numbers):

Lead Tenant:.....

Tenant 2:.....

Lead Tenant:

Tenant 2:

Work..... Work:.....

Mobile..... Mobile:.....

Home;..... Home:.....

Email address:..... Email Address:.....

Current Address: Dates from and to:

Lead Tenant:.....

Rent/ own/ Living with family or friends (delete as appropriate)

Tenant 2:.....

Rent/ own/ Living with family or friends (delete as appropriate)

Previous address if lived at current address for less than 3 years:

Lead Tenant:.....

Tenant 2:.....

If rented please provide:

Landlord/Letting Agent Name:.....

Address:.....



Telephone No/Email Address:.....

Do you have any Mortgage or rent arrears?

Lead Tenant:.....

Tenant 2:.....

Have you ever had a bond/deposit retained from a previous rented property?:

Lead Tenant:.....

Tenant 2:.....

Do you have any adverse credit listed in your name including CCJ'S and Bankruptcy orders:

Lead Tenant:.....

Tenant 2:.....

Have you ever had any complaints against you whilst renting a property?

Lead Tenant:.....

Tenant 2:.....

Do you have any pets that you would like to stay at the property?:

.....

Do you smoke?:

Lead Tenant:.....

Tenant 2:.....



Do you have any children that will be living at the property? If so please supply their names and dates of birth:

.....

Next of Kin (name, contact number/email address & relationship to you)

Lead Tenant:.....

Tenant 2:.....

Current Occupation:

Lead Tenant:.....FULL TIME/ PART TIME -----PERMANENT/TEMPORARY

Tenant 2: FULL TIME/ PART TIME -----PERMANENT/TEMPORARY

Employers Name, Address, Email Address & Telephone No:

Lead Tenant.....

Tenant 2.....

Length of time with current employer:

Lead Tenant:.....

Tenant 2:.....

Current Salary per month after tax:

Lead Tenant:.....

Tenant 2:.....



Previous employer (if less than 3 years in current employment)

Lead tenant:.....

Tenant 2:.....

Are you claiming any benefits, how much are your current entitlements per month:

Lead Tenant:.....

Tenant 2:.....

Bank/Building Society Name & Address- please note length of time with bank:

Lead Tenant:.....

Tenant 2:.....

Lead Tenant:

Tenant 2:

Name on account:.....

Name on account:.....

Sort Code:.....

Sort Code:.....

Account Number:.....

Account Number:.....

A deposit equal to one months rent is required prior to the commencement of the tenancy. This is lodged with the Deposit protection scheme and is held as security for the performance of the tenants' obligations. The deposit shall be repayable to the tenant only at the end of the tenancy and once the property has been inspected by the Landlord and their agent and then without interest and after deductions there from of any other sums required to compensate the Landlord whether wholly or in part for any breach of obligation on the tenants' part.

The administration Fee is payable on application- If for whatever reason you withdraw your application or your application is not successful the administration fee is non-refundable.



The initial costs when renting a property will be as follows:

1. Administration Fee of £150 for a single application or £250 for a joint application.
2. The First months rent: £.....
3. Deposit (usually the equivalent to one months rent) £.....
4. £100 for bond to be registered with a government protected scheme and for the drawing up of the tenancy agreements.

N.B – WE CAN ACCEPT A BANKERS DRAFT/CASH & CARD PAYMENTS FOR YOUR RENT

PLEASE NOTE THAT ANY CARD PAYMENTS WILL NEED TO BE MADE 5 DAYS BEFORE YOUR RENT DUE DATE.

RENT THEREAFTER SHOULD BE SET UP BY STANDING ORDER

I/We confirm that the information supplied in this application is correct

I/We authorise Ellen Kay Lettings & Management Services to take up any references they feel necessary, including the use of a credit reference agency.

Lead Tenant Name:..... Tenant 2:.....

Signed:..... Signed:.....

Date: Date:.....

A GUARANTOR IS REQUIRED AN ADDITIONAL £100 IS REQUIRED IN ADDITION TO A COMPLETED GUARANTOR APPLICATION FORM.

Please provide the following for identification purposes:

Last 3 months Bank Statements

***If self employed:**

Last 3 Months Payslips

Last 3 years accounts

Driving License

Accountants details

Passport

Any Benefit Correspondence

COMPANY LET PLEASE PRODUCE THE FOLLOWING DOCUMENTS:

I.D FOR SIGNATURE HOLDER- PROOF OF AUTHORITY

PASSPORT/DRIVING LICENSE

COMPANY LETTERHEAD