

Post your completed form to:  
401 Gloucester Road, Bristol, BS7 8TS

Fax it to:  
0117 911 46 83

Or scan and email it to:  
reference\_department@letwithease.com

**Any questions?**  
Give us a call on:  
**01179 83 83 83**  
or email us at:  
**office@letwithease.com**

**CHECK TYPE** (for office use only)

- |                      |                       |                       |                       |
|----------------------|-----------------------|-----------------------|-----------------------|
| <b>CREDIT SEARCH</b> | <input type="radio"/> | <input type="radio"/> | <b>FULL REFERENCE</b> |
| <b>EXECUTIVE 6</b>   | <input type="radio"/> | <input type="radio"/> | <b>EXECUTIVE 6+</b>   |
| <b>EXECUTIVE 12</b>  | <input type="radio"/> | <input type="radio"/> | <b>EXECUTIVE 12+</b>  |

**1. ADDRESS OF PROPERTY YOU ARE TAKING**

Please fill out this form from here on in, using **BLOCK CAPITALS**

Note: if you do not know the full address just put the street name and we'll add it for you

POSTCODE <input type="text"/>	HOUSE NUMBER <input type="text"/>	FLAT NUMBER <input type="text"/>	HOUSE NAME <input type="text"/>
STREET <input type="text"/>		DISTRICT <input type="text"/>	
TOWN <input type="text"/>		COUNTY <input type="text"/>	

**2. SPECIFIC INSTRUCTIONS**

Important, if you have agreed with our staff that your offer of taking a property is dependent on specific instructions such as maintenance work, furnishings and so on, you must state such instructions below:

**3. RENTAL DETAILS**

NUMBER OF TENANTS <input type="text"/>	RENT PER MONTH £ <input type="text"/>	START DATE <input type="text"/>	RENTAL TERM <input type="text"/>
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**4. TENANT DETAILS**

Please state names of any tenants moving in to this property and their share of the rent:

**5. PERSONAL DETAILS**

Mr/Mrs/Miss/Ms	<input type="text"/>		
Surname	<input type="text"/>		
First Name	<input type="text"/>	Middle Name	<input type="text"/>
Date of Birth	<input type="text"/>	Nationality	<input type="text"/>
Sex	Male <input type="radio"/> Female <input type="radio"/>	Maiden/ Other name	<input type="text"/>
Marital Status	<input type="text"/>		
Daytime tel	<input type="text"/>	Evening tel	<input type="text"/>
Mobile tel	<input type="text"/>		
Email	<input type="text"/>		

**6. CURRENT ADDRESS**

Please provide three years worth of residency details (use a separate sheet if necessary)

Postcode	House Number	Flat Number	House Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Street	District		<input type="text"/>
<input type="text"/>	<input type="text"/>		<input type="text"/>
Town	County		
<input type="text"/>	<input type="text"/>		
Status: Owner <input type="radio"/>	Rented <input type="radio"/>	With Parents <input type="radio"/>	Council Tenant <input type="radio"/> Other <input type="text"/>
Is this a foreign address?	Yes <input type="radio"/> No <input type="radio"/>	Length of time at address	<input type="text"/>

**7. PREVIOUS ADDRESS**

Postcode	House Number	Flat Number	House Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Street	District		<input type="text"/>
<input type="text"/>	<input type="text"/>		<input type="text"/>
Town	County		
<input type="text"/>	<input type="text"/>		
Status: Owner <input type="radio"/>	Rented <input type="radio"/>	With Parents <input type="radio"/>	Council Tenant <input type="radio"/> Other <input type="text"/>
Is this a foreign address?	Yes <input type="radio"/> No <input type="radio"/>	Length of time at address	<input type="text"/>

**8. FINANCIAL DETAILS**

<p>Employment Status <input style="width: 200px;" type="text"/>  <small>(Employed, Self Employed, Retired, Unemployed, Student)</small></p> <p>Job Title <input style="width: 300px;" type="text"/></p> <p>Start Date <input style="width: 300px;" type="text"/></p> <p>Is Your Job Likely To Change In The Near Future?    Yes <input type="radio"/>    No <input type="radio"/></p> <p>What Is The Nature Of Your Employment?    Full <input type="radio"/>    Temporary <input type="radio"/>    Contract <input type="radio"/></p> <p>Average Commission/Bonus  <input style="width: 200px;" type="text"/> £ PER ANNUM</p> <p>Do You Have Any Further Sources Of Income?    Yes <input type="radio"/>    No <input type="radio"/></p> <p>If so, how much?  <input style="width: 200px;" type="text"/> £ PER ANNUM</p> <p>and where from?  <input style="width: 400px;" type="text"/></p>	<p>Annual Income <input style="width: 200px;" type="text"/> £  <small>P.A <input type="radio"/>    P.HR <input type="radio"/></small></p> <p>Payroll/Pension Reference Number  <input style="width: 300px;" type="text"/></p> <p>Average Overtime  <input style="width: 200px;" type="text"/> £ PER ANNUM</p>
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**9. EMPLOYER DETAILS**

Company/Accountants or Pension Providers Name <input style="width: 850px;" type="text"/>			
Postcode <input style="width: 150px;" type="text"/>	House Number <input style="width: 120px;" type="text"/>	Flat Number <input style="width: 110px;" type="text"/>	House Name <input style="width: 250px;" type="text"/>
Street <input style="width: 400px;" type="text"/>		District <input style="width: 430px;" type="text"/>	
Town <input style="width: 400px;" type="text"/>		County <input style="width: 430px;" type="text"/>	
Contact Name <input style="width: 400px;" type="text"/>		Contact Job Title <input style="width: 430px;" type="text"/>	
Phone (Daytime) <input style="width: 400px;" type="text"/>		Phone (Mobile) <input style="width: 430px;" type="text"/>	
Email <input style="width: 400px;" type="text"/>		Fax Number <input style="width: 430px;" type="text"/>	
Additional Information <input style="width: 850px; height: 60px;" type="text"/>			

**10. CURRENT OR PREVIOUS LANDLORD DETAILS**

Do you pay your rent through a letting or managing agent?    No     Yes

Landlord/Letting agents name  
*This is who you pay your rent to*

Contact name

Postcode    House number    Flat number    House name

          

Street    District

  

Town    County

  

Phone (daytime)    Phone (mobile)

  

Email    Fax number

  

**11. BANK/BUILDING SOCIETY DETAILS(current accounts only)**

Sortcode

Account in the name of    Account Number    How long with this branch?

      

Do you have a cheque guarantee card?    Yes     No     Not known

**12. ADDITIONAL INFORMATION**

13. PERSONAL DETAILS CONTINUED.

Have you ever been issued with a County Court Judgement? Yes  No

Are you aware of any adverse credit history? Yes  No

If you have answered Yes to either of these questions please give details below.

Are you a smoker? Yes  No

Do you have children? How Many?  Ages?

Do you have any pets? (Please specify)

How do you propose to pay the rent? Benefit  Salary  Savings  Other

**NEXT OF KIN** (or person to be contacted in an emergency)

**THIS MUST NOT BE A SPOUSE**

Title	<input type="text"/>	First Name	<input type="text"/>	Surname	<input type="text"/>
Postcode	<input type="text"/>	House Number	<input type="text"/>	Flat Number	<input type="text"/>
	<input type="text"/>		<input type="text"/>	House Name	<input type="text"/>
Street	<input type="text"/>		Town	<input type="text"/>	
Phone (daytime)	<input type="text"/>		Phone (mobile)	<input type="text"/>	
Relationship to Tenant (parent/guardian/etc)					
<input type="text"/>					

**14. CONSENT**

Read each term below, you should signify your consent by marking each of the boxes next to each term, and then signing in the box below

The information, which I have given in my Application Form, is true to the best of my knowledge. I consent to this information being verified by fair and lawful means, which I understand will involve contacting referees and licensed credit reference agencies. I understand the resulting verified information would be forwarded to the letting agency and / or to the landlord. The results may also be accessed again if I apply for a tenancy in the future.

I consent to Letwithease.com, or a third party credit and referencing checking agency on Letwithease.com's behalf, searching information held by a credit reference agency and agree that Letwithease.com or the third party agency on Letwithease.com's behalf and the credit-referencing bureau will keep a record of that search and the results from that search. The results of that search may show how I conduct my payments including rental payments and this may also be disclosed to the agency and may affect future credit applications from me and/or from members of my household and from time-to-time such information may be used for debt tracing and fraud prevention.

I hereby expressly consent to my personal details, including all recorded details in this application form, and any forwarding address(es) at the determination of any tenancy being passed to the landlord and/or to the utility companies and/or to the local authority. I also consent to my phone number and/or email address being disclosed to any maintenance personnel, trades people or property services supplier as may be required if they may need to liaise with me directly over access to my property during my tenancy .

I agree to be bound by the attached terms and conditions

I agree that information supplied by me will be held in accordance with the Company's notification under the Data Protection Act 1998. That you may record sensitive data as defined in the Data Protection Act 1998 and I understand that I have the right to ask for a copy of the information held about me subject to the payment of an administration fee of £10.00. I have the right to request that the information on me be amended if it is found to be incorrect. I also consent to passing the results of any such search or assessment to my prospective landlord(s) for the purpose of assessing this application.

Applicant's Signature

Print Name

Date: (DD/MM/YYYY)

I consent to the information contained in my Application Form being used by Letwithease.com to notify me of other products and services as may be of interest. Please tick this box if you do not wish your information to be used by Letwithease.com or other members of the Ease Group companies to notify you of other products and services.

# Terms and Conditions for Tenants & Guarantors

**IMPORTANT:** By signing the application form and paying a holding fee you are agreeing to be bound by these contractual terms and conditions for tenants. If you're unsure about any of the terms or conditions listed below we suggest you seek advice from a solicitor, Law Centre or Citizens Advice Bureau. Please note, these terms and conditions do not comprise the full terms of the tenancy agreement you will sign.

## Applying for a property, the referencing charges and the holding fee

1. To secure a Letwithease.com property you are liable to pay a holding fee. As long as you proceed and take the property, the holding fee is fully refundable. The holding fee is set at **£100.00** per property for 1 or 2 tenants. If you are a group of 3 or more tenants, the holding fee is **£50.00** per tenant. If you decide not to proceed to taking a property or are unable to for whatever reason you will forfeit the holding fee/s.
2. Each tenant must pay a referencing charge of **£45.99** (Inc VAT) which is non-refundable and is payable before the application process begins.
3. Each tenant to be living in the property must fill out their own tenancy application form.
4. As part of the application process you will be required to provide 2 forms of identification, one must be with a valid photo ID such as a driving licence or passport.
5. Application forms must be returned within 5 days of holding a property or the property will be returned to the market and you will forfeit the holding fee.
6. If you fail the application process or credit and referencing procedure, you will be able to supply a guarantor but you will be liable for the costs. A guarantor reference check costs **£45.99** (Inc VAT). The guarantor is also required to fill out an application form and provide ID. If you cannot supply a guarantor then you may pay the rent in advance equal for the length of the tenancy agreement (e.g. 6 or 12 months) + the damage and dilapidation deposit. If you fail the application process and cannot provide a suitable guarantor or pay your full rental term in advance you will forfeit the holding fee levied on the property.

## 7. Forfeit procedure

When you agree to take a property and pay a holding fee, we will stop marketing the property and conducting viewings. It's very important you really are serious about taking the property as if you don't go ahead, the landlord could be out of pocket on lost rent whilst he has kept his property empty for you. For this reason we have devised the forfeit procedure. It's very important you read this paragraph and fully understand the procedure prior to holding a property and submitting your application form:

If you do not proceed with the tenancy after completing the tenancy application process, you will be charged under the forfeit procedure. If within 7 days of paying the holding fee, you pull out from taking the property you will lose the holding fee. If more than 7 days have elapsed since you first held the property, you will be liable for a full one month's rent; due to the landlord. You will also be liable for a Tenant Finding Service fee, as chargeable to landlords (currently 45% of a month's rent subject to a minimum fee of £275.00 plus VAT, although subject to change), to Letwithease.com to cover our costs.

## Tenants who are students

8. Students in most circumstances must provide a guarantor unless they have a job or defined source of income that is enough to cover the rental liability on the property. The cost for a student application is **£91.98** (Inc VAT) per student which includes all the referencing and necessary checks required on both the student and guarantor.
9. Students and their guarantors fill out a joint application form relating specifically to a student let. These will be provided to you by our one of our staff when you take a property.
10. Student tenancies normally run for 12 months and students pay their first month's rent in advance prior to move in. On or before move in students will pay a deposit which is normally set at 6 weeks rent.
11. Student properties are normally offered on a joint and severally liable basis. This means that all tenants within that group are equally responsible and liable for each other.

## Tenants in receipt of Housing Benefit

12. Letwithease.com does not discriminate against tenants in receipt of housing benefits and will, subject to the landlord's approval, consider any application for accommodation fairly and equitably and on the individual facts presented. However, we do stipulate that tenants intending to pay their rent with Housing Benefits must disclose this and always supply a suitable guarantor. The cost of this type of application will be **£91.98** Inc VAT. Any further associated costs must be borne by the tenant. These conditions are non-negotiable.

## Tenants with pets

13. Letwithease.com does not discriminate against tenants with pets and will subject to the landlord's approval consider any application for accommodation fairly and equitably and on the individual facts presented. However tenants with pets must agree to pay a larger deposit, supply adequate insurance to cover and indemnify the landlord against any damage over the deposit levied and agree to steam clean and deflee any carpets and upholstery by a Letwithease.com approved contractor. These conditions are non-negotiable

**Stipulations for renting a property through Letwithease.com**

14. You must pay your first month's rent within 5 working days of being informed that you have passed the application process, even if your proposed move in date is further in the future. Then, on or before the day you move in you will need to pay a deposit (this can vary from one month to 6 weeks rental depending on the landlord's stipulations). At this stage you will be refunded your holding fee.
15. You must pay your first month's rent and deposit in full, along with any other fees such as for referencing before you move in to a property. Under no circumstances will you be allowed to move into a property before we have received all funds due. This is company policy and there is no flexibility on this. If you've left it late we can accept instant and secure credit and debit card payments prior to you moving in or can take cash payment. If you opt to pay by bank transfer you will need to allow 5 working days for funds to clear into our client account before you can move into the property. We do not accept cheques on any occasion.
16. Once you have moved in to a property, you must ensure a standing order or direct debit or BACS transfer is made to reach us (if we are managing your property) or the landlord (if he is managing his own property) before or on the date it's due.
17. If you are a group of 3 or more tenants, you must pay your rent as one lump sum. We would advise you create a house account, ensuring each member of your group is a signatory on the account and that each of you pay your share into this joint account as due.
18. Your contract or lease over the property will typically be an Assured Shorthold Tenancy Agreement, and you will sign this document for a minimum initial term of 6 months. This can always be extended by agreement between yourself and the landlord. We can provide a specimen copy of the tenancy agreement for you to read. It is a good idea to check out your rights and obligations before signing as the tenancy is a legally binding contract.
19. If you decide to leave your accommodation before the initial term has expired, you will either have to find a suitable tenant to assign your tenancy to or pay out the remaining rent on the contract to the landlord. If you decide to assign your tenancy to someone else you will be bound by the terms of the tenancy agreement to pay your rent until a suitable replacement tenant has been found. You will also be bound to pay all the fees and charges incurred by the landlord in re-letting the property. If we fail to find a suitable tenant then you will be bound to pay out your rent as per the contract signed.
20. Please be advised that if you pay your rent late to us (if we are managing your property) or to your landlord (if he is managing the property) then late fees, interest and administration charges may be charged. Please check your tenancy agreement for details.
21. We now employ TNC Ltd. as our preferred debt collectors. All accounts sent to them will incur a £40 late collection fee. In accordance with government legislation passed on 08/08/2002.
22. Please be advised that any false declaration made in the application form will constitute a breach of your tenancy and will be dealt with in accordance to the relevant legal processes.

**General information**

It is rare that any tenant will fail the application process. If you fill out your application form honestly, are in permanent employment, can prove your income, have a good previous landlord/letting agent reference and an average - good credit history there should not be a problem. The application process usually takes between 48-72 hours to complete depending on how quickly the referees respond to requests for information. You may be contacted during the process by either Letwithease.com or the third party referencing firm we use if additional details are required. Please help as much as you can as it will speed up the process.

Your deposit will be stored with one of the three Government approved protection schemes to comply with the Housing Act 2004 legislation. This act was bought in to safeguard tenant's deposits. You will be informed which scheme has been used by ourselves or by your landlord at sign in and the prescribed information for the scheme will be attached to your tenancy agreement.

The landlord pays or arranges for your inventory and check-in procedure if you are on a managed tenancy. You are responsible for the £35 +VAT charge for your check out if you are on a managed tenancy. If your landlord is managing the tenancy you will be advised by him/her of the arrangements for check-in/check-out and any associated costs.

You will be handed the property in a professionally clean condition at check in. Where possible all carpets and upholstery will have been steam cleaned and the property must be handed back in the same condition, otherwise you will agree for us to deduct the costs from your deposit. We organise quarterly inspections in managed properties to ensure that all maintenance is being attended to and that the property is being kept in a suitable fashion for purpose. You will be given sufficient notice of these visits. If your landlord is managing your accommodation he will make arrangements with you directly for such inspections.

Letwithease.com can offer comprehensive rates on a range of insurance policies for tenants including contents, accidental damage, landlord's fixtures & fittings and pets. Please contact us for further details and a free no obligation quotation. Letwithease.com can also arrange for cheap broadband/digital TV packages to be arranged for our tenants through Virgin Media. Please ask one of our staff for more details.

We understand there's a lot to take in and the process can appear a little daunting. Please feel free to contact us, we'll be happy to offer you guidance or discuss any queries you may have about renting a property through Letwithease.com

Ease Property Letting Ltd, Trading as Letwithease.com is registered with the Information Commissioner's Office to hold and process data in a responsible manner as required by the Data Protection Act 1998, our registration number is **Z1097828**