

### RENTAL APPLICATION FORM

*Please complete, sign & return for processing*

#### RENTAL PROPERTY

|                             |  |                          |  |
|-----------------------------|--|--------------------------|--|
| Proposed rental address     |  |                          |  |
| Proposed tenancy start date |  | Proposed term of tenancy |  |

#### YOUR DETAILS

|  |   |                    |  |
|--|---|--------------------|--|
| Full name  |   |                    |  |
| Date of birth  |   | Telephone          |  |
| Nationality<br>(Required for Right to Rent checks)           |   |                    |  |
| Email<br>(Please write clearly)                              |   |                    |  |
| Current address<br>(including post code)                     | (This address will be used to carry out a credit check reference) |                    |  |
| If above address is rented, landlord's name                  |   | Landlord Telephone |  |
| Landlord email<br>(for reference request)                    |   |                    |  |
| Previous address:<br>(if less than 3 years at above address) |   |                    |  |
| Details of any Previous Landlord                             |   |                    |  |

#### OCCUPATION

|   |         |  |          |  |                            |  |           |  |
|---|---------|--|----------|--|----------------------------|--|-----------|--|
| (Please tick appropriate)               | Student |  | Employed |  | Full time                  |  | Part time |  |
| Occupation/<br>Course Title             |         |  |          |  |                            |  |           |  |
| Name of employer/<br>College/University |         |  |          |  |                            |  |           |  |
| Contact Manager/Tutor                   |         |  |          |  | Telephone                  |  |           |  |
| Email<br>(for reference request)        |         |  |          |  |                            |  |           |  |
| Address<br>(including post code)        |         |  |          |  |                            |  |           |  |
| Date work/course started                |         |  |          |  | Salary/student loan amount |  |           |  |

**See overleaf for letting procedure**

**CASTLEHILL LETTING PROCEDURE & REQUIREMENTS**

**The tenant must:**

- 1) Complete the Castlehill Accommodation form in full.
- 2) Provide a photographic driving license or passport.
- 3) Pay the non-refundable tenancy set up fee of £99\* per person (£150\* if a single person application). Once an application form has been received, we will forward bank details for you to pay the relevant fees.  
If you are re-signing for a property, you still need to complete this form along with a reduced fee of £48\* per person.
- 4) If a guarantor is required, please complete a separate Guarantor form (available from the website or on request).
- 5) If an employer's reference is not available, a guarantor must be provided.
- 6) Ensure the first month's rent & deposit is received by Castlehill seven days prior to the commencement of the tenancy agreement.

**Castlehill will:**

- 1) Carry out a credit check.
- 2) Request a reference from your current/previous landlord.
- 3) Carry out relevant Right to Rent checks.
- 3) Prepare an assured shorthold tenancy agreement & payment schedule.

On receipt of the completed application form & associated fees, the property will not be let to another party for a period of seven days providing all required documentation has been received & the Castlehill checks have been completed satisfactorily. Failure to provide the required documentation and/or on receipt of adverse credit/reference information, could result in the property being let elsewhere and fees forfeited.

Once your application has been approved and arrangements made to pay the rent & deposit, an appointment will need to be made with Castlehill to sign the tenancy agreement. The tenancy cannot commence unless all the above has been completed and the tenancy agreement signed.

All rents due at least one month in advance.

\* All fees including VAT.

PLEASE NOTE WE DO NOT TAKE CARD PAYMENTS – BANK TRANSFER IS PREFERRED.

Please contact the office for our bank details.

**PLEASE COMPLETE THIS APPLICATION IN FULL & RETURN TO OUR OFFICE AS SOON AS POSSIBLE.**

**APPLICATIONS WILL BE DEALT WITH IN PRIORITY OF RECEIPT & FEES.**

**I hereby declare that all the questions in the above application have been answered correctly and I believe that all the information relevant to this application has been disclosed. I authorise Castlehill to conduct credit/reference checks/searches & make other enquiries as deemed necessary in consideration of this application.  
I agree to be served by email as a means of communication for all matters between Castlehill and myself.**

Signed:

Date: