##### **RENTAL APPLICATION FORM**

*Please complete in full, sign & return*

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **RENTAL PROPERTY** | | | | | | | | | | |
| Proposed rental address |  | | | | | | | Have you viewed the property internally? | |  |
| Proposed tenancy start date |  | Proposed term |  | | | Pet? If so, type & breed | |  | | |
| Names of all other proposed tenants living in the property. |  | | | | | | | | | |
|  |  | | |  | | |  | | | |
| **YOUR DETAILS** |  | | |  | | |  | | | |
| Title |  | | | | Full name | |  | | | |
| Date of birth |  | | | | Mobile | |  | | | |
| Nationality  (Required for Right to Rent checks) |  | | | |  | |  | | | |
| Email  (Please write clearly) |  | | | | | | | | | |
| Current address  (including post code) | (This address will be used to carry out a credit check reference) | | | | | | | | | |
| If above address is rented, agent’s or landlord’s name |  | | | | Agent/Landlord Telephone | |  | | | |
| Agent/Landlord email  (for reference request) |  | | | | | | | | | |
| Previous address: |  | | | | | | Was this a rented address? | |  | |
| Details of any Previous Landlord |  | | | | | | | | | |

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

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| --- | --- | --- | --- |
| **I hereby declare that all information provided in this application has been answered correctly and I believe that all the information relevant to this application has been disclosed. I authorise Castlehill/Goodlord 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/Goodlord and myself.**  **I confirm that I have viewed the property in person and accept the property’s condition. If someone else has viewed the property on my behalf, I accept the condition of the property.** | | | |
| **Signed:** |  | **Date:** |  |

**The tenant is required to:**

1) Complete the Castlehill Accommodation form in full.

2) Provide a photographic driving license or passport.

3) Pay the £100 holding deposit per property (only payable once your application has been agreed in principle)

*If your application is successful, the holding deposit will be used towards your first rent instalment. If your application is not accepted, Castlehill reserve the right to withhold some or all of the holding deposit if misleading or false information is provided on the application form or the tenant withdraws their application without good reason.*

4) If a guarantor is required, please complete a separate Guarantor form (available on request).

5) If an employer’s reference is not available, a guarantor must be provided.

6) Ensure the first month’s rent & deposit are 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) Request a reference from your employer.

4) Carry out relevant Right to Rent checks.

5) Prepare an assured shorthold tenancy agreement & payment schedule.

On receipt of the completed application form & holding deposit, the property will not be let to another party for a maximum period of 15 days providing all required documentation has been received & the Castlehill checks have been completed satisfactorily.

Once your application has been approved you will be invited to make rent & deposit payments and sign a tenancy agreement via our online platform, Goodlord. All rents due at least one month in advance.

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

Please contact the office for our bank details.

**Instances where additional fees maybe incurred:**

***Variation of tenancy*** *– if a tenancy agreement is changed by request of the tenant, a fee of £50 will be payable by the tenant.*

***Early termination of tenancy*** *- if it is agreed by the Landlord/Castlehill to terminate a tenancy agreement before the fixed term end date, the tenant is responsible for all rent due until a replacement tenant is found and a new tenancy agreement entered into. Any rent paid beyond the start of the new tenancy agreement will be reimbursed. The tenant is also responsible for the Landlord’s set up fee to create a new tenancy. This will range from £240 to £420 depending on the rent level.*

***Late rent*** *– interest of 3% above the Bank of England base rate may be charged on overdue rents.*

***Lost keys/security devices*** *– A tenant will be responsible for the cost of call out and repair/replacement of locks to the property.*

All fees include VAT.

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

#### CASTLEHILL LETTING PROCEDURE & REQUIREMENTS