

# Tenancy Application Document

Property Address.....Post Code.....

Rent £.....Deposit £.....(Deposit equivalent of five weeks rent)

Holding Deposit £.....( Equivalent of one weeks rent - Rent x 12 divided by 52 = Holding Deposit)

## GDPR / Data Protection

All personal data is processed and stored securely, for no longer than is necessary in light of the reason(s) for which it was first collected. We will comply with our obligations and safeguard your rights under the Data Protection Act 1998 and the GDPR at all times. Our use of your personal data will always have a lawful basis, either because it is necessary for our performance of a contract with you, because you have consented to our use of your personal data (e.g. by subscribing to emails), or because it is in our legitimate interests. Specifically we may use your data for the following purposes: Supplying our services to you ( please note that we require your personal data in order to enter into a contract with you)

## Anti Money Laundering & Right to Rent Check

Cottons Chartered Surveyors are required by law to be able to categorically confirm the identity of each client. In order to satisfy statutory legislative requirements, will require two forms of ID as per group one and group two requirements enclosed within this document. We are unable to process your application without this important information.



## YOUR HOLDING DEPOSIT EXPLAINED

### The tenancy application

Thank you for applying to rent a property from one of our Landlords. Before your application can be fully considered, you will need to pay to us a holding deposit equivalent to one weeks' rent for the property you are interested in. This document explains what happens to that holding deposit and the circumstances in which the deposit will / will not be refunded. It is important that you know your legal rights and accordingly you should feel free to seek independent legal advice before signing this or indeed any other document which we might put before you.

Once we have your holding deposit, current legislation stipulates that the necessary paperwork should be completed within 15 days or such longer period as might be agreed.

In the present case, it has been agreed that the relevant period will be extended to the number of days shown below, from when we receive your holding deposit.

If at any time during that extended period you decide not to proceed with the tenancy, then your holding deposit will be retained by our firm. By the same token, if during that period you unreasonably delay in responding to any reasonable request made by our firm, and if it turns out that you have provided us with false or misleading information as part of your tenancy application or if you fail any of the checks which the Landlord is required to undertake under the Immigration Act 2014, then again your holding deposit will not be returned. It will be retained by this firm and your Landlord.

However, if the Landlord decides not to offer you a tenancy for reasons unconnected with the above then your deposit will be refunded within 7 days. Should you be offered and you accept a tenancy with our Landlord, then your holding deposit will be credited to the first months' rent due under that tenancy.

Where, for whatever reason, your holding deposit is neither refunded nor credited against any rental liability, you will be provided with written reasons for your holding deposit not being repaid within 7 days.

You will not be asked to pay any fees or charges in connection with your application for a tenancy. However, if your application is successful under our standard assured shorthold tenancy agreement, you will be required to pay certain fees for any breach of that tenancy agreement in line with the Tenant Fees Act 2019. In consideration of us processing your tenant application, you agree to pay those fees to us on request.

### Completing your application

It is agreed that the deadline for completing your application to rent the property specified below and thereafter entering into a tenancy agreement will be extended for a period of.....days from the date hereof.

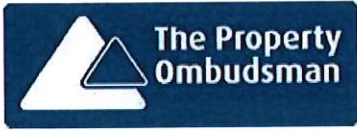
Your holding deposit is £.....

Property to which your application relates:.....Post Code.....



**Ombudsman**

Cottons Chartered Surveyors are a member of The Property Ombudsman (TPO) scheme for Estate Agents and follows their Code of practice. A copy of the Code of Practice and the Consumer Guide is available from [www.tpos.co.uk](http://www.tpos.co.uk)



**Client Money Protection**

Letting and property management agents in the private rented sector who hold client money are now required by law to belong to a government approved CMP scheme by 1 April 2019. These proposals were made on 1 April 2018 following consultation and have been passed by Parliament. Cottons Chartered Surveyors belong to the RICS Client Money Protection (CMP) Scheme. Details of the scheme can be found at [www.rics.org](http://www.rics.org)



**Anti Money Laundering**

Cottons Chartered Surveyors are required by law to be able to categorically confirm the identity of each client. In order to do this, but not be intrusive, we require sight of documentary proof of address, together with acceptable photographic I. D. such as a passport or photo driving licence. Copies may be taken and held on file.

**Consumer Protection Regulations**

A copy of the property details will be forwarded to you. Under the Consumer Protection from Unfair Trading Regulations and the Ombudsman's Code of Practice, anything we say or publish about your property must be accurate. It is therefore very important that you read the details carefully and immediately inform us if there is anything that is inaccurate.

**In addition, we are obliged to pass on any material information that would impact on a potential Tenant's transactional decision and so you must advise us of anything you feel is relevant to this.**

**GDPR / Data Protection**

All personal data is processed and stored securely, for no longer than is necessary in light of the reason(s) for which it was first collected. We will comply with our obligations and safeguard your rights under the Data Protection Act 1998 and the GDPR at all times. Our use of your personal data will always have a lawful basis, either because it is necessary for our performance of a contract with you, because you have consented to our use of your personal data (e.g. by subscribing to emails), or because it is in our legitimate interests. Specifically we may use your data for the following purposes: Supplying our services to you ( please note that we require your personal data in order to enter into a contract with you); Personalising and tailoring our services for you; Replying to emails from you;

We will forward your property information on to prospective applicants and we will forward applicants details on to you.

With your permission and/or where permitted by law, We may also use your data for marketing purposes which may include contacting you by email and/or telephone and/or text message and/or post with information, news and offers on our services . We will not, however, send you any unsolicited marketing or spam and will take all reasonable steps to ensure that we fully protect your rights and comply with our obligations under the Data Protection Act 1998 OR GDPR and the Privacy and Electronic Communications EC Directive) Regulations 2003.

**We will not pass on your details to any 3rd party organisations for marketing purposes without your prior written consent.**

You have the right to withdraw your consent to us using your personal data at anytime and to request that we delete it.

We do not keep your personal data for any longer than is necessary in light of the reason(s) for which it was first collected. Data will therefore be retained for the following periods (or its retention will be determined on the following bases):

With regard to our Clients, Customers and Suppliers data, we will retain data for a minimum of six years following the end of our contractual services, a full copy of our privacy policy can be viewed at [cottons.co.uk/contact](http://cottons.co.uk/contact)

Your data will only be stored in the UK.

**Complaints Procedure**

Should you have a complaint, Cottons procedure is to contact Mr J Day in writing in the first instance, he will respond accordingly. Mr J Day, Cottons Chartered Surveyors, Cavendish House, 359-361 Hagley Road, Edgbaston, Birmingham. B17 8DL.

**Prospective Tenant signature Required:**

I have read, understand and agree to all terms contained within this document.

Sign.....

Print.....

Date.....

**Money Laundering Regulations & Right to Rent Check Due Diligence**

In accordance with current legislation we are required to confirm the identity of all Tenants of the property. We are also required to keep a record of the evidence we have verified, if for any reason we are unable to confirm your identity in the course of establishing a business relationship with you, we reserve the right to withdraw the property for let until formal proof of identity is received.

Name	<input type="text"/>	<input type="text"/>
Proof of I.D. Seen	<input type="text"/>	<input type="text"/>
Doc. No.	<input type="text"/>	<input type="text"/>
Date of Issue/Exp.	<input type="text"/>	<input type="text"/>
Issuing Authority	<input type="text"/>	<input type="text"/>
Place/ D.O.B	<input type="text"/>	<input type="text"/>
Proof of Residency	<input type="text"/>	<input type="text"/>
Date of Issue	<input type="text"/>	<input type="text"/>
Name of issuer	<input type="text"/>	<input type="text"/>
Ref. Number	<input type="text"/>	<input type="text"/>

Name of Cottons Representative:.....

I have verified the identity of the Tenant(s) by checking the original documentation listed above:

Signed..... Date.....

# Full Reference Guarantor Form



Please return this form to Cottons Chartered Surveyors. Asterisks (\*) indicate a field is mandatory.

## Agency Details

Letting Agent Name *	Letting Agent ID *
<input type="text" value="Cottons Chartered Surveyors"/>	<input type="text" value="3171"/>

## Property Details

Total Monthly Rent *		
<input type="text" value="£"/>		
Abode *	Building/House Number *	Building/House Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address Line 1 *		
<input type="text"/>		
Address Line 2 *		
<input type="text"/>		
Town *	County *	Postcode *
<input type="text"/>	<input type="text"/>	<input type="text"/>

## Guarantor Details

Name of Tenant (Who you are acting for) *	Relationship with Tenant *
<input type="text"/>	<input type="text"/>

## Guarantor's Contact Details

Title (e.g. Mr, Mrs, etc.) *	First Name *	Middle Name *	Last Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth (dd/mm/yyyy) *	Telephone Number *	Mobile Number *	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Email Address *	Previous Full Name (if your name has changed in the last 6 years)		
<input type="text"/>	<input type="text"/>		



## Guarantor's Details

Marital Status \*

Any recent arrears or adverse credit? \*

If you have had any recent arrears or adverse credit within the last 10 years, please provide details on the 'Additional Information' page.

## Bankruptcy, IVA's & CCJ's

Please answer clearly as this may affect your application and will have a direct impact on your holding deposit.

Bankruptcy \*

Yes

No

IVA's \*

Yes

No

CCJ's \*

Yes

No

## Guarantor's Current Address Details

Abode \*

Building/House Number \*

Building/House Name \*

Address Line 1 \*

Address Line 2 \*

Town \*

County \*

Postcode \*

Move In Date (Estimate) \*

What is your current residency position? If 'Tenant', please complete the section titled 'Landlord / Agency Details' below.

Tenant

Owner

Live with Parents

Family / Friends

Staff Accommodation

### Guarantor's Previous Address Details (if available)

If you have occupied any previous addresses other than your current address in the last 10 years, please enter the most recent one below. Please provide any further addresses, going back up to 6 years, on the Additional Information page.

Abode *	Building/House Number *	Building/House Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address Line 1 *		
<input type="text"/>		
Address Line 2 *		
<input type="text"/>		
Town *	County *	Postcode *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Move In Date (Estimate) *	Move Out Date (Estimate) *	
<input type="text"/>	<input type="text"/>	

### Landlord / Agency Details For Your Current Address

Please note that we cannot accept landlord references from relatives or friends. All contact details must be your landlord or letting agents' business, not personal, details.

Name of Landlord / Letting Agent *	This is a Letting Agency <input type="checkbox"/>	This is a Private Landlord <input type="checkbox"/>
<input type="text"/>		
Title (e.g. Mr, Mrs, etc.)	Contact First Name *	Contact Last Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Contact Telephone Number *	Contact Email Address *	
<input type="text"/>	<input type="text"/>	

### Source of Income

Please note that we cannot accept references from relatives or friends. All contact details for income referees must use their business, not personal, details.

Employed (PAYE) <input type="checkbox"/>	Self-Employed (Self-Assessment) <input type="checkbox"/>	Self-Employed (Accountant) <input type="checkbox"/>	Investments / Savings <input type="checkbox"/>	Benefits (please state which type) <input type="text"/>
Employer / Accountant Name *			Annual Income Amount *	
<input type="text"/>			£ <input type="text"/>	
Title (e.g. Mr, Mrs, etc.)	Contact First Name *	Contact Last Name *		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Primary Contact Number *	Secondary Contact Number	Contact Email *		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Comments / Further Information (if you have further income sources, please specify these on the next sheet)				
<input type="text"/>				

## Identification

National Insurance Number \*

Identification Type (e.g. passport, driving licence, etc)

Identification Number \*

Bank Account Number \*

Bank Account Sort Code \*

## Authorisation

I confirm that the information provided in this application form is true, accurate and complete. I understand that the information that I have submitted will be used in order to assess my suitability to be granted a tenancy agreement, or to be named on the tenancy agreement as a Guarantor, or to verify my identity to prevent and detect crime and money laundering, and acknowledge that the information that I have provided will be shared with third parties for this purpose. I understand and agree that current or former employers, landlords and letting agents may be asked to provide additional information about me or to verify information that I have provided, calls for which are recorded for training and monitoring purposes. I further acknowledge that the information that I have provided will be submitted to credit reference agencies in order that a credit check can be conducted. I understand that Rent4sure Ltd is not entitled to disclose a copy of my credit report to me but that I may obtain a copy of the report by applying to the relevant credit reference agency directly. I understand that I may be refused a tenancy, or may be found unsuitable to act as a Guarantor, as a result of the searches and references obtained by Rent4sure Ltd. I acknowledge that the referencing services provided are provided to the letting agent or landlord (as the case may be), and agree that I shall not seek to hold Rent4sure Ltd liable for such refusal nor shall I seek to bring any claim against Rent4sure Ltd for any loss or damage suffered by me as a result of such refusal.

By ticking this box I agree to Rent4sure Ltd contacting me by e-mail and/or telephone regarding other goods and services that may be of interest to me, such as broadband, utilities, telecommunications and insurance products. Rent4sure Ltd may also on occasion share your personal data with third parties, such as the providers of these products, if you tick the box. If you change your mind in the future you can withdraw your consent at any time by contacting us (using the details in our Privacy Policy) or by using the unsubscribe option in e-mails. For more details on how we use your personal information, including details about the third parties with whom we may share your personal data, please see our Privacy Policy here: [www.rent4sure.co.uk/legal#privacy](http://www.rent4sure.co.uk/legal#privacy).

Rent4sure Ltd is a controller under data protection law. For further details about how we collect and process your personal data, together with information about your privacy rights, please see our Privacy Policy here: [www.rent4sure.co.uk/legal#privacy](http://www.rent4sure.co.uk/legal#privacy).

Guarantor's Name \*

Guarantor's Signature \*

Date (dd/mm/yyyy) \*



## Additional Information

If you need to provide any previous addresses, names, credit history or other sources of income please describe them below.

## Supplementary Orders (for use by Cottons Chartered Surveyors only)

### Rent Protection

RP 6 Months  
1 Month Excess

RP 6 Months  
Nil Excess

RP 12 Months  
1 Month Excess

RP 12 Months  
Nil Excess

### Legal Expenses Insurance

LEI 6 Months

LEI 12 Months

### Know Your Customer

Know Your Customer Checks find proofs of identity, proofs of residency, and identify potential alerts for your applicants in line with your Anti-Money Laundering regulations.

Add Know Your Customer

### Right to Rent Check

Right To Rent Checks help ensure you are verifying your tenant's right to reside in the UK, in line with your obligations under the Immigration Act 2014.

Add Right to Rent Check



**Group 1 – Acceptable single documents**

- 1. A passport (current or expired) showing that the holder is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.**
- 2. A passport or national identity card (current or expired) showing that the holder is a national of the European Economic Area or Switzerland.**
- 3. A registration certificate or document (current or expired) certifying or indicating permanent residence issued by the Home Office, to a national of a European Union, European Economic Area country or Switzerland.**
- 4. A permanent residence card, indefinite leave to remain, indefinite leave to enter or no time limit card issued by the Home Office (current or expired), to a non-EEA national who is a family member of an EEA or Swiss national.**
- 5. A biometric immigration document issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK. The document must be valid (not expired) at the time the right to rent check is made.**
- 6. A passport or other travel document (current or expired) endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.**
- 7. A current immigration status document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person is permitted to stay indefinitely in the UK or has no time limit on their stay in the UK. The document must be valid (not expired) at the time the right to rent check is made.**
- 8. A certificate of registration or naturalisation as a British citizen.**



From 1 December 2014, landlords & their agents will need to check that someone has the right to live in the UK before letting a property to them. This includes landlords who take in lodgers or sub-let property.

The right to rent checks only apply to:

- landlords, homeowners and letting agents in Birmingham, Walsall, Sandwell, Dudley and Wolverhampton
- all adults aged 18 and over living at the property
- new tenancy agreements starting on or after 1 December 2014

We therefore require documents as detailed either from Group 1 or Group 2 for **all** tenants at the point of application. Without provision of the required documentation we will be unable to process your application further.

**For further information please contact one of the lettings team; we would be delighted to offer assistance and advice.**

**0121 247 2299**  
**lettings@cottons.co.uk**

**Group 2 – Acceptable document combinations.**

**1. Any two of the following documents when produced in any combination:**

**a) A full birth or adoption certificate issued in the UK, the Channel Islands, the Isle of Man or Ireland, which includes the name(s) of at least one of the holder's parents or adoptive parents.**

**b) A letter issued within the last 3 months confirming the holder's name, issued by a UK government department or local authority and signed by a named official (giving their name and professional address), or signed by a British passport holder (giving their name, address and passport number), or issued by a person who employs the holder (giving their name and company address) confirming the holder's status as an employee.**

**c) A letter from a UK police force confirming the holder is a victim of crime and personal documents have been stolen, stating the crime reference number, issued within the last 3 months.**

**d) Evidence (identity card, document of confirmation issued by one of HM forces, confirmation letter issued by the Secretary of State) of the holder's previous or current service in any of HM's UK armed forces.**

**e) A letter from HM Prison Service, the Scottish Prison Service or the Northern Ireland Prison Service confirming the holder's name, date of birth, and that they have been released from custody of that service in the past 6 months; or a letter from an officer of the National Offender Management Service in England and Wales, an officer of a local authority in Scotland or an officer of the Probation Board for Northern Ireland confirming that the holder is the subject of an order requiring supervision by that officer.**

**f) Letter from a UK further or higher education institution confirming the holder's acceptance on a current course of studies.**

**g) A current full or provisional UK driving licence (both the photocard and paper counterpart must be shown).**

**h) A current UK firearm or shotgun certificate.**

**i) Disclosure and Barring Service certificate issued within the last 3 months.**

**j) Benefits paperwork issued by HMRC, Local Authority or a Job Centre Plus, on behalf of the Department for Work and Pensions or the Northern Ireland Department for Social Development, within the 3 months prior to commencement of tenancy.**

