

---

RENT APPLICATION FORM

---

## WHO ARE WE?

Greyfort Properties is a customer focused family-run business.

As members of the Association of Residential Letting Agents, we are a team of dedicated letting professionals offering quality properties for tenants to make their homes.

## WHY READ THIS DOCUMENT?

Want to rent through us? Read on to be fully informed of our fees and understand how to apply.

## WHAT SHOULD YOU CONSIDER BEFORE APPLYING?

For your application to be considered your basic annual salary must be a minimum of 2.5 times the annual rent.

## SELF EMPLOYED?

If you are self-employed you need to have been self-employed for at least 6 months. Your chartered or chartered certified accountant needs to provide:

Confirmation of your gross annual turnover and net profit before tax for the most recent financial year and 6 months' worth of your most recent personal bank statements.

## HOW DO YOU APPLY?

1. Complete and sign this document where indicated.
2. Provide a black and white scanned copy of your photo ID – either a valid driving licence or passport.
3. Provide a scanned copy of one of your utility/council tax bills or bank statements from the last three months.
4. Provide, if applicable, your valid visa or work permit.
5. Return all documents to our offices by email - admin@greyfort.co.uk or by post to:

Greyfort Properties  
Chateau Impney  
Impney Estates  
Droitwich Spa  
WR9 0BN

## WHAT HAPPENS AFTER YOU HAVE APPLIED?

The landlord will consider your application. If they, subject to referencing, agree to offer you the property we will send you an email link for you to complete an online submission. This is for your application to undergo a full referencing check. On receipt of your email, we will contact you for you to make payment for your referencing application fee.

## WARNING:

**Any negative credit information may cause your application to be declined and in those circumstances your application fees will not be refundable.**

## WHAT DO YOUR FEES PAY FOR?

The money you pay contributes to the cost of referencing, processing your application and the administrative costs in setting up your tenancy.

## WHAT ARE OUR FEES?

Per adult applicant	£100.00 INC. VAT
Company application	£400.00 INC. VAT
Guarantor (if required)	£100.00 INC. VAT
Tenancy renewal	£50.00 INC. VAT
Missed property inspection	£25.00 INC. VAT

## METHODS OF PAYMENT:

**Electronic transfer** – Greyfort Properties

**Account number** – 76460010

**Sort code** - 60-02-35

**N.B. Please reference your payment with first name initial and surname e.g. ASmith**

**Cheque** – Made payable to Greyfort Properties Limited

**By phone** – We can take payments over the phone, our number - 01905 796 111

**Please note: There is a surcharge of 2.5% for payment with a credit card or an overseas debit card.**

## HOW LONG DOES IT TAKE?

Once payment has been received the referencing process usually takes between 3 – 5 working days.

This can take longer if your employment referee does not respond promptly to requests for information from our referencing partner. We would recommend you warn them that a request for information may be sent to them imminently.

## WHAT HAPPENS AFTER REFERENCING?

If you pass referencing we will contact you by telephone to give you the good news that your application to rent has been successful and you may move into your new home, subject to you producing your original photo ID for our verification.

We will agree a move in date with you, so that we can draft the paperwork and make all of the necessary arrangements, this usually takes a minimum of 5 days although can vary dependent on circumstances.

## BEFORE YOU MOVE IN.

**You'll be required to:**

- Pay the first months rent in advance
- Pay a security deposit - usually equal to one and a half month's rent (you will be notified if a larger deposit is required, for instance if you have pets).

- Provide a signed tenancy agreement
- Produce a copy of a signed standing order mandate or provide proof that you have setup a regular payment for your rent.

You can pay the rent and security deposit over the phone or by bank transfer - it must be cleared before we are able to give you the keys!

### A QUICK BIT ABOUT YOUR DEPOSIT

The tenancy deposit will be held as stakeholder. This means the money cannot be distributed without written consent from both the tenant and landlord.

If your tenancy is an Assured Shorthold, your deposit will be protected with the applicable deposit protection scheme and held in accordance with the terms of the tenancy agreement.

If someone else is paying the deposit for you please let us have their details in advance of the monies being paid.

**Gas, electricity, water, and council tax – we have you covered.**

**We try to make things easier for you by facilitating the utility transfer through Tenant Shop, here’s a little about how it works.**

### GREYFORT PROPERTIES IN ASSOCIATION WITH TENANT SHOP

Greyfort Properties have teamed up with Tenant Shop to streamline your registration process with the local council, water supplier and energy provider.

Tenant Shop will notify all utility providers that you have arrived and provide your contact information, moving in date and meter readings where applicable.

We may use software supplied by Tenant Shop Limited to notify the local council, water supplier(s) and the energy provider(s) in line with your tenancy start date and again on the tenancy end/vacating date.

We will ask Tenant Shop to contact you on our behalf by Text, Phone and/or Email to offer you Energy, Insurance (if applicable) and Media comparisons for your new Tenancy.

Call Centre comparisons are completely optional for you and you can opt out at any time by emailing [customerservices@mytenantshop.co.uk](mailto:customerservices@mytenantshop.co.uk)

Tenant Shop Limited is fully compliant with the Data Protection Act 1998 and a registered member of the Information

Commissioners Office with registration number Z305733X and will only use your information for the purposes set out above.

**I am happy for Tenant Shop to contact me as specified above.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_

### A QUICK REMINDER ABOUT THE TENANCY AGREEMENT

The tenancy agreement remains an enforceable legal document for the duration of the tenancy. You are not able to remove yourself from your obligations under the tenancy during the tenancy term nor are you able to swap or change tenants.

### GAS AND ELECTRICITY

You will find the meter readings, and the location of the meters in the inventory and schedule of condition.

### WATER AND COUNCIL TAX

It is the responsibility of the tenant to notify the water company and the local authority that you have moved in.

### WHAT HAPPENS ABOUT TELEVISION AND BROADBAND?

#### TV LICENCE

To have a TV in the property you must have a TV licence. For details visit [www.tvlicensing.co.uk](http://www.tvlicensing.co.uk)

#### TV/PHONE/BROADBAND

We cannot be responsible for ensuring there is a working active line at the property given that telecommunications companies will not accept instructions from third parties.

### PARKING PERMITS

Obtaining and paying for any relevant parking permits is the responsibility of the tenant for the duration of the tenancy.

### PRIVACY NOTICE

For the purposes of the Data Protection Act 1998 (the "Act"), the data controller is Greyfort Properties Ltd, Chateau Impney, Impney Estates, Droitwich Spa, WR9 0BN.

We use the personal details that you submit to provide you with our services. You may give us personal details about you by filling in this form or by corresponding with us by phone, email or otherwise. In addition to the information you give us on this form, we may also collect additional information (for example, details of your property, current energy providers) as necessary to provide our services and to deal with your queries.

**I confirm I have read and understood this document.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_

Agents Name:	<input type="text" value="Greyfort Properties"/>	Proposed Move Date:	<input type="text" value="dd"/>	<input type="text" value="mm"/>	<input type="text" value="yyyy"/>
Rental Address:	<input type="text"/>	Tenancy Period:	6 Months <input type="checkbox"/>	12 Months <input type="checkbox"/>	
Postcode:	<input type="text"/>	Share of the Rent:	Office use only	<input type="text" value=""/>	%
Total Monthly Rent:	<input type="text" value="£"/>	Tenant Credit Search	<input type="text" value="Select"/>	Office use only	
		Full Tenant Profile	<input type="text"/>	Office use only	

### Personal Details

Title

First Name

Middle Name

Surname

Current Address

Postcode

Home Phone

Work Phone

Mobile Phone

Email

DOB

### Information

Do you have any adverse Court or Credit data? Yes  No

If yes please provide details

Do you Smoke Yes  No

How many children do you have?

How many children over 18 years

Do you have or intend to have pets Yes  No

Are you currently renting a property? Yes  No

Are you a Homeowner? Yes  No

Employer Name

Your Position

Salary  Bonus

### Consent

I, the Applicant/Guarantor consent to the letting agent undertaking a credit search for the purpose of this tenancy application. I duly authorise the Letting Agent to make enquiries as to my current accommodation, and income status. I give full authorisation to my employer or accountant to release income and performance information concerning my employment or self employment. I formally consent to the Letting Agent, to whom this application relates, to pass on to their client/landlord full details of my completed credit report along with any supporting documentation. I understand that should I withdraw my application at any time, or should my application be declined by UKtenantdata or the Letting Agency my application fees will be forfeit.

### Applicant/Guarantor Signature

### Date