

This document contains information that you may find helpful during your tenancy. Please read through it and if you have any questions, don't hesitate to contact us.

We act as agents on behalf of the landlord of your property. As agents, we have an obligation to the landlord to ensure the tenancy runs as smoothly as possible, the rent is paid promptly and the property is maintained to the same standard as when the tenancy began. Therefore, we would request that in the event of any issues arising during your occupation, you contact us as soon as possible.

This document is a brief summary of certain points in your agreement and contains information that will ensure that your tenancy will be as comfortable as possible.

PLEASE TAKE SOME TIME TO READ YOUR AGREEMENT. IT CONTAINS IMPORTANT INFORMATION THAT YOU SHOULD BE AWARE OF WHILST RESIDING AT THE PROPERTY.

A GUIDE FOR ALL PROSPECTIVE AON LETTINGS TENANTS

All AON LETTINGS lets are Assured Shorthold Tenancies for an initial term of SIX months

1) Once you have agreed in principle to rent a property through Aon Lettings, **an administration charge of £125.00 + VAT for the lead tenant and £50 + VAT per person thereafter**, plus a **Holding Fee of £100.00 will be required**. This Holding Fee and administration fee will be non-refundable if the tenant withdraws interest in the property or where a reference is unacceptable or documents/forms of identification are not received within the required time scales. This is a charge which is made for taking up any references, preparing and completing the tenancy agreement, inventory, property condition report and registering your deposit with a Government Approved Scheme. The fee is nonrefundable. It is, therefore, not a tenancy deposit. It will not be paid back to you when the tenancy ends. This is a one-off fee for the application. Should any inconsistencies arise from the information given on this form, this may result in the application being rejected. PLEASE NOTE: Once the application fee has been received, all further viewings are put on hold (pending the outcome) for a reasonable timescale. Please ensure the full application is fully completed and returned along with all the documentation listed below within 5 working days of the fee being paid

2) The tenant(s) will be given our application form for completion; this must be completed in full and returned to our office within 5 working days of the Fee being paid, otherwise the property and the fees will be forfeited. **We also require the following documents/IDs: Passport/Driving License, Proof of Income (the last three months wage slips, benefits, pensions), Last Three months Bank Statements, Proof of Address (Utility Bill). If Self Employed a copy of the last three years' accounts are required.**

Any prospective tenant that is claiming Housing Benefit or is on a low income, or is unable to provide any of the above forms of ID will need a Guarantor who is a home owner and / or in full time employment.

We will then undertake a full credit assessment and will pursue bank, employer and personal reference including previous landlords/letting agent, if applicable, and if self-employed an accountant reference. These are taken from the information given on the application form. Reference will normally take about 5 working days to verify.

3) At the time of the tenancy agreement being signed, **a bond deposit plus one month's rent in advance will be required**; this has to be cash or cleared funds in our account. The initial £100.00 already paid as a Holding Fee is then transferred and becomes part of the Bond. Your Bond will be registered with The Deposit Protection Service.

4). All rents are due calendar monthly and must be received by Aon Lettings on or before the 1ST of each month, the preferred method of payment is by standing order.

5) Household pets are not to be kept at the property unless previously arranged and permission granted.

6) Electric, gas, telephone, council tax and water rates are the responsibility of the in going tenant, unless otherwise stated. If there are no supplies at the property it can take three working days to be connected.

7) The Bond is normally returnable at the end of the tenancy provided the property has been left as found, and proof that all final utility bills have been paid in full.

Guidance & Information Checklist

All of the following information is essential. If this information is not provided and the application form is not completed correctly it can result in a delay or even refection.

- 1) **Photo ID – Please ensure a clear colour copy of your passport or drivers licence is provided with the application.** (Birth Certificates, Inland Revenue & Customs Returns, Tax Credits & National Insurance Cards may be requested if the application does not have the identification documents above.)

- 2) **Bank Statements – Please provide copies of the last three months bank statements for all parties over the age of 18.**

- 3) **Proof of Residence: We need 2 copies of a utility bill or bank statements.**
 - **One to be dated within the last 4 weeks.**
 - **One to be dated between a 3-6 months period.**

- 4) **Proof of Income – Please provide the last three months wage slips for all working applicants, and proof of any benefits you may receive.**

APPLICANTS DETAILS

Please complete all boxes on this form. If not applicable, write N/A

Full Name	<input style="width: 100%;" type="text"/>		
Maiden Name	<input style="width: 100%;" type="text"/>	Date of Birth	<input style="width: 100%;" type="text"/>
Nationality	<input style="width: 100%;" type="text"/>	NI Number	<input style="width: 100%;" type="text"/>
Current Address	Postcode		Tel.(home) <input style="width: 100%;" type="text"/>
			Tel.(mobile) <input style="width: 100%;" type="text"/>
			Tel.(work) <input style="width: 100%;" type="text"/>
Email	<input style="width: 100%;" type="text"/>	How long have you lived at your present address. (years & months)	<input style="width: 100%;" type="text"/>

Name, address of current landlord or letting agent	Postcode		Tel Number <input style="width: 100%;" type="text"/>
			Email <input style="width: 100%;" type="text"/>

Previous Address	Postcode		How long have you lived at your present address. (years & months)	<input style="width: 100%;" type="text"/>
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Please list all persons who will be occupying the property, including children.		
Name	Relationship	Date of Birth
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>	<input style="width: 100%;" type="text"/>
Applicant's closest relative (excl partner or anybody living with you).		
(1) Full Name	<input style="width: 100%;" type="text"/>	
Relationship	<input style="width: 100%;" type="text"/>	
Address	<input style="width: 100%;" type="text"/>	
Tel.	<input style="width: 100%;" type="text"/>	
(2) Full Name	<input style="width: 100%;" type="text"/>	
Relationship	<input style="width: 100%;" type="text"/>	
Address	<input style="width: 100%;" type="text"/>	
Tel.	<input style="width: 100%;" type="text"/>	

Have you rented before?	YES / NO
Are you a home owner?	YES / NO
Will the tenancy be in joint names?	YES / NO
If yes, who with?	<input style="width: 100%;" type="text"/>
Do you have any pets?	YES / NO
If yes, type and breed	<input style="width: 100%;" type="text"/>
Do you or anyone living with you smoke?	YES / NO
If you own a car, please give the registration.	<input style="width: 100%;" type="text"/>
Have you had any criminal convictions?	YES/NO
Where did you see the property advertised?	<input style="width: 100%;" type="text"/> Rightmove <input style="width: 100%;" type="text"/> Zoopla <input style="width: 100%;" type="text"/> To Let Board <input style="width: 100%;" type="text"/> Gumtree <input style="width: 100%;" type="text"/> Other

APPLICANTS BANK DETAILS

Name of Bank		Account Name	
Bank Address		Account Number	
		Sort Code	

APPLICANTS EMPLOYMENT DETAILS

Employers name and address.		Length of time employed (if less than 6 months please also provide last employers details).	
	Postcode	Contacts name and position.	
Tel.		Gross salary	
Email		Salary payment date.	
Position you hold.			

SECOND APPLICANTS DETAILS

Full Name			
Maiden Name		Date of Birth	
Nationality		NI Number	
Current Address		Tel(home)	
	Postcode	Tel(mobile)	
		Tel(work)	
Email		How long have you lived at your present address (years & months)	
Name, address of current landlord or letting agent.		Tel No	
	Postcode	Email	
Second Applicants closest relative (excl. partner or anybody living with you)			
Full Name		Relationship	
Address		Tel No	

SECOND APPLICANTS EMPLOYMENT DETAILS

Employers name and address		Length of time employed (if less than 6 months please also provide last employers details).	
	Postcode	Contact name and position	
Tel Number		Gross Salary	
Email		Salary Payment Date	

CREDIT HISTORY

Have you ever had a County Court Judgement registered against you?	YES / NO	Have you ever been in arrears with your rent?	Yes	By how much?		No
If yes, please list all CCJ's you may have had registered against you whether satisfied or not		Have you had a mortgage?	Yes			No
		If yes have you ever been in arrears with your payments?	Yes	By how much?		No
		Do you have any undischarged bankruptcy?	Yes	Details:		No
		Have you ever applied for an IVA or any debt management plan?	Yes	Details:		No

Date	Amount of Judgement	Company

OTHER FORMS OF INCOME

Please list all other forms of income	
Child Benefit	
Income Support	
Maintenance	
Disability Allowance	
Current Housing Benefit	
Unemployment Benefit	
Pension	
Any other income	

CONDITIONS

As a prospective tenant I agree that:

- All the information provided by me on this Application form is correct.
- In order to comply with the Immigration Act 2014 I understand that all persons who will be occupying the property will need to demonstrate that they have the right to rent and that checks on my/their immigration status will need to be carried out. The government criteria for the right to rent can be found by going to gov.uk and searching for Right to Rent.
- Once paid, I understand that the payment(s) shown in step 1 on the front of this form may not be returned to me should I not wish to proceed with this application, or if any of the information on this form is false or (where applicable) my guarantor has given false information on the relevant application forms or where I or any of the persons who will be occupying the property fail the Right to Rent checks or any part of the referencing process or if I do not provide the requested information within 5 working days of submitting this application.
- Should my application be accepted, I agree to pay all outstanding due balances by the start of the tenancy.
- I have read the information below regarding the Data Protection Act.
- I/we hereby give my/our consent for any person or organisation to furnish Aon Lettings with whatever information they require in relation to my application.

DATA PROTECTION ACT By providing us with the above information you consent to us obtaining holding and using personal data about you in connection with the business of letting and renting out of residential properties as specified below for so long as may be reasonably required for our legitimate purposes. We will use that information for communicating with you. We may also provide that information to third parties with a legitimate reason to receive it in connection with your dealing with us (e.g. landlords (where applicable), utility and service providers, or to such third parties as required by you or the law, whether within or outside the European Economic area.

APPLICANTS SIGNATURE		DATE	
Second Applicants Signature		DATE	