

## **A Guide to Renting a Property via Woo Properties Ltd** **(incl. Tenancy Application Form)**

To apply to rent a property, please complete forms thoroughly and provide all requested documentation promptly to give you the best chance of securing the property. Application fees and Holding Deposits are non-refundable so only apply for a property if you have every intention of moving in. We are a friendly team so please call us if you have any questions at any stage.

### **Documentation Required**

- Tenancy Application form for each adult who will live in the property
- Proof of identity (photo ID - passport preferred)
- Proof of income (last 3 months wage slips and bank statements)
- Documentation showing National Insurance number
- Copies of most recent utility bills
- Payment of relevant application fee (see below).

Please note we require sight of original documents. Once checked they will be returned. We will retain a scanned copy of your proof of ID which we will continue to hold on file if your application proceeds.

### **Application Fees** (All figures quoted include VAT)

- First Tenant £90
- Each additional tenant £45
- Each guarantor (if required) £45

These are the ONLY fees you will be charged in connection with your application.

### **Application Procedure**

1. Complete Tenancy Application Form for each adult who will live in the property. Submit with the additional documents listed above and pay Application Fee.
2. Following initial approval; credit, landlord and employer references will then be taken. Your application fees will be banked at this point. No other applications will be processed for the property whilst we undertake references.
3. If references are satisfactory and your application is approved, you will be required to pay a Holding Deposit, within 3 working days, to secure the property. The property will only be taken off the market when this is received.
4. We will agree a move-in date with you; prepare the Tenancy Agreement and ensure the property is ready for moving in.
5. The remaining deposit plus the first month's rent must be received by us as cleared funds at least five working days before your move-in and before any keys are handed over.

### **Property Holding Deposit**

A Holding Deposit of £200 will be required to secure the property once your application is successful. It will be used towards your security deposit when you move in. Please note that once paid, the Holding Deposit is non-refundable if you withdraw from renting the property. Please ask for separate guide for details of how Holding Deposits are used.

### **Reference Checks**

We undertake credit checks on all potential tenants. If you have unresolved CCJ's or a poor rent and/or credit payment history you may be unable to rent a property we manage. If you have had payment problems in the past, please bring this to our attention when submitting your application, before we bank any non-refundable fees. Please note we will also speak to your employer and your current landlord for references so please provide their contact details to avoid any delays.

### **Guarantors**

With some applications we will require a guarantor. If this is the case, an additional Guarantor Application Form will be required for the guarantor as we will need to take up references; and an additional fee will apply. It may be that a decision on the need for a guarantor is made during the application process. You will be told immediately if this is the case.

## Tenancy Application Form

One form to be completed by each applicant.

Please complete legibly and supply all details to help with the speed of your application

Property applied for:
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**Personal Details:**

Title:	First Name(s):	Surname:
Male / Female	Marital Status:	Previous Surname:
Date of Birth:	Mobile:	National Insurance No:
No of Dependents:	Email:	

**Current Address Details:**

Address (include post code):	
Time living at address:      from                                      to	
Living Status: Property Owner / Private Tenant / Living with Relatives / Other (explain)	Monthly Rent / Mortgage Payment £
Letting Agent / Landlord Details (include contact number):	
Reason for Moving:	

**Previous Address Details (if less than 6 years at above address):**

Address (including post code):	
Time living at address:      from                                      to	
Living Status: Property Owner / Private Tenant / Living with Relatives / Other (explain)	
Letting Agent / Landlord Details (include contact number):	

**Previous Address Details (if less than 6 years at above address):**

Address (including post code):	
Time living at address:      from                                      to	
Living Status: Property Owner / Private Tenant / Living with Relatives / Other (explain)	
Letting Agent / Landlord Details (include contact number):	

**Office Use Only**  
(Please leave blank)

Proof of I.D. taken:

  

How name verified:

  

UK Passport    [ Yes / No ]

  

ID Check result:

  

How N.I. Number verified:

  

How current address verified:

  

Agent reference(s):

  

Other notes:



**History:**

Have you been taken to court over debt (or declared bankrupt) in the last 6 years?:	Yes / No
Have you had previous problems with payment of loans, bills or credit?:	Yes / No
Are you (or have you been) in arrears with your current rent or mortgage?:	Yes / No
Do you have a criminal record?:	Yes / No
If you have answered "Yes" to any of the above, please provide more details here:	

**Other Details:**

Smoker: Yes / No	Pets (include details):
Names & ages of any children who will occupy the property:	
Details of current contents insurance provider (if none, please state "NONE"):	
Next of kin (including address):	

**Office Use Only**  
(Please leave blank)

Credit check result:

  
  

Mitigation notes:

  
  
  
  

Evidence of contents insurance seen:

  
  

Contents insurance quote requested?:

[ Yes / No ]

Enquiry passed to:

  
  

Date of request:

**Declaration:**

I wish to apply to rent the above property for a period of \_\_\_\_\_ months, commencing \_\_\_\_\_

I understand that the initial rent for the property is £ \_\_\_\_\_ per calendar month.

Total fees provided with application £ \_\_\_\_\_ cheque / cash / already paid (date & method \_\_\_\_\_)

Property applied for:
Applicant name (in full):

### How we use your personal information

We will hold this paper copy of your application on file. We may also save a scanned copy of this form to our chosen data filing system. Some information from the form (e.g. your name and contact details) will be uploaded to our property management system. This form (or copies of this form) will be kept for the duration of any tenancy granted. We will keep a scanned copy of your proof of ID if your application for a tenancy is successful. All other additional documents provided in support of your application will be returned, deleted or shredded.

This form and all supporting documents will be returned, deleted or shredded if you do not proceed with a tenancy.

We may share some of the information provided on this form with our chosen credit reference agency and your potential landlord. We may verify some of the information provided on this form with your employer and/or previous landlord(s). In all cases, any such information shared or verified will only be information relevant to that individual or organisation.

You have the right to request details of the information we hold about you and the right to request us to correct inaccurate personal information. You also have the right to request us to delete personal information in certain circumstances and/or restrict the processing of your personal information.

If you require more details of how we process your personal information or wish to see details of the information we hold about you, please contact our Data Controller via email to [datacontroller@wooproperties.com](mailto:datacontroller@wooproperties.com) or by post to The Data Controller, Woo Properties Ltd, 376 Carlton Hill, Carlton, Nottingham, NG4 1JA.

### Declaration:

I confirm that the information provided on this application is accurate and true. I understand the details supplied by me are checked against those held on credit reference agency databases for the purposes of pre-tenancy/lease selection. A record is kept of this search. Information is processed in confidence and within the guidelines of the Data Protection Act (1998) and the appropriate international privacy laws.

I authorise Woo Properties Ltd to conduct these searches and to make any employer or financial enquiries necessary to assess my suitability for this agreement. I understand that the results of the findings will be forwarded to the Landlord. I accept that no explanation can be given should I not be approved. I also accept that any application fees that I have paid in order to process this application are non-refundable.

The information provided in this form by me is information as described in Ground 17 of the Housing Act 1996 and I understand that if any information within this application is found to be untrue; it is grounds for termination of the tenancy. I also understand that any default in payment of rent will affect any future application for tenancies, credit or insurance.

I confirm I have read the guidance notes on page 1 and understand the process for applying for the property and the costs involved (including any non-refundable fees).

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

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_