



**1stField Properties and Management Limited**  
**81 Wales Road, Kiveton Park, Sheffield, S26 6RA Tel: 01909 772777**

**NEW ASSURED SHORTHOLD TENANCIES (ASTs) SIGNED ON OR AFTER 1 JUNE 2019**

**Property Address:** \_\_\_\_\_  
**Rent Per Calendar Month: £** \_\_\_\_\_ **Security Deposit:£** \_\_\_\_\_

**Holding Deposit (per tenancy) - One week's rent.**

This is to reserve a property. Please Note: This will be withheld if any relevant person (including any guarantor(s)) withdraw from the tenancy, fail a Right-to-Rent check, provide materially significant false or misleading information, or fail to sign their tenancy agreement (and / or Deed of Guarantee) within 15 calendar days (or other Deadline for Agreement as mutually agreed in writing).

**Security Deposit (per tenancy. Rent under £50,000 per year) - Five weeks' rent.**

This covers damages or defaults on the part of the tenant during the tenancy.

**Security Deposit (per tenancy. Rent of £50,000 or over per year) - Six weeks' rent.**

This covers damages or defaults on the part of the tenant during the tenancy.

**Unpaid Rent**

Interest at 3% above the Bank of England Base Rate from Rent Due Date until paid in order to pursue non-payment of rent. Please Note: This will not be levied until the rent is more than 14 days in arrears.

**Lost Key(s) or other Security Device(s)**

Tenants are liable to the actual cost of replacing any lost key(s) or other security device(s). If the loss results in locks needing to be changed, the actual costs of a locksmith, new lock and replacement keys for the tenant, landlord any other persons requiring keys will be charged to the tenant. If extra costs are incurred there will be a charge of £15 per hour (inc. VAT) for the time taken replacing lost key(s) or other security device(s).

**Variation of Contract (Tenant's Request) - £50 (inc. VAT) per agreed variation.**

To cover the costs associated with taking landlord's instructions as well as the preparation and execution of new legal documents.

**Change of Sharer (Tenant's Request) - £50 (inc. VAT) per replacement tenant or any reasonable costs incurred if higher.**

To cover the costs associated with taking landlord's instructions, new tenant referencing and Right-to-Rent checks, deposit registration as well as the preparation and execution of new legal documents.

**Early Termination (Tenant's Request)**

Should the tenant wish to leave their contract early, they shall be liable to the landlord's costs in re-letting the property as well as all rent due under the tenancy until the start date of the replacement tenancy. These costs will be no more than the maximum amount of rent outstanding on the tenancy.

**If you any questions on our fees, please ask a member of staff.**

**CLIENT MONEY PROTECTION:**

**INDEPENDENT REDRESS:**

[www.propertymark.co.uk](http://www.propertymark.co.uk)

Declaration – I undersigned, declare that I have acknowledged all charges as listed above in relation to applying for and commencing a tenancy at the above address.

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_



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**IMPORTANT NOTES ON THE RENTAL OF RESIDENTIAL PROPERTY**

**Property Address:** \_\_\_\_\_

**Rent Per Calendar Month: £** \_\_\_\_\_ **Security Deposit:£** \_\_\_\_\_

**Please be aware that the return of this application form does not guarantee that the property is yours, it will be subject to approval by 1stField Properties and Management Limited and the landlord.**

The property is not advertised on a first come, first served basis and where more than one viewing has taken place within a short period or where more than one application has been received it will be the landlord who makes the final decision.

Please note that applications take around 10 Working Days to be fully processed from the date the landlord accepts the application.

The initial rental property tenancy period is a fixed period of 6 months.

Any special conditions or pre-tenancy requirements (i.e decorating; rent reduction) must be entered onto the application form in the space provided, acceptance of any requirements or conditions will be acknowledged in writing to you, until you receive this in writing your requests will not have been accepted.

Upon submitting an application, the following identification will need to be submitted

1. National Insurance Number
2. Photographic Identification – Driving Licence or Passport
3. Government Issued Letter Showing Current Address and No More Than 3 Months Old (i.e P60, Council Tax Bill, Benefits letter)

We request that all the rent payments are made by standing order - Please discuss this with us if you have any concerns or questions.

Declaration – I undersigned, declare that the information given on the attached application form is true to the best of my knowledge and belief. I authorise you to obtain any relevant information from any of the references and hereby authorise the release of such relevant information. Furthermore, I have read and understand the above and agree to abide by the conditions herein.

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## 1 Tenancy Details (To be completed by the Letting Agent)

ASN/Agent Code

Property Address  Postcode

Total rent per month £  Tenant's share of rent per month £

**Let type:** Managed  Rent collection  Let only

**Property type:** Detached  Semi detached  Flat  Terraced  Bungalow

When was the property built? (Year)  Tenancy Term (Months)

Number of Tenants  Tenancy Start Date

**Is the full term being paid in advance?** Yes  No  **Is a financial reference required?** Yes  No   
*(If rent is paid in advance)*

**Product type:** Ultimate  Express

**Do you want us to perform a Right to Rent check?** Yes  No

*If you have chosen to complete a right to rent check, please obtain the relevant document from your applicant. If you are in doubt of which one is the correct document, you can visit our document library on your agent portal to download a guide.*

## 2 Personal Details (To be completed by the Tenant)

Title  First Name(s)  Middle Name(s)

Last Name(s)  Date of Birth (DD / MM / YYYY)

Previous/Other Names 1  Change of Name Date

Previous/Other Names 2  Change of Name Date

Previous/Other Names 3  Change of Name Date

Contact Number  Email Address

**Resident Status:** UK Resident  Overseas Resident  Nationality

National Insurance Number  *This will help identify you when we request a financial reference (if applicable).*

Bank Account Number  Bank Sort Code

**In the last 6 years, have you had any adverse credit, such as CCJs, bankruptcies, insolvencies or defaults on credit agreements (whether satisfied or unsatisfied)?**

If yes: CCJ  Bankruptcy  Insolvency  Other

**Employment Status:** (If multiple boxes are ticked, please complete all of the financial sections overleaf that apply)

Employed  Self-Employed  Retired  Savings  Student  Unemployed  Other Income

### 3 Address History Details (To be completed by the Tenant)

**Current address**

(3 lines of address plus postcode)

*We require three years of address history or a maximum of three addresses.*

Move in date

Month  Year

**Previous address 1**

(3 lines of address plus postcode)

Move in date

Month  Year

**Previous address 2**

(3 lines of address plus postcode)

Move in date

Month  Year

**Last known UK address**

(3 lines of address plus postcode)

*Only to be completed where the address history above is entirely overseas.*

Move in date (MM/YYYY)

Move out date (MM/YYYY)

### 4 Residential Reference Details (To be completed by the Tenant)

**Residential Status:** Currently Renting (including renting from the Council)  Living with friends/relatives  Homeowner

Please complete the below section with the details of the person or entity who you pay rent to and manages your property if you have selected currently renting as your residential status.

What is your current rent per month? £  Landlord/Letting Agent name

Landlord/Letting Agent address

Contact Number  Email Address

### 5.1 Financial Details - Employed 1 (To be completed by the Tenant)

 You can provide the details for multiple employers if needed.

Company Name  Start Date

Company Address

Payroll/Employee Number  Your Job Title

Industry Type  Gross Annual Salary £  Net Monthly Salary £

Annual Overtime £  Annual Bonuses £  Zero Hour Contract

**Tick all that apply:** Full Time  Part Time  Temporary  Permanent

Name of Financial Referee  Financial Referee Position

Contact Number  Email address

## Employed 2 (To be completed by the Tenant)

Company Name  Start Date

Company Address

Payroll/Employee Number  Your Job Title

Industry Type  Gross Annual Salary  £ Net Monthly Salary  £

Annual Overtime  £ Annual Bonuses  £ Zero Hour Contract

**Tick all that apply:** Full Time  Part Time  Temporary  Permanent

Name of Financial Referee  Financial Referee Position

Contact Number  Email address

## Employed 3 (To be completed by the Tenant)

Company Name  Start Date

Company Address

Payroll/Employee Number  Your Job Title

Industry Type  Gross Annual Salary  £ Net Monthly Salary  £

Annual Overtime  £ Annual Bonuses  £ Zero Hour Contract

**Tick all that apply:** Full Time  Part Time  Temporary  Permanent

Name of Financial Referee  Financial Referee Position

Contact Number  Email address

## 5.2 Financial Details - Self Employed / Director (To be completed by the Tenant)

Industry Type  Start Date

Gross Annual Income  £ Net Monthly Income  £

If you complete your own tax returns, please confirm the form used below:

**Self Assessment Tax Return or Tax Calculation:** HMRC SA100  HMRC SA302  1st tax return not filed yet

*(If one of these boxes are ticked, you may need to provide proof of this)*

If you have an accountant please complete the information below:

Accountant Company Name  Accountant Referee Name

Accountant Address  Postcode

Email Address  Contact Number

## 5.3 Financial Details - Retired (To be completed by the Tenant)

 You may be asked to provide proof of this

Pension Provider  Start date of pension (DD/MM/YYYY)

Gross Annual Income  £ Net Monthly Income  £

Pension Provider 2  Start date of pension (DD/MM/YYYY)

Gross Annual Income  £ Net Monthly Income  £

Pension Provider 3  Start date of pension (DD/MM/YYYY)

Gross Annual Income  £ Net Monthly Income  £

## 5.4 Financial Details - Savings (To be completed by the Tenant)

 You may be asked to provide proof of this

Value of savings  £

## 5.5 Financial Details - Other Income (To be completed by the Tenant)

 You may be asked to provide proof of this

Value of earnings  £ Income Source

**5.6 Financial Details - Unemployed / Benefits** (To be completed by the Tenant)

Do you have any benefits? Please detail type of benefit and annual amount received. You may need to provide supporting documents to prove this

Gross Annual Income £  Net Monthly Income £  Start Date

Tax Credit  Carer's Allowance  Child Benefit  Disability Benefit  Employment/Support Allowance

Foster Allowance  Guardian Allowance  Housing Benefits  Child Maintenance  Universal Credit

**6 Additional Information** (To be completed by the Tenant)

If there is any other information relevant to this application to make us aware of.

## Consent

Your reference will be completed by Let Alliance on behalf of your agent. Let Alliance will consult with a number of sources to verify the information provided by you, including a licensed credit reference agency, ID verification sources and any referees you have provided.

**By completing and submitting this application you confirm the following:**

- The information you have provided in this application is true to the best of your knowledge
- You are happy for Let Alliance to complete the required checks, the results of which may be accessed again if you apply for a tenancy in the future.
- You are happy for Let Alliance to contact your referees (including those outside the UK and EEA), with personal information you have provided in this application, to allow them to verify the information about your earnings, dates of employment and previous tenancy.
- You understand that any references we request are given in confidence. There is an exemption in the Data Protection Act 2018 that means that we are unable to disclose information which identifies another individual and especially where such information is given in confidence. Thus, when providing referee information, without the referee's consent, we are unable to disclose the contents of the reference to you.

**About your reference**

The information you provide will be held by Barbon Insurance Group Limited and used for the administration of your referencing application. By providing this information you're confirming you give permission for Barbon Insurance Group Limited to use and store it.

- Let Alliance is part of the Barbon Insurance Group Limited and for the purposes of this application, Barbon is the Data Controller as defined in the Data Protection Act 2018.
- Let Alliance may pass on any information you supply to your prospective landlord and/or letting agent, including the results of any linked verification checks.
- Let Alliance will share your information with credit reference agencies for search purposes. The credit reference agency will record the results of this search. This information will also be used for debt tracing and fraud prevention. The credit reference agencies will record and retain our enquiries and will leave a footprint, but this does not affect your credit rating. The credit reference agencies may check your details against any particulars on any database (public or otherwise) to which they have access in order to verify your identity. They may also use your details in the future to assist other companies for verification purposes.
- If you default on your rental payments, Let Alliance may record this on a centrally held database. This could affect any future application for tenancy, credit, or insurance.
- Let Alliance may use debt collection and tracing agents to trace your whereabouts and recover any monies owed to Let Alliance.

When requesting access to your consumer credit report we are using Article 15 "Right of Access" rather than consent to share this data. We are using an Article 15 request (as clarified by Section 13 of the DPA2018) as the consumer's credit report is not being provided by the consumer, it is data which is already processed by the credit reference agency to which the consumer is seeking access.

You can request removal of consumer credit report data at any time, but where we have used it to provide a report to landlord or agent, we may have to retain it for some time as outlined in our retention policies.

The personal information we have collected from you will be shared with fraud prevention agencies who will use it to prevent fraud and money laundering and to verify your identity. If fraud is detected, you could be refused certain services, finance, or employment. Further details of how your information will be used by us and these fraud prevention agencies, and your data protection rights, can be found on <https://www.letalliance.co.uk/privacy-policy/>.

Details of addresses, including past, current, and prospective, may be provided to specified third parties which would be used for preventing unnecessary marketing communications only. This processing is carried out for the legitimate interests of both You, the data subject, and the third-party companies. If you'd like to find out more about any of the information sources we access to complete your application, please visit <https://www.letalliance.co.uk/privacy-policy/>. You can also find out more about the referencing process on <https://www.letalliance.co.uk>.

I understand that providing false information may lead to early termination of any subsequent tenancy agreement.

We use various fraud prevention methods throughout our referencing process. If you are deemed to be acting fraudulently to pass your referencing application, your information will be passed to fraud prevention and crime agencies who may take action against you. This may adversely impact any future applications you make for credit related services and may lead to criminal proceedings being brought against you.

I have read and agree to be bound by the above terms.

**Signature of applicant**

**Full Name**

**Date** (DD / MM / YYYY)

<input type="text"/>	<input type="text"/>	<input type="text"/>
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## Keeping you informed

**Yes** - Let Alliance is a PIB Group company. We will update you throughout the referencing process to keep you informed on progress. We'd also love to contact you, to tell you about our range of products and services for tenants, but if you'd prefer not to hear from us then please leave the box unchecked.

**Yes** - We partner with trusted third parties to get tenants the best deals on Telephony, Broadband and TV. To make your life easier, we'll send them your contact details so that they can get in touch and run through the latest deals with you.

**Yes** - Need help moving? With nationwide availability, unbeatable prices and free cancellations, let AnyVan take the stress out of your removals. If you would like a free instant quote, please check the box.