
200, London Road,
Southend on Sea,
Essex. SS1 1PJ



Telephone Southend (01702)
341177

Fax Southend (01702) 33 78 46

RENTAL DEPARTMENT

INFORMATION SHEET FOR PROSPECTIVE TENANTS

Once a suitable property has been found kindly arrange to complete the attached forms and return to us as soon as possible.

Upon receipt of your form a copy will be sent to the Owner of the property and we will then apply for your references and undertake a Credit Search. A non-returnable processing charge of **£40.00 (inclusive of V.A.T.) per applicant** (excluding guarantors) is payable in advance.

As soon as all references are received they are sent to the Landlord for consideration.

When an application is accepted the Tenancy Agreements etc. are prepared and signed by both parties. If the Tenancy is to be in joint names both must sign.

Before the Agreement is completed and the keys released the following must be paid:

- A) A contribution of £50.00 (inclusive of V.A.T.) towards the cost of preparing the Tenancy Agreements.
- B) A contribution of £100 (inclusive of V.A.T.) towards the cost of preparing the Inventory.
- C) One months rent in advance and one months rent as deposit.

IMPORTANT NOTE REGARDING INITIAL PAYMENT:

THIS PAYMENT CAN EITHER BY MADE BY CHEQUE AT LEAST 10 DAYS BEFORE THE COMMENCEMENT OF THE TENANCY OR ON THE DAY PAYMENT MUST BE BY CASH, BUILDING SOCIETY CHEQUE OR BANKERS DRAFT.

Where a tenancy is to be guaranteed the Guarantor Form must be completed by the Guarantor and returned to us before the keys can be released.

RENT IS TO BE PAID MONTHLY IN ADVANCE

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LETTING DEPARTMENT- TENANCY APPLICATION FORM

Address of proposed property

Rent per month Term of tenancy

NOTE: Applicants will be jointly and severally liable for the total rent of the property.

Could you please let us know how you found this property (please tick the appropriate box)

Mailing from Hair & Son Called in the Office Newspaper Advert

Right Move Friend Other

Full Name (Mr./Mrs./Miss/Other)

Address

..... Tel (Home) (Work)

Age.....Date of Birth.....National Ins No.....

Employers name and address

Present position Salary

If self employed - Name and Address of accountants.

..... Annual income

If the property is to be shared:-

Full Name (Mr./Mrs./Miss/Other)

Address

Age.....Date of Birth.....National Ins No.....

Employers Name and Address

Present position Salary

Number of Children Please also give names and ages.....
.....

Are any of the above smokers Yes/No

Please give details of any pets

At the present property are you Owner Council Tenant Private Tenant
Living with parents Staying with relatives Other

Present Landlord name and address

..... Rent being paid

Reason for leaving

1st Character Reference (Not a relative)

Name

Address

How long known Relationship

2nd Character Reference (Not a relative)

Name

Address

How long known Relationship

Guarantor (Please supply details of a person willing to guarantee your tenancy, both rent and condition)

Name

Address

Telephone: HOME..... WORK..... MOBILE.....

Date of Birth..... National Ins No..... Homeowner Yes/No

Employers name and address

Present position Salary

If self employed - Name and Address of accountants.

..... Annual income

Signed Date

Signed Date