

CDF Estates LTD

THIS DOCUMENT AND SUBSEQUENT PAPERWORK MUST BE RETURNED WITHIN 7 DAYS FROM THE PAYMENT OF THE HOLDING DEPOSIT OR THE APPLICATION WILL BE CANCELLED AND THE £200 WITHHELD

Property

Property Applied For

.....

Post Code Your Preferred Move-In Date

Agreed Monthly Rent £ Holding Deposit Paid £

Applicant

Title..... Marital status..... Surname(s)

Forename(s)

Please tick to confirm that the name listed above is your full legal name?

If you have ever changed your name by marriage/deed poll, please give your full previous name and the date it was changed.....

.....

Date of Birth National Insurance Number.....

Email Address.....

Contact Number #1 Home Mobile Work

Contact Number #2 Home Mobile Work

Current Address

Post Code..... Date You Moved-In.....

Owner Council Tenant Private Tenant living with Friends/Family

Number of Dependents..... Please put dependents names and dates of births on a separate page

Name of Current Landlord/Letting Agency.....

Address.....

Post Code Contact Number

Email Address

Previous Address (If you have been at your current address for less than 3 years)

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.....

Post Code Date You Moved-In

Owner Council Tenant Private Tenant living with Friends/Family

Employment Information

Employed Self Employed Unemployed Retired

Employer

Job Title Approx Pay (PCM) £

Start Date Temporary Contract Permanent Contract

Immediate Supervisor (For contact).....

Address

Post Code..... Contact Number

Email Address

Next of Kin

(These details will be held confidentially and only be used in case of an emergency)

Title..... Surname

Forename(s)

Relationship to you

Home Address.....Post Code.....

Contact Number Home Mobile Work

Bank Details

Name of Bank

Name of Account Holder (s)

Sort Code Account Number.....

Credit History

Are you currently or have you been subject to any of the following:

Bankruptcy County Court Judgements Other Adverse Credit History

Please Specify

NB: If you are subject to any adverse credit or in receipt of benefits, you will require a homeowner to stand as a guarantor for your rent. If this is the case please request a form our office for your guarantor.

Privacy Policy

CDF Estates Ltd is committed to keeping your personal details secure and we will not give your details out to third party companies except as required to carry out our normal duties and liaise with subcontractors.

1. Your personal details include telephone numbers, email addresses etc. are all protected by law under the Data Protection Act 1998 and we will take reasonable precautions to comply with these privacy rules.
2. You will be required to submit personal and financial details prior to us taking up references. In applying for your tenancy (and Signing this document), you agree to us passing on these details to a credit referencing agency or to your nominated referees for referencing purposes. As agents, we act for our client landlords, and so this information may also be passed onto the landlord of your property as required.
3. During the management of your tenancy, we may be required to pass on your contact details to our subcontractors, utility companies and other related parties - for example to arrange access to carry out maintenance on your heating system or to ensure that you are correctly billed for services used.
4. When there are rent arrears or other charges remaining at the end of the tenancy, we reserve the right to pass on your details to a tracing agent or debt collection company to help recover the money owed to us. Leaving unpaid rent and other bills at the end of your tenancy may affect your credit rating, and your ability to obtain a new tenancy, or other credit facilities.
5. CDF Estates Ltd is a responsible data controller and will process any personal data in accordance with the required data protection rules. We will not pass on your personal details to any external organisation for marketing purposes without your written permission.
6. As part of your tenancy application you will be required to have tenants liability insurance in place from the start, I authorise CDF Estates Ltd to pass my details including telephone numbers and email address to Endsleigh Insurance Services Limited in order for them to make contact with me and where appropriate supply a quote for this insurance. I understand that I will not be binded or under any obligation to purchase insurance from Endsleigh Insurance Services Limited.

Applicant's Signature.....

THE HOLDING DEPOSIT IS NON REFUNDABLE IF YOU DECIDE FOR WHATEVER REASON TO WITHDRAW YOUR APPLICATION. IF THE APPLICATION IS REFUSED ON THE BASIS OF A BAD CREDIT SCORE AND NO ALTERNATIVE ARRANGEMENT CAN BE FOUND I.E. GUARANTORS, THEN THERE WILL BE A CHARGE TOWARDS THE COST OF THE CREDIT CHECKS WHICH THE AGENT HAS INCURRED.

In taking up a tenancy, you must have adequate insurance cover that will pay for any accidental damage to the Landlord's furniture, fixtures and fittings in the property. This is known as *Tenants Liability Insurance*.

Consent Declaration

I confirm that the information contained in this application is true to the best of my knowledge and belief and may be verified. I agree that CDF Estates Ltd may search the files of one or more Credit Referencing Agencies and that the results of these findings may be forwarded to the appointed letting Agent or landlord. I also understand that in the event of failing to make a rental payment a default may be recorded against my credit file. I understand that should any of the information contained in this application be found to be untrue the application will be declined and I may lose all or part of the Holding Deposit. I give my employer, accountant and current landlord/letting agent permission to disclose any information requested by CDF Estates limited.

Applicant's Signature Date

Print Name

Accompanying Documentation

- Official Identification (Displaying Photograph)
- Your Most Recent Bank Statement (1 month)
- Your 3 Most Recent Payslips (or Proof of Benefits)
- Proof of Address*

(*Only include if not contained on one of the above documents)