

Lettings Application Form

Armitstead
Barnett

Thank you for choosing Armistead Barnett to assist in finding your new rental property.

Before you can start planning where the furniture will go we need to ensure the property will suit your current needs and that you meet the Landlord's requirements.

It is important for you to be honest and upfront regarding your situation so that we can assist in the best possible way.

If you are new to renting a property it will be worthwhile reading the How To Rent Guide which can be found on the link below or ask the Team and we can print you a copy.

<https://www.gov.uk/government/publications/how-to-rent>

Each applicant over the age of 18 will need to complete the following-

Documents required – Please be aware we destroy all personal records – DO NOT send original copies

- **Photographic Identification** in line with the Right to Rent form, to be verified in the office, for each applicant.
- **Full bank statements** from the **last 3 months** which shows all transactions including households' bills, for each applicant.
- A copy of your current **Credit Score**
- **Pay slips** from the **last 3 months** or **accounts** for the **last 12 months** if self-employed.
- A **utility bill** dated within the last 3 months
- A copy of your **current Tenancy Agreement** and **contact details of your current landlord or letting agent**.
- Signed copy of **HomeLet Declaration** and consent form.
- Signed copy of the **Right to rent Declaration**

You will need to return these to the Lettings Team following the viewing of the property by email or hand delivered to the office. We must verify your ID in person in order to meet the Right to Rent before the tenancy can start.

We will review your application and contact you to advise if the Landlord is happy to proceed to the next stage.

Holding Deposit

Once your application has been reviewed, the lettings team will request payment of a holding deposit equivalent to one weeks' rent for the property you are interested in by online transfer to Armitstead Barnett.

Armitstead Barnett Client Account 2
Account number 28620917
Sort code 01-03-33
Reference – Your name

It is important that you know your legal rights and accordingly you should feel free to seek independent legal advice before signing this or indeed any other document which we might put before you. Once we have your holding deposit, current legislation stipulates that the necessary paperwork should be completed within 15 days or such longer period as might be agreed.

If at any time during that extended period you decide not to proceed with the tenancy, then your holding deposit will be retained by our firm. By the same token, if during that period you unreasonably delay in responding to any reasonable request made by our firm, and if it turns out that you have provided us with false or misleading information as part of your tenancy application or if you fail any of the checks which the Landlord is required to undertake under the Immigration Act 2014, then again your holding deposit will not be returned. It will be retained by this firm and your Landlord.

However, if the Landlord decides not to offer you a tenancy for reasons unconnected with the above then your deposit will be refunded within 7 days. Should you be offered, and you accept a tenancy with our Landlord, then your holding deposit will be credited to the first months' rent due under that tenancy.

Where, for whatever reason, your holding deposit is neither refunded nor credited against any rental liability, you will be provided with written reasons for your holding deposit not being repaid within 7 days.

You will not be asked to pay any fees or charges in connection with your application for a tenancy. However, if your application is successful under our standard assured shorthold tenancy agreement, you will be required to pay certain fees for any breach of that tenancy agreement in line with the Tenant Fees Act 2019. In consideration of us processing your tenant application, you agree to pay those fees to us on request.

We will then start an online credit check using a company called Homelet. Each applicant will receive a link, please follow the link and complete the form online. They will look at your credit score, affordability and previous addresses along with references. Please inform your current Landlord and employer to expect a reference request so they are ready to provide the information to Homelet that is required.

Once the online application is complete, we will speak to the Landlord providing all the information we have (Please note a copy of the completed Homelet application may be sent to the Landlord to review). They will then make an informed decision advising if they are happy to proceed.

A successful application and acceptance from the Landlord will lead to the arrangement of a Tenancy start date. We will require confirmation of the start date and the tenancy agreement signing within 15 days. The tenancy agreement can be dated in advance and signed online. Payment of the first month's rent and deposit is required 5 working days prior to the start date. We will talk you through the move in process and provide all the documents you need.

If your application is unsuccessful we will provide feedback to help you continue your search in finding a new rental property.

Tenancy Terms and Charges: The property will be let on an Assured Shorthold Tenancy agreement for an initial term of six months. Subject to agreement a continuation will be offered thereafter.

References: All applicants will be required to provide satisfactory references prior to the occupation of any property. These consist of financial, employment and current Landlord references (where applicable). If the documents provided are satisfactory an online application will need to be completed.

An online credit reference will then be obtained for each applicant. Acceptance of references and the offer of tenancy is at the Landlords discretion.

Tenants Costs: The tenant is required to pay a holding deposit of 1 weeks rent. This will be used as part of the tenancy deposit if a tenancy is granted or refunded to the tenant if unsuccessful. If any tenant involved provides incorrect or misleads information to the agent resulting in an unacceptable application Armitstead Barnett will no refund the payment. Further details can be found above.

Rent And Deposit: one completion of the application and offer and of an Assured Shorthold Tenancy Agreement by the agent or Landlord, full payment of 5 weeks rent is required as a returnable rental deposit immediately along with the signing of Agreement. The deposit will be held within Armitstead Barnett LLP Clients Account. The deposit will be registered with My Deposits. Please note the deposit cannot be used for the final months' rent. The first month's rent will be required 5 working days prior to the start of the tenancy. If consent is given for a pet to reside at the property an increased rent per month may be agreed. Where a tenant requires a guarantor, the guarantor will be required to complete the same application process as a tenant. The guarantor will also be required to sign the deed of guarantor agreement prior to the commencement date.

Where a tenant requires a guarantor, the guarantor will be required to sign the deed of Guarantor and tenancy agreement prior to the commencement date and complete the application process.

Armitstead Barnett LLP is committed to protecting your privacy and security. Please refer to our Privacy Statement at <http://abarnett.co.uk/about-us/privacy-statement/> which applies to the use and processing of personal information collected and used by Armitstead Barnett LLP.

Full Name:
Current Address:
Property Address that you are applying for:
Contact number(s):
Email address:
Will any pets be living in the property? <i>(If so please confirmed type, age, where the pet will mainly stay in the property)</i>
Do you smoke or vape?
Will any children be living in the property?
Current employment status - <i>Company Name -</i> <i>Telephone number -</i> <i>Job title -</i> <i>Income -</i>
How long you intend to reside in the property?
The reason you are moving from your current property.
Do you have a Criminal Record? (If so please provide full details)
Have you ever had credit issues? (CCJ, Bankruptcy etc)
Has your rent always been paid on time?
When is the earliest your new tenancy can start?

Signing this document is conformation that the information provided is correct and up to date.

Sign -
Print -
Date –

Each applicant over the age of 18 will need to complete the following-

Documents required – Please be aware we destroy all personal records – DO NOT send original copies

- **Photographic Identification** in line with the Right to Rent form, to be verified in the office, for each applicant.
- **Full bank statements** from the **last 3 months** which shows all transactions including households' bills, for each applicant.
- A copy of your current **Credit Score**
- **Pay slips** from the **last 3 months** or **accounts** for the **last 12 months** if self-employed.
- A **utility bill** dated within the last 3 months
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Right to Rent Declaration

Under the UK Immigration Acts landlords or their letting agents are obliged to carry out right-to-rent (immigration) checks to determine an adult tenant's right to reside in the United Kingdom.

Tenant's Full Name:

Rental Property Address:

I have a **Permanent Right to Reside** in the United Kingdom by virtue of my EU or Swiss citizenship:

Permanent Right-to-Rent means those people having a right to reside in the UK including those granted indefinite leave to remain and have no time limit on their stay. These include British citizens; European Economic Area (EEA) nationals (Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the UK.), and Swiss nationals.

I will be producing the following document/s to validate my **Permanent** right to stay:

I have a **Time Limited Right to Reside** in the UK from

to

Time Limited Right-to-Rent means those people who are not British citizens, EEA or Swiss nationals given leave to enter or remain in the UK for a limited period of time. Time limited tenants or those under 18 when a tenancy starts will need to be checked or rechecked within 28 days of their right-to-reside expiring. Landlords will need to diarise these critical dates and follow-up.

I will be producing the following document/s to validate my **Time Limited** right to stay:

Will any occupant turn 18 during the agreed period of this tenancy? Yes / No

I hereby declare that I have a Permanent or Time Limited Right to Reside in the UK as confirmed above. I agree to accept formal communications about this tenancy via electronic means, for example e-mail and SMS text messaging.

Signed

Date:



A Landlord Guide to Right to Rent Checks

The 4-Step Right-to-Rent Checking Process – landlords need to:

- (1) Obtain original (acceptable) documents for all adults who will occupy as their main residence.
- (2) Check the documents face-to-face with each document holder and establish identity.
- (3) Make copies of these documents and retain for 12 months after the tenancy, marking the copies with the date the checks were made.
- (4) Not compulsory but we recommend you take a passport type photo of all adults who will occupy

As a double check, most of the credit reference agencies (including TenantVERIFY®) now check for right to rent as a matter of course, but using the name and documents only. It's the landlord's responsibility to verify ID and documents face-to-face.

What are acceptable documents?

There are many different types of acceptable documents but in most cases a Passport (from whatever country) will be sufficient. For those without a passport and there are many in the UK without one, there are many other acceptable documents which come under three headings:

One – Permanent Right to Reside – any ONE of these documents will be sufficient:

- A passport (current or expired) showing that the holder is a British citizen or a citizen of the UK and Colonies having the right of abode in the UK.
- A passport or national identity card (current or expired) showing that the holder is a national of the European Economic Area or Switzerland.
- A registration certificate or document (current or expired) certifying or indicating permanent residence issued by the Home Office, to a national of a European Union, European Economic Area country or Switzerland.
- A permanent residence card, indefinite leave to remain, indefinite leave to enter or no time limit card issued by the Home Office (current or expired), to a non-EEA national who is a family member of an EEA or Swiss national.
- A biometric immigration document issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK. The document must be valid (not expired) at the time the right to rent check is made.
- A passport or other travel document (current or expired) endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.



- A current immigration status document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person is permitted to stay indefinitely in the UK or has no time limit on their stay in the UK. The document must be valid (not expired) at the time the right to rent check is made.
- A certificate of registration or naturalisation as a British citizen.

Two - Permanent Right to Reside – any TWO of these documents will be sufficient:

- A full birth or adoption certificate issued in the UK, the Channel Islands, the Isle of Man or Ireland, which includes the name(s) of at least one of the holder's parents or adoptive parents.
- A letter issued within the last 3 months confirming the holder's name, issued by a UK government department or local authority and signed by a named official (giving their name and professional address), or signed by a British passport holder (giving their name, address and passport number), or issued by a person who employs the holder (giving their name and company address) confirming the holder's status as an employee.
- A letter from a UK police force confirming the holder is a victim of crime and personal documents have been stolen, stating the crime reference number, issued within the last 3 months. Evidence (identity card, document of confirmation issued by one of HM forces, confirmation letter issued by the Secretary of State) of the holder's previous or current service in any of HM's UK armed forces.
- A letter from HM Prison Service, the Scottish Prison Service or the Northern Ireland Prison Service confirming the holder's name, date of birth, and that they have been released from custody of that service in the past 3 months; or a letter from an officer of the National Offender Management Service in England and Wales, an officer of a local authority in Scotland or an officer of the Probation Board for Northern Ireland confirming that the holder is the subject of an order requiring supervision by that officer.
- A letter from a UK further or higher education institution confirming the holder's acceptance on a course of studies.
- A current full or provisional UK driving licence.
- A current UK firearm or shotgun certificate.
- A Disclosure and Barring Service certificate issued within the last 3 months.
- Benefits paperwork issued by HMRC, Local Authority or a Job Centre Plus, on behalf of the Department for Work and Pensions or the Northern Ireland Department for Social Development, within the 3 months prior to commencement of tenancy.

Three – Time Limited Right to Reside – any ONE of these documents will be sufficient:

- A valid passport or other travel document endorsed to show that the holder is allowed to stay in the UK for a time-limited period.
- A current biometric immigration document issued by the Home Office to the holder, which indicates that the named person is permitted to stay in the UK for a time limited period.



- A current residence card (including an accession residence card or a derivative residence card) issued by the Home Office to a non-EEA national who is either a family member of an EEA or Swiss national or has a derivative right of residence.
- A current immigration status document issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK for a time-limited period.
- In the case that the person has an on-going application with the Home Office, or their documents are with the Home Office, or they claim to have a discretionary right to rent, an email from the Landlords Checking Service providing a “yes” response to a right to rent request. This will only be sent to the landlord by the Landlords Checking Service.

Identifying Documents

Landlords are not expected to know different forms of ID documents from around the world, they simply need to check ID against the documents produced to ensure to the best of their ability that the document is not fraudulent.

Check dates match and look for evidence of tampering. If everything looks genuine then retaining a good copy will absolve the landlord from prosecution later.

If you are in any doubt there is a government helpline to give assistance: 0300 069 9799 The Public Register of Authentic travel and identity Documents Online – PRADO – can help identify European Economic Area (EEA) nationals’ documents.

In cases where no ID documents are available landlords or agents would need to contact the Home Office, and similarly if the tenant’s right to reside has expired.

The Immigration Bill 2015 may amend some of these rules and there are plans afoot to make the housing of illegal immigrants a criminal rather than a civil offence, which could lead to a criminal record.

Landlord should be aware:

The responsibility for doing these checks falls on the landlord. If landlords are to delegate the responsibility to an agent they will need a written agreement, signed by both parties stating time-scales and stating that the agent takes full responsibility for penalties if the regulations are not fully complied with.

All checks must be carried out within the 29 days prior to the tenancy agreement being entered into.

Under the Equality Act 2010 landlords are prevented from discriminating on grounds of race, including nationality, colour of skin, race, religion, sexual orientation or disability.

For further information:

Read more at: <http://www.landlordzone.co.uk/content/doing-right-to-rent-immigration-checks>

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