

**PLUM PROPERTY MANAGEMENT 14 DYER LANE, BEVERLEY HU17 8AE**

**Tel: 01482 476476 Fax 01482 476479 email: info@plumproperties.co.uk**

**TENANT ASSESSMENT SERVICE – LETSURE**

Dear Prospective Tenant

Our standard application fee is £170 inclusive of VAT for lead tenant. A further £30 for 2nd/joint tenant. Should you require a guarantor; a further fee of £40.00 will be required. **Once references are processed, our fees are non-refundable.**

**Please note: We cannot process any application forms until the application fee is paid.**

When completing your application form, please ensure you provide the following **MANDATORY** information:-

**ABOUT YOU**

- Date of Birth.
- Full current address to include flat number, if applicable, postcode and previous address, if necessary if less than 3 years at current address.

**EMPLOYMENT**

- Job title and salary.
- Accountant's name (if self employed).
- Employer / contact name / job title / telephone number / fax and email address, if available.

**CURRENT MANAGING AGENT/LANDORD (IF APPLICABLE)**

- Landlord / Agent name and contact numbers.

**BANK ACCOUNT**

- Name and address of bank - Account name, Account number and Sort Code.

**We will also require the following:-**

- Proof of residency i.e. copy of current utility bills or bank / credit card statement.
- Copy of driving licence or passport.
- Proof of employment i.e. 3 payslips or letter of employment / contract of employment.

**Please note:** When it is a joint tenancy and each tenant contributes towards the rent, both tenants will be required to complete separate application forms and provide the above proof.

**ONCE COMPLETED, PLEASE FORWARD APPLICATION FORM/S WITH COPIES OF PROOF AND APPLICATION FEE TO PLUM PROPERTY MANAGEMENT.**

The referencing procedure can normally be carried out within 36 hours of receiving all necessary documentation. We will contact you with the result within this time frame.

Our terms are: First month's rent in advance, plus deposit (bond) equivalent to one month's rent plus £100 (unless advised otherwise). The rent and deposit (bond) have to be cleared funds on the day of taking the tenancy, therefore, if paying by cheque, please remit 5 working days prior to enable processing. Please ask for bank details for online payments. A banker's draft is acceptable on the day. **WE DO NOT ACCEPT CASH UNLESS AGREED BY PRIOR ARRANGEMENT**

**PLEASE NOTE: THE MAXIMUM TIME FOR HOLDING A PROPERTY IS 4 WEEKS**



# Tenant Assessment Application Form

This Form can be used by letting agents or landlords who are vetting applicants prior to the letting of a property. Part A should be completed by the agent / landlord. The other sections should be completed by the tenant applicant or guarantor, according to the type of assessment required. Please complete this Application Form in **BLACK INK** using **BLOCK CAPITAL LETTERS**. Once completed, please return to Plum Property Management.

**Part A To be completed by the agent or landlord** *Mandatory field for assessments.*

Agent Name	Plum Property Management 14 Dyer Lane, Beverley HU17 8AE	
Letsure Agency Number	16612	
Contact Name		
Contact Telephone Number	01482 476476	

To assist us to complete the assessment process, there might be a requirement to contact the applicant/guarantor by telephone.   
 Please tick the box opposite if this is not acceptable

**Type of assessment required** (see definitions on final page)

If a guarantor applicant is required, please supply the Applicants Reference ID in box provided.  
 (If the guarantor is acting for more than one tenant, please confirm names in part F).

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**Complete Parts:** (please tick to highlight which parts you are completing)

Tenant Comprehensive	A,B,C,D & E	<input type="checkbox"/>
Tenant Standard	A,B,C & E	<input type="checkbox"/>
Guarantor Standard	A,B,F,H & I	<input type="checkbox"/>
Comprehensive Guarantor	A,B,F,G,H & I	<input type="checkbox"/>
Comprehensive Tenant Guarantor	All sections A - I	<input type="checkbox"/>

**Property Details:**

House Number / Name			
Flat Number / Name			
Street			
Town			
District			
County		Postcode	
Total Rent	£	Per week / month	(delete as appropriate)
Tenancy Commencement Date		Period	

**Confidentiality Note**

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**Part B** To be completed by the applicant Mandatory for all assessments  
 If more than one applicant, all remaining sections must be completed as appropriate for each.

**How do you propose to pay the rent?**

Own means  Housing benefit

**Please give the names of all adult tenants moving into the property:**

	First Name	Middle Name	Surname	Share of Rent
Tenant 1				£
Tenant 2				£
Tenant 3				£
Tenant 4				£
Tenant 5				£
Tenant 6				£

**Part C** To be completed by the applicant \* Mandatory fields  
 Please complete **ALL** boxes. If more than one applicant, parts C to I inclusive must be completed as appropriate for each.

**Personal Details:**

Mr/Mrs/Miss/Ms*	<input type="checkbox"/>	Other (please specify)	<input type="text"/>
Surname *	<input type="text"/>		
First Name *	<input type="text"/>	Middle Name	<input type="text"/>
Date of Birth *	<input type="text"/>	Nationality	<input type="text"/>
Sex	Male / Female (please circle)		
Marital Status	<input type="text"/>	Maiden Name	<input type="text"/>
Daytime Telephone Number *	<input type="text"/>	Evening Telephone Number	<input type="text"/>
Mobile Telephone Number	<input type="text"/>		
Email Address	<input type="text"/>		
Do you have any pets	Yes / No (please circle)	Are you a smoker?	Yes / No (please circle)
Are you aware of any CCJ/CD Bankruptcy orders, current or pending? Yes / No (please circle), If yes give details:	<input type="text"/>		

**Names of children living in the property and their dates of birth:**

1.	<input type="text"/>	/	/
2.	<input type="text"/>	/	/
3.	<input type="text"/>	/	/
4.	<input type="text"/>	/	/

**Current Address:**

House Number / Name*	<input type="text"/>		
Flat Number / Name*	<input type="text"/>		
Street	<input type="text"/>		
Town	<input type="text"/>		
District	<input type="text"/>		
County	<input type="text"/>	Postcode *	<input type="text"/>
Status (circle one)*	Owner	Rented	Living with parents Council tenant
Other (please specify)	<input type="text"/>		

**Part C (continued) To be completed by the applicant \* Mandatory fields**

**Previous address:**

Enter this information only if you have lived at your current address for less than 3 years otherwise leave blank.

House Number / Name *			
Flat Number / Name *			
Street			
Town			
District			
County		Postcode *	
Status (circle one) *	Owner	Rented	Living with parents Council tenant
Other (please specify)			

**Part D To be completed by the applicant for Comprehensive Assessments \* Mandatory fields**

**Employment Details:**

Employment Status	Self-Employed	Employed	Unemployed	Student	Retired	Payment in Advance
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If you have indicated unemployment or student and you are currently or have previously lived in rented accommodation, proceed to Landlords details in this part, otherwise proceed to Part E. If you are unable to provide any employment detail a guarantor may be required. To avoid delay please arrange for the proposed guarantor to complete Parts A, B, F, G, H and I of this form.

Profession			
Annual Income (gross)		Employment Start Date*	
Payroll/pension number		Is your employment of a temporary, full, or contract nature?	

**Additional Income (if applicable):**

Are your circumstances likely to change?\* Yes / No (please circle)

If **yes** please give further details \*

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If you have any additional income please advise how much per annum\*

£
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Source of additional income

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**Employer Details:**

If you are employed, Self-employed or retired, give details of your employer, accountant or pension provider (alternatively you may provide proof of pension) below, and authorise them to reply to the enquiries which will be made to verify this information. Please complete ALL boxes, including contact details for referee.

Employer / Accountant / Pension provider *			
Office / House Name *			
Street Number / Name *			
Town *			
County		Postcode*	
Contact Name*			
Contact Job Title*			
Daytime telephone (including STD code)*			
Mobile telephone			
Email Address*			
Fax Number *			

**Part D (Continued) To be completed by the applicant \* Mandatory fields**

**Landlord Details:**

Complete this section if you indicated that you are or have lived in rented accommodation.

Please complete ALL boxes, including individual contact details (telephone and fax number) for landlord or current managing agent.

Landlord or Agent Name *			
Office / House name *			
Street Number / Name *			
Town *			
County	Postcode		
Daytime Telephone*	Evening Telephone Number		
Mobile Telephone			
Email Address *			
Fax Number *			

**Part E To be completed by the applicant for Comprehensive Assessment\* Mandatory fields**

**Bank / Building society details:**

Name of Bank*																				
Address*																				
Account in the name of*																				
How long with this branch?	Sort Code *				Account No *															
Do you have a cheque Guarantee Card?	Yes / No (please circle)																			

**Next of Kin:**

Name			
House Number / Name	Street		
District	Town		
County	Postcode		
Telephone (daytime)	Mobile number		
Email Address	Relationship		

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**Part E (Continued) To be completed by the applicant \* Mandatory fields**

**Applicants Consent:**

The information, which I have given in my Application Form, is true to the best of my knowledge. I consent to this information being verified by fair and lawful means, which I understand will involve contacting referees and licensed credit reference agencies. I understand the resulting verified information would be forwarded to the letting agency and / or to the landlord. The results may also be accessed again if I apply for a tenancy in the future.

I consent to Lumley Letsure Limited searching information held by credit reference agency and agree that Lumley Letsure Limited and the credit-referencing bureau will keep a record of that search and the results from that search. The results of that search may show how I conduct my payments including rental payments and this may also be disclosed to the agency and may affect future credit applications from me and/or from members of my household and from time-to-time such information may be used for debt tracing and fraud prevention.

I hereby expressly consent to my personal details including any forwarding address at the determination of any tenancy being passed to the landlord and / or to the utility companies and / or to the local authority.

Otherwise all information will be treated as confidential.

I consent to the information contained in my Application Form being used by Lumley Limited and other members of the Lumley Group and Agent to notify me of other products and services as appropriate. Please tick box if you wish your information to be used by Lumley Limited and other members of the Lumley Group and Agent to notify you of other products and services.

I agree that information supplied by me will be held in accordance with the Company's notification under the Data Protection Act 1998. That you may record sensitive data as defined in the Data Protection Act 1998 and I understand that I have the right to ask for a copy of the information held about me subject to the payment of an administration fee that will be notified to me upon application, though it will not exceed the amount set by statute. I have the right to request that the information on me be amended if it is found to be incorrect. I also consent to passing the results of any such search or assessment to my prospective landlord(s) for the purpose of assessing this application.

Please sign and date the form

<b>Signature:</b>	<b>Date:</b> / / 20
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