



PROPERTY MANAGEMENT & INVESTMENTS

Latrobe House, 21 St Cuthbert's Street, Bedford, MK40 3JJ

Tel No. 01234 210120

Email: references@pricewallace.co.uk

TENANCY PROCEDURES

***Signing this form, you agree to receive the 'How to Rent booklet' electronically.
Submitting your contact information, you consent to Price Wallace contacting any
individuals named on this form.***

To apply for a rental property with Price Wallace Limited, we require completion of this application form **IN FULL, WITH ID & ALL RELEVANT DOCUMENTS**. Once your application has been reviewed approved, Rightmove will contact you directly with the necessary information. They will first send you an email link to sign the Holding Deposit Agreement; once this has been signed, you will receive a separate link to make the holding deposit payment. Rightmove will then send you a reference form, which you **MUST** complete in full to allow the referencing process to proceed

Holding Deposit:

Upon your application being accepted (subject to contract and references) you will be asked to pay a holding deposit which will be no more than one week's rent.

If the references are unsatisfactory and do not pass Rightmove's referencing criteria, the holding deposit will be withheld by Price Wallace LTD.

By signing this document, you agree that Price Wallace LTD can use the holding deposit as payment towards the first month's rent.

Rent:

One month's up front

Security Deposit:

Up to five weeks rent as deposit (unless agreed otherwise)

Please print your name, signature and date below:

Sign

Print Date

Sign

Print Date

Sign

Print Date

PROPERTY APPLIED FOR: _____

ADDITIONAL DOCUMENTS

Please ensure that all required documents are enclosed as specified.

If the below information is not submitted with this application, we cannot consider your application and it will be automatically rejected.

All applicants who intend to be named on the tenancy agreement must submit the required documents

Please enclose the relevant documents and tick the corresponding boxes once completed.

<u>DOCUMENTATION REQUIRED:</u>	<u>APPLICANT 1</u>	<u>APPLICANT 2</u>	<u>APPLICANT 3</u>
PROOF OF ID (PASSPORT/ DRIVING LICENSE).	☐	☐	☐
PROOF OF CURRENT ADDRESS (UTILITY BILL/ BANK STATEMENT) / PROOF OF OWNERSHIP (TITLE REGISTER/MORTGAGE STATEMENT	☐	☐	☐
PROOF OF EARNINGS (LAST 3 MONTHS OF PAYSLIPS).	☐	☐	☐

PROPERTY APPLIED FOR: _____

REQUESTED MOVE-IN DATE: _____

AGREED RENT: £ _____ PCM DEPOSIT: £ _____

HOW MANY PEOPLE OVER THE AGE OF 18 YEARS OLD WILL BE RESIDING IN THE PROPERTY? _____

**HOW MANY DEPENDANTS UNDER THE AGE OF 18 WILL BE RESIDING IN THE PROPERTY
AND THEIR AGE ?** _____

E-mail Address [block capitals]:

[illegible]

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SELF EMPLOYED ☐ PERMANENT EMPLOYMENT ☐ AGENCY WORK ☐

COMPANY: _____

history):

EMPLOYER CONTACT NUMBER: _____

DO YOU HAVE ANY CREDIT ISSUES OR CCJS?

ARE YOU CURRENTLY RENTING/ THE OWNER OF A PROPERTY: _____

IF YOU OWN YOUR PROPERTY, PLEASE PROVIDE CONFIRM THAT YOU HAVE PROVIDED PROOF OF OWNERSHIP:

PLEASE PROVIDE YOUR LAST 3 YEARS OF ADRESSES (owned/ rented):

ID SUPPLIED: UK PASSPORT ☐ EU/EEA PASSPORT ☐ BIOMETRIC RESIDENCE PERMIT ☐

SHARE CODE IF APPLICABLE: _____

NATIONAL INSURANCE NUMBER: _____

CAR REGISTRATION: _____

DATE OF BIRTH: _____

NEXT OF KIN FOR FIRST APPLICANT

FULL NAME – <i>Block capitals</i>	
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Circle Correct Title (Circle): Mr / Mrs / Miss / Ms / Other (please specify:.....)

E-mail Address [block capitals]:

[illegible]

Tele. No.:

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2. FULL NAME – <i>Block capitals</i>	
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Circle Correct Title (Circle): Mr / Mrs / Miss / Ms / Other (please specify:.....)

E-mail Address [block capitals]:

[illegible]**Tele. No.:**

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BASIC ANNUAL SALARY: £

SELF EMPLOYED ☐ PERMANENT EMPLOYMENT? ☐ AGENCY WORK ☐

JOB TITLE: _____

COMPANY: _____

LENGTH OF SERVICE (If this is less than 6 months, please provide last 3 years employment)

history):

EMPLOYER CONTACT EMAIL: _____

EMPLOYER CONTACT NUMBER: _____

IF SELF-EMPLOYED, DO YOU HAVE 3 YEARS ACCOUNTS: YES ☐ NO ☐

DO YOU HAVE ANY CREDIT ISSUES OR CCJS?

IF YES, EXPLAIN: _____

ARE YOU CURRENTLY RENTING/ THE OWNER OF A PROPERTY:

IF YOU ARE RENTING, PLEASE LIST YOUR LETTING AGENT & LENGTH OF TENANCY:

IF YOU OWN YOUR PROPERTY, PLEASE PROVIDE CONFIRM THAT YOU HAVE PROVIDED PROOF OF OWNERSHIP:

ES ☐ NO ☐

PLEASE PROVIDE YOUR LAST 3 YEARS OF ADRESSES (owned/ rented):

ID SUPPLIED: **UK PASSPORT** ☐ **EU/EEA PASSPORT** ☐ **BIOMETRIC RESIDENCE PERMIT** ☐

SHARE CODE IF APPLICABLE: _____

NATIONAL INSURANCE NUMBER: _____

CAR REGISTRATION: _____

DATE OF BIRTH: _____

NEXT OF KIN FOR SECOND APPLICANT

FULL NAME – <i>Block capitals</i>	
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Circle Correct Title (Circle): Mr / Mrs / Miss / Ms / Other (please specify:.....)

E-mail Address [block capitals]:

[illegible]

Tele. No.:

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3. FULL NAME – <i>Block capitals</i>	
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Circle Correct (Circle): Title: Mr / Mrs / Miss / Ms / Other (please specify:.....)

E-mail Address [block capitals]:

[illegible]

Tele. No.:

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BASIC ANNUAL SALARY: £ _____

SELF EMPLOYED ☐ PERMANENT EMPLOYMENT? ☐ AGENCY WORK ☐

JOB TITLE: _____

COMPANY: _____

LENGTH OF SERVICE (If this is less than 6 months, please provide last 3 years employment history):

EMPLOYER CONTACT EMAIL: _____

EMPLOYER CONTACT NUMBER: _____

IF SELF-EMPLOYED, DO YOU HAVE 3 YEARS ACCOUNTS: YES ☐ NO ☐

DO YOU HAVE ANY CREDIT ISSUES OR CCJS?

IF YES, EXPLAIN: _____

ARE YOU CURRENTLY RENTING/ THE OWNER OF A PROPERTY:

IF YOU ARE RENTING, PLEASE LIST YOUR LETTING AGENT & LENGTH OF TENANCY:

IF YOU OWN YOUR PROPERTY, PLEASE PROVIDE CONFIRM THAT YOU HAVE PROVIDED PROOF OF OWNERSHIP:

YES ☐ NO ☐

PLEASE PROVIDE YOUR LAST 3 YEARS OF ADRESSES (owned/ rented):

ID SUPPLIED: **UK PASSPORT** ☐ **EU/EEA PASSPORT** ☐ **BIOMETRIC RESIDENCE PERMIT** ☐

SHARE CODE IF APPLICABLE: _____

NATIONAL INSURANCE NUMBER: _____

CAR REGISTRATION: _____

DATE OF BIRTH: _____

NEXT OF KIN FOR THIRD APPLICANT

FULL NAME – <i>Block capitals</i>	
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Circle Correct Title (Circle): Mr / Mrs / Miss / Ms / Other (please specify:.....)

E-mail Address [block capitals]:

[illegible]

Tele. No.:

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GUARANTOR

4. FULL NAME – *Block capitals*

Circle Correct Title (Circle): Mr / Mrs / Miss / Ms / Other (please specify:.....)

E-mail Address [block capitals]:

[illegible]

Tele. No.:

				-			=							
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BASIC ANNUAL SALARY: £ _____

SELF EMPLOYED ☐ PERMANENT EMPLOYMENT? ☐ AGENCY WORK ☐

JOB TITLE: _____

COMPANY: _____

LENGTH OF SERVICE (If this is less than 6 months, please provide last 3 years employment

history):

EMPLOYER CONTACT EMAIL/ NUMBER:

IF SELF-EMPLOYED, DO YOU HAVE 3 YEARS ACCOUNTS: YES ☐ NO ☐

DO YOU HAVE ANY CREDIT ISSUES OR CCJS?

IF YES, EXPLAIN:

ARE YOU CURRENTLY RENTING/ THE OWNER OF A PROPERTY:

IF YOU ARE RENTING, PLEASE LIST YOUR LETTING AGENT & LENGTH OF TENANCY:

IF YOU OWN YOUR PROPERTY, PLEASE PROVIDE CONFIRM THAT YOU HAVE PROVIDED PROOF OF OWNERSHIP:

YES ☐ NO ☐

PLEASE PROVIDE YOUR LAST 3 YEARS OF ADRESSES (owned/ rented):

ID SUPPLIED: UK PASSPORT ☐ EU/EEA PASSPORT ☐ BIOMETRIC RESIDENCE PERMIT ☐

SHARE CODE IF APPLICABLE: _____

NATIONAL INSURANCE NUMBER: _____

CAR REGISTRATION: _____

DATE OF BIRTH: _____

PETS/ADDITIONAL REQUIREMENTS:

Special agreements made or special requests *(all negotiations regarding white goods and/or furniture will need to be agreed and confirmed in writing prior to the commencement of the Tenancy):*

Any pets *(agreed with Landlord):* _____

ADDITIONAL REQUESTS: - THE PROPERTY IS TAKEN AS SEEN AND NO ADJUSTMENTS OR UPGRADES WILL BE MADE TO THE PROPERTY UNLESS AGREED IN WRITING BEFORE THE START OF THE DATE OF THE TENANCY AGREEMENT.

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Referencing Criteria

Affordability

Tenant

2.5x the annual rent
(or individual's rent share)
Top tip – multiply the rent by 30

Guarantor

3x the annual rent (or the proportion of the rent they are guaranteeing)
Top tip – multiply the rent by 36

Employment that will not meet the referencing criteria

Agency worker
Zero Hour Contract
NHS Bank staff
Commission, overtime, tips
Fixed term (doesn't cover length of tenancy)
Subject to pre-employment checks
Start date of employment is outside of 30 day referencing window

Self Employed

Rightmove Referencing will accept a minimum of 3 Months bank statements and 12 Months accounts reference if applicable. All applicants will be advised to allow open banking to verify affordability. Rightmove reference the individuals income and not the businesses so business statements are not accepted.

Pension

Bank statements. The statements must be their most recent 3 months and dated within the last 30 days.
3 months pension payslips – most recent 3 month's payslips
P60 –most recent P60.
Award letter – must be the most recent award letter they have received from within the last tax year

Student income

University student - Letter from Student Finance England confirming the breakdown of their maintenance loan and the dates in which the applicant will receive it.

Overseas student - Letter/document from their embassy confirming how much funding the applicant will receive and how long for.

Student in receipt of stipend - A reference from their professor confirming how much stipend income they are receiving and for how long.

Credit Checks

Any adverse credit (CCJ, IVA, Bankruptcy, DRO, DMP) will cause the credit check to fail. The seriousness of a credit issue will be assessed case by case by the Letting Agent. All applicants must advise the Letting agent of any credit problems before applying for the property. Please provide this information on the Price Wallace application form.

Previous Landlord References

If an applicants landlord/agent reference comes back unacceptable, or, if the Agent or landlord will not supply a reference then this reference will fail. If a tenant has paid rent late twice for over 14 days, the landlord reference will fail.

Right to Rent

The Right to rent feature is **free** but more importantly comprehensive, easy to use and compliant with the Home Office's requirements regarding Right to Rent.

We will question the prospective tenants about their immigration status (**a couple of additional questions are added to our normal application form**) and **determine which documents are suitable for them to prove their Right to Rent**, thus removing the need for your staff to learn the extensive list of acceptable documents and the combinations of such documents.

The system will then guide you through the three essential questions/actions that you **need to take in order to ensure compliance. The actions are:**

- Check the number of adults moving in is reasonable and as expected
- Check **original** copies of the documents in the presence of the applicant
- Make & retain a high quality copy of the documents

Upon completion of these steps, a member of your team can simply sign them off on the system to convert into the Compliance Certificate (see screenshot). This Compliance Certificate will act as our Right to Rent Guarantee - we will indemnify you against any fine if you follow the steps in our system.

The Agents Right to ask for further references

In certain circumstances, Price Wallace may ask for references, or, documents, to be supplied outside of the Rightmove Referencing criteria. These documents may help the landlord decide if the application will be accepted.