



Covering Totton, Romsey & Southampton  
 Telephone 023 8086 8578  
 info@parkerslettings.com

# Individual Application Form

Parkers Lettings Limited

## Section 1 - To be completed by Parkers Lettings



**Service required**      Reference: \_\_\_\_\_      Express:       Ultimate:   
 Rent guarantee: \_\_\_\_\_      6 months:       12 months:   
 Landlord name: \_\_\_\_\_

**Rental property address**

Address line 1: \_\_\_\_\_  
 Address line 2: \_\_\_\_\_  
 Address line 3: \_\_\_\_\_  
 Postcode: \_\_\_\_\_  
 Initial tenancy term: \_\_\_\_\_

**Tenancy details**

Proposed tenancy start date: \_\_\_\_\_  
 Is rent being paid in advance? (Yes / No)  
 Total rental per calendar month: \_\_\_\_\_  
 Total rent for this applicant \_\_\_\_\_



## Section 2 - Tenants Personal Details

**Personal Details**

Title: \_\_\_\_\_ Marital status: \_\_\_\_\_  
 Forename(s): \_\_\_\_\_  
 Surname: \_\_\_\_\_  
 Maiden name / name previously known as: \_\_\_\_\_  
 Date of birth: \_\_\_\_\_  
 Contact details      Mobile number: \_\_\_\_\_  
                                  Home number: \_\_\_\_\_  
                                  E-mail address: \_\_\_\_\_

**Employment status**

Please select:       Employed       Retired       Independent Means  
 Unemployed       Student       Self employed

**Other income  
Details including  
Tax credits, DLA, etc.**

\_\_\_\_\_

**National Insurance number:** \_\_\_\_\_

**What is your right to  
rent in the UK?**

Please select:  British Citizen  European Citizen  
(EEA or Switzerland)  Other: \_\_\_\_\_  
\_\_\_\_\_

**Present address**

Address line 1: \_\_\_\_\_

Address line 2: \_\_\_\_\_

Address line 3: \_\_\_\_\_

Postcode: \_\_\_\_\_

Time at this address: \_\_\_\_\_ Years \_\_\_\_\_ Months

Status: Homeowner Renting Living with Parents

Other: \_\_\_\_\_

**Previous  
addresses (if you  
have lived at the  
above address for  
less than 3 years)**

Previous address 1: \_\_\_\_\_

Postcode: \_\_\_\_\_ Time at this address: \_\_\_\_\_ Years \_\_\_\_\_ Months

Previous address 2: \_\_\_\_\_

Postcode: \_\_\_\_\_ Time at this address: \_\_\_\_\_ Years \_\_\_\_\_ Months

**Adverse credit**

Do you have any CCI's / Court decrees / IVA's?: \_\_\_\_\_ Total monetary value: £ \_\_\_\_\_

If yes how many: \_\_\_\_\_

Have you ever been declared bankrupt? Yes / No

Have you had or do you have rent arrears at your current rented accommodation? Yes / No

If yes please detail: \_\_\_\_\_

**Bank details  
(from where the  
rent will be paid)**

Name of Bank: \_\_\_\_\_

Address line 1: \_\_\_\_\_

Address line 2: \_\_\_\_\_

Address line 3: \_\_\_\_\_

Postcode: **(important – do not leave blank)** \_\_\_\_\_

Name in which account is held: \_\_\_\_\_

Sort code: \_\_\_\_\_

Account number: \_\_\_\_\_

**Next of kin  
(excluding spouse)**

Full name: \_\_\_\_\_

Address line 1: \_\_\_\_\_

Address line 2 & Postcode: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_

**Names and ages of any children to be living at the property**

Names: \_\_\_\_\_

Ages: \_\_\_\_\_

**Details of any pets to be kept at the property**

\_\_\_\_\_

**Other information**

Are you a smoker? (**important – do not leave blank**): \_\_\_\_\_

### Section 3 – Previous Landlord / Letting Agent

**Previous landlord / Letting agent details**

Name previous landlord / Letting agent: \_\_\_\_\_

Address line 1: \_\_\_\_\_

Address line 2: \_\_\_\_\_

Address line 3: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Mobile number: \_\_\_\_\_

Fax number: \_\_\_\_\_

Email: \_\_\_\_\_

Tenancy start date: \_\_\_\_\_ Current monthly rent: £ \_\_\_\_\_

### Section 4 – Employment details

**Current employment details**

Name of company: \_\_\_\_\_

Address line 1: \_\_\_\_\_

Address line 2: \_\_\_\_\_

Address line 3: \_\_\_\_\_

Postcode: \_\_\_\_\_

Your Position: \_\_\_\_\_

Contact name: \_\_\_\_\_ Contact's position: \_\_\_\_\_

Best and quickest way to contact for reference: **email / post** (please delete as applicable)

Telephone number: \_\_\_\_\_ Fax number: \_\_\_\_\_

Email: \_\_\_\_\_

Gross annual Salary: \_\_\_\_\_  
(before tax & NI)

Payroll number: \_\_\_\_\_ Start date: \_\_\_\_\_

Full time / Part time \_\_\_\_\_ Is the position likely to change? Yes / No

**Previous employment details (if you have been in your current Employment for less than three years)**

Name of company: \_\_\_\_\_

Address line 1: \_\_\_\_\_

Address line 2: \_\_\_\_\_

Address line 3: \_\_\_\_\_

Postcode: \_\_\_\_\_

Position held: \_\_\_\_\_

Contact name: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Fax number: \_\_\_\_\_  
Email: \_\_\_\_\_  
Salary \_\_\_\_\_ Full time / Part time: \_\_\_\_\_  
Start date: \_\_\_\_\_ End date: \_\_\_\_\_

**Future  
employment  
Details  
(if current position  
is due to change  
in the near future)**

Name of company: \_\_\_\_\_  
Address line 1: \_\_\_\_\_  
Address line 2: \_\_\_\_\_  
Address line 3: \_\_\_\_\_  
Postcode: \_\_\_\_\_  
Position held: \_\_\_\_\_  
Contact name: \_\_\_\_\_  
Telephone number: \_\_\_\_\_ Fax number: \_\_\_\_\_  
Email: \_\_\_\_\_  
Salary \_\_\_\_\_  
Payroll number: \_\_\_\_\_ Start date: \_\_\_\_\_  
Full time / Part time \_\_\_\_\_ Is the position likely to change? Yes / No

**Section 5 – Accountant (if self employed or company director)/ Pension Provider**

**Accountant  
details**

Name of Accountant : \_\_\_\_\_  
Address line 1: \_\_\_\_\_  
Address line 2: \_\_\_\_\_  
Address line 3: \_\_\_\_\_  
Postcode: \_\_\_\_\_  
Telephone number: \_\_\_\_\_ Fax number: \_\_\_\_\_  
Email: \_\_\_\_\_

Are you a Sole Trader or Limited Company: \_\_\_\_\_  
Company registration no. (if Limited Company): \_\_\_\_\_  
Date of incorporation or start of trading: \_\_\_\_\_  
Nature of business \_\_\_\_\_  
Annual income: \_\_\_\_\_ National Insurance no. \_\_\_\_\_

**Note: you must  
have 2 years accounts  
to rent through  
Parkers Lettings**

**Pension  
provider**

Name of Pension Provider: \_\_\_\_\_  
Annual income (including state pension) \_\_\_\_\_

## Section 6 – Declaration

I hereby certify that the information provided is true and accurate and give permission for this information to be verified by third parties and disclosed as detailed above for the purpose of:

- Performing a credit search by a third party agency
- Contacting my current, previous employers and referees to confirm the details provided
- Fraud prevention, credit assessment and insurance decisions

I understand that the results of these searches will be provided to the Letting Agent and accessed again in the event of a default in my rental payments.

I understand that I can request the details of any credit reference agencies used so that I can verify with them the information provided.

I understand that if I default on my tenancy obligations, this information may be released to authorised debt recovery agencies and could affect any future applications I make for tenancies, credit and insurance.

I understand that providing false information may lead to early termination of any subsequent tenancy agreement.

I am happy for Let Alliance to contact me in respect to this application if required.

I have read and agree to be bound by the above terms.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print name: \_\_\_\_\_

**PLEASE RETURN THIS APPLICATION FORM TO PARKERS LETTINGS LTD**

Should you have any questions regarding your application please do not hesitate to contact your local Parkers branch in the first instance (Telephone numbers on page 1) or Let Alliance on 0845 6850475.

# Please read the declaration and sign and date below. WE CANNOT PROCEED WITH THIS APPLICATION IF YOU DO NOT SIGN.

## The application process

**Important** – It is important that completed application forms are returned to your local Parkers branch within 3 working days of paying the Setting up fee. We reserve the right to decline your application if this timescale is not met. The Setting up fee is not refundable in these circumstances. If you are unable to meet this deadline please contact your local branch without delay.

Each applicant over the age of 18 will be required to complete an application form and provide us with proof of identification and address (i.e. driving licence / passport and utility bill). A setting-up fee is payable on application. On receipt the property is held for you, subject to references.

In general applicants must either have a verifiable means of income at a level in excess of 2.5 x the annual rent (higher for non-UK-residents), or be of independent means (i.e. pensionable or with savings). Applicants must also have a clean credit history. All County Court Judgments, Defaults, Bankruptcy petitions and IVAs (Individual voluntary arrangements) must be declared regardless of when or how they were incurred. Likewise, any history of rent arrears must also be declared. Providing misleading information will result in your application being declined. Applicants who are self-employed whether as a sole trader or director of a limited company are required to have a minimum of two years accounts.

If you have any doubts about this please speak to a member of staff before paying your setting up fee. *It is important to note that the setting up fee is strictly non-refundable.* Once we have completed our credit checks and references, we will write to you to confirm acceptance of the application, subject to contract.

## Paying your rent

Rents are normally paid monthly in advance and must be received on your rent due date (i.e. the day of the month on which your tenancy starts). Rents are paid by standing order only, and will normally leave your account three days before the rent due date. It is important that you remember to cancel the standing order mandate when you leave the property. Your deposit cannot be used in lieu of the final months' rent. Payments received to your account will be applied strictly in the following order: Agents fees, rent due, dilapidations, outstanding utility or local authority bills.

## The start of your tenancy

On the day of moving, or before by prior arrangement, you will be required to attend the office to sign your tenancy agreement and associated paperwork. All named tenants will be required to sign. The balance of your account is payable at this time. We will write to you to confirm how you should pay this.

## Inventory

You will be asked to sign an inventory on move in. You must notify us in writing of any changes you wish to make to the inventory within seven days of move in. The inventory is the only definitive guide to any items being left in the property. Parkers cannot accept any responsibility for the inclusion or exclusion of any item unless specifically confirmed by us in writing. When you viewed the property, some items may belong to the current tenant and may, therefore, not be included in the rental.

## Fees and charges

Parkers believe in being up-front with our on-going fees and charges. The fee payable depends on whether Parkers are managing the property, or not. All fees are **plus** to VAT at the prevailing rate:

### For managed properties

Setting up fee:	£350
Each additional applicant:	£75
Renewal of tenancy:	£125
Late payment of rent:	£35
Refund of rent overpayment:	£35
Check-out fee:	£35
To supply on-going reference	£35
Early release	One month's rent

### For non-managed properties

Setting up fee:	£350
Each additional applicant:	£75
Renewal of tenancy:	£125

## Renewal of your tenancy

On signing your tenancy, you are permitted to stay for the agreed period, usually six months (assuming no breach of tenancy has occurred). It may be possible to renew the tenancy for a further fixed term and we will write to you around six weeks before the end of your tenancy to ascertain whether you would like to renew or not. If not, then your tenancy will expire at the end of

the agreed term and you will be required to vacate. All individual tenancies are on an Assured Shorthold basis, unless otherwise specified. Parkers reserve the right to display a 'let by' board at your property upon renewal of tenancy and on the signing of this application, you agree to us doing this.

## Quarterly Property Visits

We inspect all our managed properties every three months and will notify you in writing of a proposed time and date well in advance. You are not required to attend, but you may, of course, do so if you wish.

## Maintenance and any problems

We pride ourselves on providing our tenants with a safe and comfortable home in which to live. Any maintenance or problems must be reported to us first using our online facility at [www.parkerslettings.com](http://www.parkerslettings.com). Under no circumstances may you undertake remedial or repair work or instruct a contractor so to do. Parkers will not be responsible for any non-authorised work. The 1988 Housing Act requires you to act in a 'tenant like' manner, changing light bulbs, fuses or minor repairs which you can compete competently and with little or no cost. For all non-managed properties you should speak to your landlord directly regarding any maintenance issues.

## Decoration

Please do not decorate or make any non-reversible change to your property without obtaining written permission from us. Likewise, please refrain from using any wall fixings, etc without speaking with us first. It is quite likely that the landlord will permit this, but please call us first! For all non-managed properties you should speak to your landlord directly.

## Maintaining the garden

You are contracted to maintain the garden (if applicable) to the standard detailed on your inventory. The landlord has no responsibility to supply garden tools, but may do so.

## The end of your tenancy

At the end of your tenancy, please ensure that the property is thoroughly cleaned, paying particular attention to cookers (if supplied) and toilets! Also ensure that any supplied furniture is returned to its' original position within the property. The keys should be returned to the office, in a clearly labelled envelope (if after hours) by midnight on the day of expiry. Please also provide a forwarding address for the return of your deposit. For all non-managed properties you should speak to your landlord directly.

## Check-out fee

The check out fee is payable on or before the start of your tenancy. A full check-out is undertaken after you have moved out and we will report to you in full concerning any issues.

## Return of your deposit

Your deposit will be refunded by The Deposit Protection Service, under their published terms and conditions. For further information please see: [www.depositprotection.com](http://www.depositprotection.com).

Signed \_\_\_\_\_

Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Print \_\_\_\_\_

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