

Application for Residential Letting

hudson
moody
wass

1. The property you are applying for

Address:

Rent per month: £ Deposit (1.5x monthly rent): £

Preferred tenancy start date?

What length of contract do you require?

Is your tenancy subject to any specific requirements? If yes, please supply details. Please note, all requirements must be submitted in writing below. We cannot make any guarantees for any work agreed verbally prior to this application:

2. Personal Details

Title: First Name:

Surname: DOB:

Primary Applicant*: YES NO

*The Primary Applicant will be our point of contact during the tenancy, e.g for notification of inspections, repair updates, etc.

Are you aware of any previous adverse credit history: YES NO

If yes please give further information:

Marital Status: Home Tel:

Work Tel: Mobile:

Email:

Hudson Moody Wass

Tel: 0113 245 7887
lettings@hmwass.co.uk
www.hmwass.co.uk

4 Park Square
Leeds
West Yorkshire
LS1 2NE

Are you:

Home Owner: Council Tenant: Private Tenant:

Living with Parents: Other (Please specify below)

Current Address:

Date From: Date Until:

If you are a private tenant please provide name and address of Landlord/Letting Agent:

Tel: Fax:

Email:

Current Rent: £

Previous Address (If less than 3 years at the above)

Date From: Date Until:

Landlord/Letting Agent contact info for the above address:

Tel: Fax:

Email:

Rent: £

Previous Address (If less than 3 years at the above)

Date From:

Date Until:

Landlord/Letting Agent contact info for the above address:

Tel:

Fax:

Email:

Rent: £

Previous Address (If less than 3 years at the above)

Date From:

Date Until:

Landlord/Letting Agent contact info for the above address:

Tel:

Fax:

Email:

Rent: £

3. Employment Details

Employer:

Address:

Position held/Department:

Full Time Part Time Temporary Contract Student

Salary: £ Employment Start Date:

Who can we contact to confirm the above? N.B this must be an authorised person, i.e Payroll, Personnel

Name / Department:

Tel: Fax:

Email:

Address (If different from above):

3a. Self Employed

Name of your Business:

Nature of your Business:

Business Address:

How long have you been in Business Average Earnings £

Accountant:

We will contact your accountant for confirmation of these details

Name:

Address:

Tel: Fax:

Email:

Terms and Declaration

If you wish to apply to rent a property, please observe the following procedure:

Hudson Moody Wass charge the following fees (inc VAT) in respect of administration and references:

Single Applicant – £195

Two Applicants – £275

Each additional applicant thereafter – £50

A tenancy will be offered to you subject to contract and more specifically, subject to the following conditions:

- A fully completed application form has been submitted together with the appropriate fee
- A satisfactory credit search has been carried out by an independent credit referencing agency (details on request)
- Satisfactory references have been obtained
- The landlord has accepted the offer

If a prospective tenant withdraws their application after we have commenced with processing references or should the landlord reject the application due to adverse references, the fee will be forfeited to cover the costs incurred. The fee will only be returnable should the landlord withdraw the property or reject the application prior to seeking references.

Before moving into a property, payment of the first months' rent and deposit will be required. This can be in the form of a bankers draft, building society cheque, bank transfer or debit or credit card (handling charge applies).

If in any doubt as to what is included with the let, (i.e furniture, appliances, etc) you should seek further clarification prior to submitting your application.

You may be asked to provide a guarantor in some cases. Please note, a guarantor fee would then be payable.

Primary Applicant

Applications by 2 or more parties will be asked to name a Primary Applicant who will then become our first (but not necessarily only) point of contact for matters relating to the Tenancy. We also reserve the right to repay the whole deposit to the Primary Applicant at the end of the Tenancy.

Your consent

Please note the following permissions which we wish you to provide in relation both to the information you enter on this form when you register with us and of your residence at an address let to you under our agency.

By agreeing to the terms outlined, you indicate your consent to your personal information being passed to our Utility Management Partner, Hallmark Corporate Services Limited who will attend to the continuity of your energy and service supply. You also consent to Hallmark Corporate Services Limited offering you the opportunity to sign up to the services of its preferred utility supplier, British Gas.

By agreeing to the terms outlined, you indicate your consent to receiving email marketing, telephone marketing, postal marketing and or text messages from our Utility Management Partner, Hallmark Corporate Services Limited and its selected third party utility providers, such as Home Telecom.

I confirm I have read and understood the above information, including the privacy notice, and consent to comply with the terms outlined.

Signed

Dated

Please tick this box ONLY where you DO NOT wish to receive a Utility Pack from Hallmark Corporate Services Limited in order to be offered the opportunity to sign up to the services of Hallmark Corporate Services Limited's preferred utility supplier, British Gas

Privacy notice

For the purposes of the Data Protection Act 1998 (the "Act"), the data controller is Hudson Moody Wass of 4 Park Square East, Leeds LS1 2NE

We use the personal details that you submit to provide you with our services. You may give us personal details about you by filling in this form or by corresponding with us by phone, email or otherwise. In addition to the information you give us on this form, we may also collect additional information (for example, details of your property, current energy providers) as necessary to provide our services and to deal with your queries.

Disclosures of your personal details

We may pass your personal details to our Utility Management Partner, Hallmark Corporate Services Limited to enable us to provide you with our services.

In turn, Hallmark may pass your personal details on to selected third party service providers to enable these providers to provide you with energy and other utility services that you request.

We may also share your information with:

- (i) credit reference agencies and other companies for use in credit decisions, for fraud prevention and to pursue debtors; and
- (ii) other third parties (including law enforcement bodies and Government agencies) if we are under a duty to disclose or share your personal details in order to comply with any legal obligation, or to defend or exercise our legal rights.

Marketing information

We would also like to use your personal details:

- (i) to tell you about other goods and services that we offer that are similar to those that you have already asked us to provide or have enquired about; and
- (ii) to provide you, or permit selected third parties to provide you, with information about goods or services we feel may interest you. Those third parties include our Utility Management Partner, Hallmark Corporate Services Limited and Hallmark's preferred energy and other utility supplies. For the purposes of the scheme "utilities" includes gas, Electricity, Water, Council tax and Telecommunications.

Accessing your information

The Act gives you the right to access information held about you. Your right of access can be exercised in accordance with the Act. Any access request may be subject to a fee of £10 to meet our costs in providing you with details of the information we hold about you.

Please send any questions, comments, complaints or requests regarding this privacy notice to:
info@hmwass.co.uk

Declaration

I hereby confirm that the information provided to me is to the best of my knowledge true. I consent to this information being verified by contacting the third parties detailed in this form. I understand that the results of the findings will be forwarded to the landlord and may be accessed again at any time in the future. I agree that Hudson Moody Wass or their approved agent may search the files of a Credit Reference Agency. I understand that I may request the name and address of the Credit Reference Agency to whom I may then apply for a copy of the information provided.

I understand that in the event of any default by me in respect of the covenants in my tenancy agreement with my landlord, the information contained therein may be disclosed to one or more tracing companies and/or debt collection agencies in order to recover monies due or to trace my whereabouts. Information will also be disclosed to relevant utility companies and the like.

The information provided in this form by me information as described in Ground 17 of the Housing Act 1996 and I understand that if any information within this application is found to be untrue, it is grounds for termination of the tenancy. I also understand that any default in the payment of rent will affect any application for tenancies, credit or insurance.

Signed

Date

PRINT

SAVE