

student tenancy application form

PLEASE COMPLETE IN BLOCK CAPITALS

Property address

 postcode

Rent

£

How long do you intend to rent for?

Full name

Date of birth

Mobile number

Email address

Phone number

Study details

University/college name

Course name/campus

Year of study

Student ID number

Tutor's name

Accommodation details

Current / previous address

Time spent at property

 months/years

Is it rented?

 Yes No

If yes, provide landlord details:

Name

Landlord address

Landlord phone number

Email address

Home address (parent/guardian)

postcode

Phone number(s)

Email address

Do you have an adverse credit history?

 Yes No

If yes, provide details

Parent/guardian 1 contact details:

Name

Address

postcode

Phone number

Mobile number

Email address

Parent/guardian 2 contact details:

Name

Address

postcode

Phone number

Mobile number

Email address

Bank details

Name of account holder

Name of bank

Branch address

Account number

Sort code

 - -

PAPER WORK TO BE RECEIVED BY / /

1. **Proof of Identity**
Photocard driving license or passport.
2. **Proof of Education**
Copy of student ID card, letter from university or lecturer confirming course and year.
3. **Proof of Address**
Copy of address on recent bank statement, utility bill or driving licence.
4. **Parental Guarantor**
Guarantor form completed and signed. **ALL GUARANTORS MUST RESIDE IN THE UK AND BE IN FULL TIME EMPLOYMENT.**
5. **Confirmation of guarantor's ID and address**
Copy of a photocard driving licence or passport and a recent utility bill. **THIS IS ESSENTIAL TO BE ABLE TO PROGRESS YOUR APPLICATION.**
6. **Deposit of £ and application fee of £100.00** must be cleared in our account. All cheques to be made payable to **Redbrick Survey & Valuation Ltd. Must be completed and returned to the office by the above date**
7. **Standing Order Form**
Must be completed and returned to the office by the above date. **All rent payments are to be made by standing order.**
8. **Landlord Reference** (If you are currently in rented accommodation)
Please complete the tenant's box in the attached Landlord's reference to give us authority to approach your current landlord for their comments.

I understand that if any member of the household does not complete all paperwork and make all required payments then no keys will be issued to anyone for the property. This includes the first months rent which must be paid in advance before I can move in.

I confirm my acceptance of the following:

- Failure to complete all required paperwork from myself and/or the group applying for the property will result in the loss of the reservation.
- No monies paid in connection with your application are refundable in any circumstances.
- Keys will not be released until the entire household have paid all funds due in advance, including the initial rent payment.

PLEASE NOTE, in the interest of efficiency, we will use email as our primary form of communication should we have any questions regarding this application form.

The information given, whether on this application form or otherwise, is true, accurate, complete and not misleading. I am aware that it is a criminal offence to knowingly provide false information or to forge a signature and that it may make me liable for criminal prosecution.

I have no objection to this information being verified by whatever means deemed necessary. All information will be held in accordance with the requirements of the Data Protection Act.

Signed (tenant)	<input type="text"/>	Date	<input type="text"/> / <input type="text"/> / <input type="text"/>
Print name (tenant)	<input type="text"/>		
Agent sign	<input type="text"/>	Date	<input type="text"/> / <input type="text"/> / <input type="text"/>
Agent print	<input type="text"/>		

landlord reference form

Dear Sir/Madam,

One of your current tenants has applied to rent a property through us. In order to assess their suitability as a tenant we would like some information on their current tenancy.

Please find below their signed authorisation to release information regarding their tenancy.

For completion by the tenant

I authorise you to answer the following questions from RMP Properties regarding my tenancy with you.

Tenant name

Current property address

 postcode

Student ID number

Tenant signature

Date

 / /

For completion by the landlord

Please answer the following questions and return this form to us by e-mail, fax or post, details of where this should be sent can be found at the bottom of this page.

How long have they been a tenant in your property?

What is their current monthly rental figure?

Has the rent always been paid promptly?

 Yes No

Has the tenancy been conducted in a satisfactory manner?

 Yes No

Do you consider the applicant to be a good tenant?

 Yes No

If you have answered no to any of the above please give reasons

Name

Signed

Date

 / /

Thank you for taking the time to complete this, we would be very grateful for a prompt response.
rmp properties

guarantor application form

PLEASE COMPLETE IN **BLOCK CAPITALS**

I will be guarantor for (tenant)

Who is renting (address)

 postcode

Rent

£

Guarantor details

Full name (guarantor)

Relationship to tenant

Phone number

Mobile number

Email address

Date of birth

 / /

Age

 years

Do you have an adverse credit history?

Yes

No

If yes, provide details

Next of kin

Relationship to guarantor

Address

 postcode

Phone number

Email

Guarantor accommodation details

Address

 postcode

Time spent at above property

 months/years

Is the property owned?

Yes

No

Is it a rented property?

Yes

No

If rented please provide landlord details

Landlord name

Landlord address

postcode

Phone number

Email

Previous address if above less than 12 months

postcode

Time spent at previous property

 months/years

Was it a rented property?

 Yes No

If yes provide landlord details:

Landlord name

Landlord address

postcode

Phone number

Email

Reason for leaving

Guarantor employment details

Current employer's name (if self employed please provide details)

Job title

Employer's address

postcode

Phone number

Email

Contact name

Time with current employer

 months/years Full time Part time

Previous employer's name (if above less than 12 months)

Job title

Previous employers address

 postcode

Phone number

Email

Contact name

Time with previous employer

 months/years Full time Part time

The information given, whether on the application form or otherwise, is true, accurate, complete and not misleading. I am aware that it is a criminal offence to knowingly provide false information or to forge a signature and that it may make me liable for criminal prosecution.

I have no objection to this information being verified by whatever means deemed necessary. I agree that RMP Properties may search the files of a credit reference agency, who will keep a record of that search.

PLEASE NOTE, in the interest of efficiency, we will use email as our primary form of communication should we have any questions regarding this application form.

Signed (guarantor)

Date

 / /

standing order form

Beneficiary Details

Please pay	Redbrick S&V Ltd (RMP)
Bank	National Westminster Bank Plc
Account number	58645969
Sort code	55-50-15

Amount of payments	£
From (date)	22/06/2014
To be paid	On the same day each calendar month
Date of final payment	22/05/2015

Quoting reference

Quoting Reference (To be completed by RMP)	
---	--

Account to be debited

Named account holder

Bank name and full address

 postcode

Account number Sort code - -

Customer signature Date / /

RMP Properties is a trading style of Redbrick Survey & Valuation Ltd – Registration No 5390659

RMP Properties 24 Headingley Lane Hyde Park Leeds LS6 2DW

t 0113 224 9911 f 0113 224 9922
e info@rmpproperties.co.uk w www.rmpproperties.co.uk

rmp properties 