

# fraser lake

Registered office Arch 5, Hymers Court, Brandling Street, Gateshead Quays, NE8 2BA

Company no. 5385971 vat registration no:880 6588 81  
(T): + 44 (0) 191 478 3456 (E) info@fraserlake.co.uk (W) www.fraserlake.co.uk

## INDIVIDUALS APPLICATION FOR TENANCY IN ORDER THAT THIS FORM MAY BE PROCESSED QUICKLY, PLEASE ENSURE THAT IT IS COMPLETED IN FULL

Re: (Property address).....

Rent £.....Per..... Tenancy Term.....months (MINIMUM 6 MONTHS)

Applicants full name -Mr/Mrs/Miss/Ms.....  
Date of birth..... Pets (please specify).....Smoker Y/N .....  
Current address.....  
Postcode..... Telephone number.....  
Period at address ..... Mobile number .....  
Marital status..... Email.....

Mortgage  Owner  Council tenant  Private tenant  Living with parents

Reason for departure .....

Have you any adverse credit history? (yes/no)..... If yes please provide details on a separate sheet  
Do you have or have you had any rental arrears in the past 5 years? (yes/no) ..... If yes how much £.....

Estate Agent/Solicitor/Managing Agent/Landlord Regarding Current/previous Property

Name.....

Address.....

Daytime telephone no.....Evening telephone no.....

Where have you been living during the past three years? Please provide previous addresses and dates of occupation, and landlord contact details, attaching a separate sheet if necessary

Address .....

Period at address.....

Are you:- Employed  Self Employed  Retired  Unemployed  Student

P.T.O.

Fraser Lake Limited is a Member of The Property Ombudsman Scheme and subscribes to the Code of Practice for Residential Letting Agents

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## Right to Rent – Immigration Act 2014

As from 1st February 2016 all tenants must prove that you have a right to rent property in England. Please complete below and provide documents to support

Nationality.....  
Passport Country of Issue/ Number.....  
Start Date ..... End date.....  
Visa – purpose / number.....  
Start Date ..... End date.....  
Staff initial as above information checked.....

## Current Employment/Pension Details

National Insurance No.....  
Company Name .....  
Address..... Email .....  
Postcode..... Position held.....  
Commencement Date..... Gross Salary per annum £.....  
Telephone No..... Payroll/Service/Pension No .....

## Details of Accountant/Auditor (if applicable)

Please authorise your accountant/auditor to provide a reference.  
Practice Name..... Contact Name.....  
Address.....  
..... Telephone No .....

## Bank/Building Society Details (Current Account only)

Banking Organisation.....  
Address.....  
Account Name..... Telephone No.....  
AccountNumber..... SortCode.....

## Name of person paying damage deposit (bond) if not applicant

Name .....  
Address.....  
Telephone Number..... Relationship .....

## Next of Kin (excluding Spouse)

Name .....  
Address.....  
Telephone Number..... Relationship .....

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Please list the names of prospective tenants over 18 years of age to reside at the address:

.....

DATA PROTECTION ACT: In considering your application we will search your record at a credit reference agency. They will add to your record details of our search and your application and this will be seen by other organisations that make searches.

Information provided by you on this form may be verified and held by investigators in its computer records. I also hereby authorise the above named Bank or Building Society to respond to status enquiries made in respect of this application. Any reports obtained/complied by investigators may be passed on to prospective Managing Agents and the Landlord if necessary.

I authorise referees to supply all relevant information requested by Fraser Lake.  
This form is an application only. Any future tenancy agreement is subject to references.

NOTE! It is an offence under Section 171 of the 1996 Housing Act to give false information which may lead to a fine or summary conviction.

I certify that the information given in relation to my application for housing is true and understand that if I have given any false or misleading information, then, my application for housing may be cancelled, or, the landlord may take steps to repossess any property subsequently allocated to me.

We confirm that the above is true and correct and that I/we have not knowingly or recklessly made any false statements or information, nor have I/we made any omissions when applying for this said tenancy. I/we also confirm that I/we or any other occupiers or visitors to the proposed property have no drug or alcohol abuse problems. I/WE AGREE TO REFERENCES BEING REQUESTED FROM THE RELEVANT AGENCIES. I/we understand that the relevant agencies may include, but is not limited to: any Police force, previous Landlords, Probation service, Housing, Social services and Education Departments of Local Authorities. I/we understand that this information will be used for the sole purpose of assisting my housing application and will be held within the strictest confidence.

I agree to being served documents by email. (Please tick box to confirm)

Applicants signature ..... Date .....

Where did you hear about Fraser Lake/the property.....

TENANCY IS FOR 6 MONTHS AND CARRIES ON FROM MONTH TO MONTH THEREAFTER PLEASE FORWARD THIS APPLICATION WITH THE ARRANGEMENT FEE (see below) TO:

FRASER LAKE LTD  
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Our costs are as follows: when you apply for a tenancy there will be a fixed administration fee of £225 (Inc. vat) for a single or joint applicant, with a further £112.50 (Inc. vat) for each and every additional applicant.

This fee covers the cost of undertaking referencing, credit reference checks, and assessment of your application, including Guarantor referencing if applicable.

If your application has been accepted and IF YOU decide not to go ahead with the tenancy for whatever reason, or withhold information that would affect our decision (e.g. not declaring arrears etc.) the FULL FEE will be retained.

In the event that you fail the vetting procedure we will only retain the proportion of costs already incurred which will include time spent on your application.

On the day that you move in you will need to pay one month's rent and the damage bond. We are members of a client money protection scheme and The Property Ombudsman.

## SUPPORTING DOCUMENTS REQUIRED:

- 2 Most recent payslips if paid monthly – a full month for weekly pay.
- Recent Bank statement showing a full month
- 2 Proofs of current address
- Valid & current or expired Passport /National identity card or
- Birth certificate & Driving Licence
- Or see member of staff for acceptable identification