

Date completed

Form to be completed, please, by prospective tenants

Are you applying for a specific property?..... Which?

Or generally for our list of prospective tenants?

What rent do you offer?

ABOUT YOU

Who is to be the tenant?

Please give your full names.....

Please also give your date of birth

Current Address

Phone number where you can be contacted: Day
Evening

Previous addresses in the last five years

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.....

.....
.....

Is your current address a) Your parent's home
 b) A house of your own
 c) Somewhere you rent

if (c) who is your Landlord?

Landlord's address

Tel. No.

ABOUT YOUR HOUSING REQUIREMENTS:

Who else will live at the property with you?
Name and current address:
.....

Are there any children?
Names: Age:
.....
.....
.....

Do you have any pets – please specify:
.....

Are you seeking:-

- a) 1 or 2 bedroom accommodation
- b) 3 or 4 bedroom accommodation
- c) a large house
- d) detached isolated neighbours
- f) a garage off road parking No car

Do you have a preference to location

YOUR REFERENCES:

May we approach your references without further contact with you? Yes/No

Your financial standing:

a) Bank reference:-

Please give your Bank name and address, and name and number of the account which will pay the rent, so that we may ask for a reference.

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.....

b) Employer's reference:-

Are you employed? or self employed?
unemployed?..... retired or independent?

If self employed, what is your trade?

If employed, please give the name of your employer:

.....
Address: Tel. No.

.....
.....
.....

Do you expect a change in your circumstances? Yes/No
Do you expect to claim Housing Benefit? Yes/No
Are you claiming at present? Yes/No

Personal Recommendation

Do you have any connections with the area?

.....

Who can we ask (preferably someone whom we might know) to speak about you as a prospective tenant?

1st: Name Tel. No.
Address
.....
.....
.....

2nd: Name Tel No.
Address
.....
.....
.....

ABOUT US:

We usually let on Assured Shorthold Tenancies.

As a rule, the tenancies are for six months, but often these continue for longer.

We ask rent to be paid in advance by monthly standing orders direct to our bank account, but Housing Benefit may be paid direct by the Council to us as an alternative in some cases.

A deposit is required equivalent to two months rent but is returnable at the end of the tenancy if the tenant has kept the house and garden etc in good condition and paid the rent regularly on time.

We carry out structural repairs and external decoration but tenants are asked to keep the interior in good order, redecorating one room per annum and to keep the garden and outbuildings tidy. We insure our buildings against fire, but you are responsible for your own belongings.

The Office address is: Estate Office
 Castle Hill
 Filleigh
 Barnstaple
 Devon
 EX32 0RH

Tel: 01598 760336
Fax: 01598 760457

Office hours are 9.00 a.m. to 1.00 p.m. and 2.00 p.m. to 5.00 p.m. Mondays to Fridays.

What happens after we receive your details :-

- a) If you are applying for a specific property, your application will be considered with that in mind.
- b) If you have made a general application, your details will be kept on file, but having regard to the time which passes after we hear from you. There is no harm in letting us know that you are still interested if you have not heard from us for a while.

Our housing policy is generally to give priority to:-

- 1) employees, retired employees and others with who we have already some connection.
- 2) employees' children and those who have grown up in the area.

We do not promise to let to any applicant and reserve the right to make our decisions without giving reasons.