



APPLICATION FEE

This non-refundable fee secures the property and also covers your application fees. We accept payment by cleared funds only (cash, debit card or credit card – UK credit card payments incur a charge of 3% +VAT, and 5% +VAT on all types of overseas card)

Individual application per property	£150 inc VAT
Each Additional tenant per property	£150 inc VAT

APPLICATION PROCESS

1. Pay your application fees to secure the property and initiate the application process

2. Complete your application form(s) in black ink

It is important that you submit all relevant contact details for each referee/employer/landlord in order that your application can be processed, i.e. full name, address, telephone number and most importantly e-mail address. You must return your forms within 7 days, otherwise we will cancel your application and re-market the property.

3. Return your completed form(s) to us by one of the following methods:

E-mail info@phoenix-lettings.co.uk
Fax 0800 048 8756
Post Suite 1 Paradise House, 35 Paradise Street, Sheffield, S3 8PZ

4. Leave the rest to us

We will notify you when your application has been processed or if we require further information. If you do not hear from us, please be assured that your application is being dealt with.

5. Next Steps

When you receive notification that your application has been successful we will contact you to arrange two further appointments:

Sign Up – We require all tenants to visit our offices to sign your tenancy agreement prior to moving into the property. You will be asked to provide documentation to confirm your identity and make your initial payments. (please note that where relevant the guarantor's signature must also be obtained on the agreement prior to moving in)

Check In – We will arrange for you to meet our representative at the property for you to agree meter readings, check the inventory and receive the keys to your new home.

CALCULATING YOUR INITIAL PAYMENT

During the sign up appointment we require you to make your initial payments which always include your first month's rent plus your deposit and any other amounts depending on your chosen option. To help you work out what you need to pay, all options are outlined below. Call us on 0114 2238015 if you are unsure about anything.

Standard Tenancy Option:

Initial Rent Payment - 1 x monthly rent
Refundable Deposit - 1.5 x monthly rent

Advance Rent Option:

Initial Rent Payment - 6 x monthly rent
Refundable Deposit - 1.5 x monthly rent

CALCULATING YOUR AFFORDABILITY

To be eligible to rent a property from us, you must have an annual income of 30x the monthly rent amount.

If your income is not sufficient, you will need a guarantor.

A guarantor must have an annual income of 36x the monthly rent value, and be a UK citizen to qualify.



INDIVIDUAL TENANCY APPLICATION

To avoid any unnecessary delay, please complete in full, in **BLACK INK**, using **BLOCK CAPITAL LETTERS**. Incomplete or incorrect forms will be returned. If you have any questions call us on 0114 2238015

PROPERTY APPLIED FOR

Address:			
Post Code:			

1. PERSONAL DETAILS

Title:			
First Name:			
Middle Name(s):			
Surname:			
Date Of Birth:			

Telephone:		Mobile:	
E-mail:			

Marital Status:	Single:		Married:		Divorced:		Other:	
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Are You A Smoker?	Yes:		No:	
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Do You Own Pets?	Yes:		No:	
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Pet Details:			
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Names and ages of any children who will be occupying the property:			

Fire Safety:	In the interests of Fire Safety, we need to know that you are able to vacate a building unassisted in the event of a fire?		
Yes:		No:	

2. FINANCIAL INFORMATION

Please tell us how you intend to finance the rent payments. We need to know what sources of income you have, to check if they can be included in the affordability calculations. Only basic salary can be included, so please do not declare any overtime or bonuses. Please tick all that apply.

	Tick	Annual Amount		Tick	Annual Amount
Salary			Student Bursary		
Pension			State Benefit		
Other (see below)					

Specify any other income, and the annual amount			
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Do you have any County Court Judgements, Court Decrees, Bankruptcy, Administration Orders, Involuntary Arrangements, or any other adverse credit history whether settled or not?	Yes	No

If YES please detail on a separate sheet. Please note that failure to disclose information relating to adverse credit history may result in your application being declined.



3. FINANCIAL REFERENCING

Please give details of who we should contact to obtain your financial referencing

Employer:	
Pension Administrator:	
Other:	

Student Finance:	
Benefit Office:	

Company Name:			
Address:			

Post Code:	
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Contact Name:		Their Position:	
Telephone:		Mobile:	
E-mail:		Fax:	

If this relates to your employment:

Your Position Held:				
Position Type:	Permanent:		Contract:	
	Full Time:		Contract Term:	

Gross Basic Salary:	
Start Date:	

Any Changes In The Next 3 Months:	
Yes:	No:

Please provide additional details if you are changing to new employment, have a second job or another source of income.

Employer:	
Pension Administrator:	
Other:	

Student Finance:	
Benefit Office:	

Company Name:			
Address:			

Post Code:	
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Contact Name:		Their Position:	
Telephone:		Mobile:	
E-mail:		Fax:	

If this relates to your employment:

Your Position Held:				
Position Type:	Permanent:		Contract:	
	Full Time:		Contract Term:	

Gross Basic Salary:	
Start Date:	

Any Changes In The Next 3 Months:	
Yes:	No:



4. ADDRESS INFORMATION

Residential Status:	Property Owner:		Private Tenant:	
	Council Tenant:		Living With Friends/Relatives:	
	Other:			

Current Address:				
Post Code:	Time At Address:	Years:	Months:	

If you are currently in a rental property:

Landlord/Agent:			
Address:			
Post Code:			
Contact Name:	Their Position:		
Telephone:	Mobile:		
E-mail:	Fax:		

If you have lived at this address for less than 3 years, please provide a previous address below.

Residential Status:	Property Owner:		Private Tenant:	
	Council Tenant:		Living With Friends/Relatives:	
	Other:			

Previous Address:				
Post Code:	Time At Address:	Years:	Months:	

Please supply an address that we can forward any relevant documentation to at the end of your tenancy. This may be parents, friends, or works address or something similar of your choice. **Without this address we cannot secure and release your deposit.**

Post Tenancy Address:			
Post Code:			

5. LEAD TENANT DISCLAIMER

Where there are, multiple tenants the first named shall be the representative to act on behalf of you all jointly and individually when dealing with the Deposit. Another of you can replace the Lead Tenant, so long as we are notified in writing by a majority of you. If no Lead Tenant is specified then the first or only named Tenant shall be the Lead Tenant.

Please indicate below who you have decided should be recorded as the Lead Tenant.

Title:	
First Name:	
Surname:	



6. RIGHT TO RENT IN THE UK

Under section 22 of the Immigration Act 2014 we have a responsibility to ensure we are only offering tenancies to individuals who have a "Right To Rent" in the UK. Providing the following information will allow us to keep within the legal guidelines.

Nationality:			
Do You Require A Visa To Reside In The UK?	Yes	No	Visa Expiry Date

In order to comply with the legislation, we need you to send a copy of your identification attached to this application form. Please indicate below the type of identification you are providing:

If You DO NOT Require a Visa, please submit ONE of the following:	✓
A passport (current or expired) showing that the holder is a British citizen or a citizen of the UK and Colonies, having the right of abode in the UK.	<input type="checkbox"/>
A passport or national identity card (current or expired) showing that the holder is a national of the European Economic Area or Switzerland.	<input type="checkbox"/>
A registration certificate or document (current or expired) certifying or indicating permanent residence issued by the Home Office, to a national of a European Union, European Economic Area country or Switzerland.	<input type="checkbox"/>
A permanent residence card, indefinite leave to remain, indefinite leave to enter or no time limit card issued by the Home Office (current or expired), to a non-EEA national who is a family member of an EEA or Swiss national.	<input type="checkbox"/>
A biometric immigration document issued by the Home Office to the holder indicating that the person named is allowed to stay indefinitely in the UK, or has no time limit on their stay in the UK. The document must be valid (not expired).	<input type="checkbox"/>
A passport or other travel document (current or expired) endorsed to show that the holder is exempt from immigration control, is allowed to stay indefinitely in the UK, has the right of abode in the UK, or has no time limit on their stay in the UK.	<input type="checkbox"/>
A valid current immigration status document containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person is permitted to stay indefinitely in the UK or has no time limit on their stay in the UK.	<input type="checkbox"/>
A certificate of registration or naturalisation as a British citizen.	<input type="checkbox"/>

If you cannot provide one of the above documents, please see the next page for alternative documents you can send instead.

If you require a visa to reside in the UK, please see the next page for documents which you can send.



Or, if You **DO NOT** Require a Visa, please submit **TWO** of the following:

A full birth or adoption certificate issued in the UK, the Channel Islands, the Isle of Man, or Ireland, which includes the names of at least one of the holder's parents.

A letter issued within the last 3 months confirming the holder's name, issued by a UK government department or local authority and signed by a named official (giving their name and professional address), or signed by a British passport holder (giving their name, address and passport number), or issued by a person who employs the holder (giving their name and company address) confirming the holder's status as an employee.

A letter from a UK police force confirming the holder is a victim of crime and personal documents have been stolen, stating the crime reference number, issued within the last 3 months.

Evidence (identity card, document of of conformation issued by one of HM forces, confirmation letter issued by the Secretary of State) of the holder's previous or current service in any of HM's UK armed forces.

A letter from HM prison Service, the Scottish Prison Service or the Northern Ireland Prison Service confirming the holder's name, date of birth, and that they have been released from custody of that service in the past 6 months; or a letter from an officer of the National Offender Management Service in England and Wales, an officer of a local authority in Scotland or an officer of the Probation Board for Northern Ireland confirming that the holder is the subject of an order requiring supervision by that officer.

Letter from a UK further or higher education institution confirming the holder's acceptance on a current course of studies.

A current full or provisional UK driving licence (both the photocard and paper counterpart must be shown).

A current UK firearm or shotgun certificate.

Disclosure and Barring Service certificate issued within the last 3 months.

Benefits paperwork issued by HMRC, Local Authority or a Job Centre Plus, on behalf of the Department For Work and Pensions or the Northern Ireland Department for Social Development, within the past 3 months.

If You **DO** Require a Visa, please submit **ONE** of the following: (Must be valid)

A valid passport or other travel document endorsed to show that the holder is allowed to stay in the UK for a time-limited period.

A biometric immigration document issued by the Home Office to the holder, which indicates that the named person is permitted to stay in the UK for a time-limited period.

A current residence card (including an accension residence card or a derivative residence card) issued by the Home Office to a non-EEA national who is either a family member of an EEA or Swiss national or has a derivative right of residence.

A current immigration status document issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK for a time-limited period.



7. DECLARATION

Please read the declaration and sign and date below. We cannot proceed with this application if you do not sign.

I hereby confirm that the information provided by me is to the best of my knowledge true. I consent to this information being verified by contacting third parties detailed in this form.

I understand that the results of the findings maybe accessed again should I default on my rental payment or apply for a new tenancy agreement in the future. I agree that Phoenix Lettings or their approved agent may search the files of a credit reference agency and IDS limited, the insurance industries data collection agency, which will keep a record of that search.

I confirm that any "Right To Rent" information or documentation submitted is to the best of my knowledge true and accurate, and that if it is found to be otherwise, my application will be cancelled.

I confirm and agree that other information and checks that Phoenix Lettings and/or the other companies undertake as part of this process, such as employment/income and/or previous landlord or personal checks may also be provided to credit reference agencies. 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 also understand that in the event of my defaulting on the rental payment that any such default may be recorded with the credit referencing agency and IDS limited, who may supply the information to other credit companies or insurers in the quest for the responsible granting of tenancies, insurance and credit.

I understand that Phoenix Lettings utilise the services of credit reference agencies, and I consent to Phoenix Lettings checking details held within those agencies for tenant vetting, fraud prevention, identity and anti money laundering and also for the purposes of collections and recoveries where applicable.

I understand that in the event of any default by me in respect of the covenant in my tenancy agreement with my landlord, the information contained herein maybe disclosed to one or more tracing companies and/or debt collection agencies in order to recover any monies due or to trace my whereabouts. I understand that the information provided by me may be transferred to a country outside the EU for the purposes only of processing this referencing application, notwithstanding transfer, Phoenix Lettings will remain the data controller for the purposes of this application.

The information provided in this form by me is information as describes 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 may effect any future application for tenancies, credit or insurance and that the assessment for this application presumes that at sometime during the tenancy agreement, I may be granted or allowed some form of deferred payment.

Your details may be used to keep you up to date on products and services related to your tenancy and creditworthiness by Phoenix Lettings, and those of carefully selected third parties, if you do not wish your details to be used for this purpose please contact us.

I hereby authorise my employer, accountant or pension administrator to provide details of my earnings and dates of employment to Phoenix Lettings for the purposes described above.

I authorise you to issue a copy of the EPC relating to the property in electronic format.

Print Name:	
Signed:	
Date:	