



**TENANT INFORMATION &  
APPLICATION FORM FOR  
RESIDENTIAL LETTINGS**

***Matlock***

*Fidler-Taylor, Crown Square, Matlock, DE4 3AT*

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*E: [matlock@fidler-taylor.co.uk](mailto:matlock@fidler-taylor.co.uk)*

***Ashbourne***

*Fidler-Taylor, 11 Church Street, Ashbourne DE6 1AE*

*T: 01335 346246*

*F: 01335 346333*

*E: [ashbourne@fidler-taylor.co.uk](mailto:ashbourne@fidler-taylor.co.uk)*

***Chesterfield***

*Robbins Fidler Taylor, 43 Clarence Road, Chesterfield, S40 1LQ.*

*T: 01246 209950*

*F: 01246 234204*

*E: [enquiries@rftproperty.co.uk](mailto:enquiries@rftproperty.co.uk)*

It is essential that you have completed the Tenancy Application form correctly and have entered all relevant information in the required sections. The form should be completed legibly and in block capitals; all sections must be completed and any areas that do not apply to your circumstances should be marked “**not applicable**”. Your application will be delayed if you do not supply the information required. Please note that any persons that are over the age of 18 years who will be residing at the property must complete an application form and subsequently be placed on the Tenancy Agreement whether they will be contributing towards the rent or not.

No tenancy will commence until the referencing process has been completed. You will be informed as soon as the results of your referencing have been received. The date of commencement stated on the application is only provisional and the start date of any tenancy will be confirmed after completion of references.

### **Guarantors**

You will require a guarantor if you are:-

- \* A student
- \* Self employed for less than 2 years or do not have an Accountant
- \* If claiming Housing Benefit
- \* One or more of the references cannot be obtained and/or has failed.

When a guarantor is required an application form is required to be completed by the proposed guarantor.

### **Application**

Your completed Tenancy Application Form should be returned to our office along with your payment of an administration fee (£60.00 per applicant). This is non-returnable. Cheques should be made payable to “Fidler Taylor” and proof of your current place of residence (utility bill, driving licence, passport) will be required.

### **Deposits**

You will be required to pay a deposit bond prior to taking possession. Such bond will be equivalent to the amount of one month’s rent plus £100.00 or as stated on our lettings particulars.

Fidler Taylor is a member of the Tenancy Deposit Scheme, which is administered by:

The Dispute Service Ltd, PO Box 541 , Amersham, Bucks HP6 6ZR.  
Telephone: 0845 2267837. Email [deposits@tds.gb.com](mailto:deposits@tds.gb.com). Fax: 01494 431123

Where there are no disputes the agents will retain any amounts agreed as deductions where expenditure has been incurred on behalf of the Landlord, or arrange to repay the whole or the balance of the deposit according to the conditions of the Tenancy Agreement with the Landlord and the Tenant. Payment of the deposit will be made within 10 working days of written consent from both parties.

If, after 10 working days following notification of a dispute there remains any unresolved dispute between the Landlord and the Tenant it will be submitted to the ICE for adjudication.

The appointment of an arbitrator will incur an administration fee, to be fixed by the board of The Dispute Service Ltd the fee is to be shared equally between the Landlord and the Tenant.

If there is a dispute the agents must remit to The Dispute Service Ltd the full deposit, less any amounts already agreed by the parties and paid over to them. This must be done within 10 working days of being told that a dispute has been registered whether or not you want to contest it. Failure to do so will not delay the adjudication but The Dispute Service Ltd will take appropriate action to recover the deposit and discipline the agents. The Agent must co-operate with the ICE in the adjudication of the dispute and follow any recommendations concerning the method of the resolution of the dispute.

**Standard Tenancy Agreement**

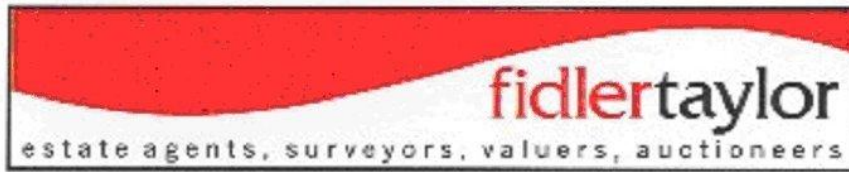
A copy of the Assured Shorthold Tenancy agreement may be inspected at our office and if you have any queries our letting staff will be pleased to help or you should consult a Solicitor.

Tenants should be aware that where more than one party resides at the property all residents are jointly and severally responsible for the rent and outgoings. This means that all parties to the agreement are equally responsible for the property and more importantly the full amount of rent up the formal termination of the tenancy.

**Insurance**

As a tenant you are not covered under a Landlord's contents insurance for theft, fire or damage to your own goods. It is important therefore to arrange your own contents insurance.

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**Tenancy Application Form**

Please complete in BLOCK CAPITALS. Failure to fully and accurately complete any section of this form will result in delays with the processing.

Address of Property:

.....  
.....

Post Code: .....

Title: Mr / Mrs / Miss / Ms / Dr / Rev

Marital Status: Married / Single / Divorced  
Co-Habiting / Separated / Widowed

First Names: .....

Surname: ..... Nat. Ins. No. .... Date of Birth: .....

Is this a Joint Tenancy: YES/NO

If YES, names of other Tenants:.....

Are they contributing to the rent: YES/NO

Total Rent per month: £ ..... Applicants share per month: £.....

Rental period: ..... Preferred Commencement date: .....

Number of Dependants: ..... Ages: .....

Pets : Yes / No .....If Yes please specify Smoker / Non Smoker

Current Address: owner / rented / with parents / other (please specify)

.....

.....Post Code: .....

Mobile No : .....Home Tel No : .....

Email: .....

Previous Address (s) if current address is less than three years:

.....  
.....  
**Are you aware of any adverse credit history:**                      **Yes / No**

(if so, please specify) .....

**Employers Name:**

.....  
**Address:**

..... **Post Code:** .....

**Contact Name:** ..... **Contact's Position:** .....

**Tel No:** ..... **Fax No:** .....

**E-mail:** .....

**Position Held by Applicant:** .....

**Length of Service:** ..... **Annual Salary: Basic £** .....

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**Bank / Building Society Details:**

**If self-employed – details of Accountant:**

**Account Name:**.....

**Name:**.....

**Bank:**.....

**Address:**.....

**Address:**.....

**Sort Code:** .....

**Post Code:** .....

**Account/Roll No:** .....

**Tel No:** ..... **Fax No:** .....

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**Present Agent / Landlord (if applicable)**

**Name:** .....

**Address:** .....

..... **Post Code:** .....

**Tel No:** .....

**Fax No:** .....

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**Next of Kin:**

**Name:** .....

**Address:** .....

..... **Tel No:** .....

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**Referee (1)**

**Name:** .....

**Address:** .....

..... **Post code:**.....

**Email:** ..... **Tel No:** .....

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**Referee (2)**

**Name:** .....

**Address:** .....

..... **Post code:**.....

**Email:** ..... **Tel No:** .....

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Due to the confidential nature of the information supplied and required, we regret that no explanation will be given if we are unable to recommend a tenancy. This reference will be subject to the terms of Grounds 17 of the Housing Act 1996. The results of our findings may be forwarded to the Landlord for approval.

I confirm that the information supplied is to the best of my knowledge and belief, true and have no objection to this information being verified by whatever means deemed necessary.

I also confirm and understand a non-returnable administration fee of £60.00 is payable prior to processing any application.

I have read and understood the Tenants Information sheet with this application.

I hereby authorise Fidler-Taylor & Co to obtain references in respect of my application and to contact third parties in order that they may verify the information that I have supplied.

**Signed** ..... **Date :** .....