

Checkmate.

Application to rent

Procedure, information and documents required

...plan **your** move

The procedure

Thank you for your request to rent one of our properties. The process to secure the property is as follows:

1. The **application to rent** form (below) must be completed in full for each person to be named on the tenancy agreement. All supporting documents must also be supplied. Please speak with us if you are unsure of any aspect in completing the form. The completed form and documents should be emailed to lettings@checkmatestates.com and will be presented to the Landlord for consideration as your **offer to rent** the property.
2. Once we confirm with you that the Landlord has accepted your offer, this remains strictly **subject to satisfactory references and contract** at all times.
3. A **holding deposit** equivalent to one weeks' rent is to be paid to Checkmate via bank transfer to the following account

Bank
Account Name
Account Number
Sort Code

This amount of the holding deposit required will be advised to you and will be credited towards the rent security deposit that the Landlord may require if your application is successful.

4. We will conduct **full referencing checks** on every named applicant. This will involve a third-party referencing company carrying out credit search on every applicant which you hereby authorise us to disclose your information to them. For the avoidance of any doubt, once your offer has been accepted this
5. Once the reference checks are completed and are satisfactory to the Landlord we will proceed to issue you with a **draft tenancy agreement** for you to review.
6. Immediately before signing the tenancy agreement, the balance **security deposit** and **rent in advance** will need to be paid to us.
7. The tenancy agreement will then be signed and the **keys to the property** will be ready for collection.

Application to rent

Property details

Address of property	
Advertised rent	
Rent offer	
Start Date	
Tenancy term (minimum 6 months maximum 3 years)	

Lead applicant name

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Applicant 1 details

Section 1 – Personal information

Applicant full name	
Date of birth	
Contact number	
Email address	
Current address	
Time at current address (if less than 3 years, please provide previous addresses to include full 3 years' history)	

Section 2 – Employment information

Employer name	
Employer address	
Position	
Annual salary	
Start date	
Manager's name	
Manager's position	

Manager's number	
Manager's email	
Other relevant information	

Applicant 2 details

Section 1 – Personal information

Applicant full name	
Date of birth	
Contact number	
Email address	
Current address	
Time at current address (if less than 3 years, please provide previous addresses to include full 3 years' history)	

Section 2 – Employment information

Employer name	
Employer address	
Position	
Annual salary	
Start date	
Manager's name	
Manager's position	
Manager's number	
Manager's email	
Other relevant information	

If there are more than 2 applicants, please provide the above details for each additional applicant and ensure they sign on the last page.

Dependents/Occupiers

Please list all dependents of all of the applicants or other adult occupiers that will be living at the property.

Full name	Date of birth	Relationship to applicant

Pets

Please give details of any pet(s). Please note that the Landlord has to give written permission for you to keep a pet at the property and a higher deposit will be required for any possible damage caused by any pets.

Type of pet(s)	
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Bank account details

These are the details of where the rent will be paid from.

Bank name	
Account name	
Account number	
Sort code	

Emergency contact

This has to be someone that will **not** be living in the property with you.

Full name	
Relationship to you	
Contact number	
Email address	
Postal address	

Guarantor

If you have a UK based guarantor that is a homeowner and earning at least 3 times the annual rent of the property please complete the information below.

Full name	
Relationship to you	
Contact number	

Email address	
Home address	

Documents required

Please send us all documents for each applicant in one single email.

- ✓ Valid photo identification
- ✓ Last 3 months' bank statements
- ✓ Last 3 months' payslips
- ✓ Right to live in the UK (foreign nationals only)

Information required for referencing

Current landlord details

Full name	
Property address	
Contact number	
Email address	
Time at this address (if less than 3 years, please provide previous details to include full 3 years' history)	
Rent payable at this address	

Previous landlord details

Full name	
Property address	
Contact number	
Email address	
Time at this address	
Rent payable at this address	

Previous landlord details continued

Full name	
Property address	
Contact number	
Email address	
Time at this address	
Rent payable at this address	

Pre-tenancy conditions

Please list below any matters that the Landlord should consider as part of your offer to rent the property. E.g., if you require any works to be carried out at the property before you move in or any specific clauses you require in the tenancy agreement.

Tenancy Documents

The below list of important documents are related to your upcoming tenancy:

- ✓ How to Rent Guide
- ✓ Gas Safety Certificate (where applicable)
- ✓ Energy Performance Certificate
- ✓ Prescribed Information specifying how the Deposit is protected
- ✓ Electrical Installation Condition Report
- ✓ Deposit Certificate

Please confirm (tick) you are happy to receive these documents via email.

Yes		No	
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If NO, you will need to visit our office to collect the above documents prior to your tenancy starting.

Declaration

I/we hereby declare that we do not have any County Court Judgments or adverse credit history and that our total annual income is at least 2.5 times the annual rent offered which can be substantiated through referencing.

Circumstances where the holding deposit will not be refundable

The holding deposit will not be refundable in the following situations:

- ✗ if you have provided false or misleading information
- ✗ if you fail a right to rent check
- ✗ if you withdraw from the proposed tenancy
- ✗ if you fail to take all reasonable steps to enter into a tenancy agreement

Signatures

By signing and submitting this form you are confirming that the information provided about you on this application to rent form is to the best of your knowledge accurate, complete and not misleading and that you have read and agreed to the attached notice of circumstances where the holding deposit will not be refundable.

Applicant 1

Signature:	Date:
Print Name:	

Applicant 2

Signature:	Date:
Print Name:	