



ESTATE AGENTS

15a Stonegate Road
Meanwood
Leeds
LS6 4HZ
Tel: 0113 2899 669
Fax: 0113 2751 111

www.alancooke.co.uk

INSTANT APPLICATION FORM

In order for the application to be processed quickly, please complete in BLOCK CAPITALS and ensure the application is completed in full. All sections marked with * are mandatory information.

Property details:

Postcode:* House number:

House Name: Flat number:

Street:* District:

Town:* County:

Rental Details:

Number of tenants moving into the property:

Share of rent per month:* £ Total rent per month:* £

Tenancy term (months):* Start Date:*

Applicant Details:

Title:* Mr Miss Mrs Ms Other

First Name:* Initial:

Surname:*

Date of Birth:* No of Dependants:*

Marital Status:*
 Single Married Divorced Separated Widow(er)

Any previous surnames:

Can our referencing company contact you?* Yes No

Home Phone Number*:

Work Phone Number*:

E-mail Address*:



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Employment Details: Employment type:*

- Full-time employed, Part-time employed, Temporary / Contract, Unemployed, Self-employed, Housewife / Home maker, Student, Retired, Payment in advance

Employment status:*

- Junior, Supervisor, Management, Senior Management, Unskilled, Semi-skilled, Skilled, Other, Not applicable

Occupation*:

[Text input field]

National Insurance Number*:

[Text input field]

Company Name*:

[Text input field]

Employment Commencement Date*:

[Text input field]

Person To Contact For Reference*: (Name/Position/Department)

[Text input field]

Referee Phone Number*:

[Text input field]

Referee Fax Number*:

[Text input field]

Referee Address*:

[Text input field]

Referee Email*:

[Text input field]

Affordability Details:

Gross Annual Income:* £ [Text input field]

Any additional sources of income:* [Yes/No checkboxes]

Amount of additional income per annum:* £ [Text input field]

Please provide details of any additional income:*

[Text input field]



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Please supply addresses to cover your last 3 years of residency

Current Address:

Please complete all address details where appropriate

Postcode:* [] House number:* []

Flat number: [] House name:* []

Street:* [] District: []

Town:* [] County: []

Is it foreign address:* [] Yes [] No

Time at address from:* Month [] Year []

To:* Month [] Year []

Living status:*

[] Furnished tenant [] Unfurnished tenant [] Own home

[] Living with parents [] Other

If you are a private tenant please provide name and address of Landlord / Landlord's agent below.

Landlord/Landlord's Agent's Details

Please complete all address details where appropriate

Company Name if Applicable:* [] Landlord's Name:* []

Email: [] Phone Number:* []

Postcode:* [] House Number:* []

Flat number: [] House Name:* []

Street:* [] District: []

Town:* [] County: []

Current Rent: £ []



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Previous Address:

Please complete all address details where appropriate

Postcode:* [] House number:* []

Flat number: [] House name:* []

Street:* [] District: []

Town:* [] County: []

Is it foreign address:* [] Yes [] No

Time at address from:* Month [] Year []

To:* Month [] Year []

Living status:*
[] Furnished tenant [] Unfurnished tenant [] Own home

[] Living with parents [] Other

2nd Previous Address:

Please complete all address details where appropriate

Postcode:* [] House number:* []

Flat number: [] House name:* []

Street:* [] District: []

Town:* [] County: []

Is it foreign address:* [] Yes [] No

Time at address from:* Month [] Year []

To:* Month [] Year []

Living status:*
[] Furnished tenant [] Unfurnished tenant [] Own home

[] Living with parents [] Other



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Bank Details:

How many credit cards held*: Current account held*: Yes No
If Yes please enter the details below

Sort Code*: Name of Bank*:

Account Name*: Account Number:

Address*:

Time with bank*: Month Year

Cheque guarantee card held*: Yes No

Additional Information:

Will any of the tenants have pets*: Yes No

Will any of the tenants smoke*: Yes No

Will there be any children living at the property*: Yes No

Have you any adverse Credit history? Yes No
If Yes please enter the details below

Please ensure that you have completed all fields indicated “*” as failure to do this may result in a delay in producing your report.

Consent:

We will use the information provided to us by third parties to make decisions about your application. Agencies may supply to us, public information and/or fraud prevention information.

Information provided may be supplied to other organisations and used by them and us to

- A) Verify your identity for this application and if you apply for other facilities including all types of insurance applications and claims.



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- B) Check all or any of the application details which have been submitted.
- C) Assist organisations to make decisions on tenancy applications by you
- By ticking this box you confirm your agreement to proceed and you are accepting that we may use your information in this way.

Name:

Date:

If you do not wish to be contacted please tick here

Terms:

The following conditions apply in order to rent a property through Alan Cooke Estate Agents Ltd:

- The rental of a property is subject to satisfactory referencing and payment of the appropriate administration fee.
- The administration fee is non refundable unless the landlord withdraws his offer to rent the property prior to a full reference check. However the landlord can refrain from renting the property subject to referencing.

The following fees apply for credit referencing and administration:

- Single Applicant: £120.00 + Vat (£144.00)
- Two Applicants: £150.00 + Vat (180.00)
- Each Additional Applicant: £75.00 +Vat (£90.00)

Prior to moving into a property the first months rent and deposit (6 weeks rent) will be required. This can be paid in cash, bankers draft or personal cheque (subject to 10 days before move in date and clearance). We do not accept switch/credit cards.

There may also be an additional charge if a guarantor is required.

The tenancy you are applying for is for a fixed term, if after this period both parties wish to extend the tenancy, a £50.00 + Vat administration charge is payable to us for extending or renewing the tenancy agreement.

* Please note that where there is more than one tenant, the lead tenant will be our primary contact for all matters regarding the property.



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Prior to check in your rented property will be professionally cleaned payable by the Landlord. When you check out of the property there will be a cleaning charge automatically taken from your deposit. The cost of cleaning will be dependent on how clean you leave the property.

For further clarification, please contact Alan Cooke Estate Agents Ltd before submitting your application form.

Signing the form electronically

This is an interactive online application form we require you to tick the box as confirmation of the details you have supplied within and agree to our terms, conditions and declarations.

Submitting the form

To submit the application you can either use the email button which will automatically open up a new email with the attachment and the recipient. This will work with any desktop mail application e.g. Microsoft Outlook or Outlook Express.

If you do not use a desktop mail client, you can use the save button to download to your machine and then manually attach the application form to your preferred mail client. You will need to email the form to rentals@alancooke.co.uk

Alternatively, you can print the form, fill it in, sign and date the appropriate fields and send it to our address:

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Do you require our help?

If you need any help or if you have any questions, please don't hesitate to call us

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Thank you