

## Tenants Decision in Principal Questionnaire

Please read the following notes BEFORE you complete the Questionnaire. If you have any queries please speak to a member of our staff who will be happy to answer any questions you may have.

Information is processed in confidence and within the guidelines of The Data Protection Act (1998) and the appropriate international privacy laws.

### Referencing Criteria

- Tenants and Guarantors must be aged 18 or over.
- Residential addresses for the past 3 years.
- Guarantor MUST be resident in UK.

### Affordability

We will use the following calculation to establish affordability:

Monthly Gross income of all tenants must be greater than 2.5 times the monthly rent.

Examples:	Rent of £400 per month X 2.5 =	£1000 (minimum monthly GROSS income).
	Rent of £450 per month X 2.5 =	£1125 (minimum monthly GROSS income).
	Rent of £500 per month X 2.5 =	£1250 (minimum monthly GROSS income).

The information you provide will be used as part of our referencing process which includes a full credit check and may include references from your bank, employer/accountants, existing /past landlord.

Our referencing fees are non-refundable. However having passed our referencing process if our landlord should decline your application your fees will be refunded.

### Schedule of Fees

<b>References</b>	£ 96.00 ( £80.00 plus VAT) per tenant
	£ 48.00 ( £40.00 plus VAT) per guarantor
<b>New tenancy set up fee</b>	£144.00 per tenancy, payable at start of the tenancy
<b>Deposit</b>	Equal to 1 months rent PLUS £100, payable at the start of the tenancy
<b>Rent</b>	One month's rent in advance

### Information you will require

If the landlord accepts the application (in principle) we will pass this information on to our referencing company (Legal 4 Landlords) who will make contact with you via email to carry out the referencing. You may be asked to provide some or all of the following information.

- Latest months bank statements
- If employed –latest months payslips.
- If Self-employed – latest years accounts.
- If retired – Proof of pension.
- Photographic I.D (Driving license or passport)

## Property Details (Address to be let)

Property Address

Tenancy period	Tenancy start date	No. of applicants	Total rent	Rent for the guarantor
months			£	£

months			£	£
--------	--	--	---	---

## Applicant Details (All fields MUST be completed)

Title	First Name	Initials	Surname

--	--	--	--

Date of Birth

/ /

Current Address

Email

Contact number home

Mobile telephone number

Are you currently employed?

yes

no

Self employed

yes

no

Occupation

How long have you been in your current occupation

months

What is your annual gross income?

£

yes	no
-----	----

Is YES what type of benefits?

Do you have any children?

yes

no

If YES how many children do you have?

Do you have any pets?

yes

no

If YES what kind and how many pets?

Are you a smoker?

yes

no

Have you had an County Court judgements or Bankruptcy in the past 6 years? yes

no

If YES please provide details

## Tenant Authorisation and Declaration

I confirm that the information provided on this application is accurate & true.

I confirm that the Schedule of Fees, Deposits and Rents associated with my proposed tenancy have been explained to me and that I fully understand and accept the terms and conditions of my application.

I authorise Beresford Ward Ltd to appoint Legal 4 Landlords to conduct these searches and to make any employer or financial enquiries necessary to assess my suitability for this agreement.

Signed

Print Name

Date