

Tenant Assessment Application Form – Keywest Estate Agents

Section A – Property Details

Property Address:		
Rental:	Tenancy Commencement Date:	Period:

Section B – Applicant Personal Details

Full Name:		
Date of Birth	Male/Female	Marital Status: Single/Married/Divorced/Widowed Maiden Name (if applicable)
Number of Dependants:		
Phone No: (daytime)	Phone No: (evening)	
Mobile No:	E-mail Address:	

Current Address:

Postcode:	
Status (<i>please select</i>)	owner/rented/living with parents/council tenant/other

Section E – Landlord Details (please complete if you have previously rented a property)
Please authorise them to reply to the enquiries which will be made to verify this information:

Landlord/Agent Name:	
Address of rented property:	
Contact Number for Landlord/Agent:	Fax Number:
How long property rented for? Date tenancy started:	Date tenancy finished:

How did you first hear of KeyWest or see the property advertised?

(Please circle as appropriate)

- | | |
|----------------------|------------------------------|
| 1) Recommendation | 6) Sign Boards |
| 2) Zoopla | 7) Passing the Office |
| 3) Rightmove | 8) Boards outside properties |
| 4) Prime Location | 9) Leaflets |
| 5) Leicester Mercury | 10) Other (Please specify) |

Section F - Applicant's Consent (must be completed)

In connection with this application a search will be carried out by Keywest Estate Agents and/or a 3rd party credit assessment agency to check all or any of the application details which have been submitted. Keywest Estate Agents and/or a 3rd party tenant assessment company may carry out periodic checks on the conduct of your tenancy agreement with your landlord. I consent to this information being shared with other organisations for the purpose of assessing tenant applications and services.

I also expressly consent to passing the results of any such search or assessment to my prospective landlord(s) for the purpose of assessing the application.

I also consent to Keywest Estate Agents contacting my employer to confirm my employment details.

I agree to provide Keywest with proof of photo identification (Photo Card Driving licence or Passport).

(Please print, sign and date the form)

Name.....

Signed..... Date.....

About the Agency Fees:

You have paid your agency fees for the property. This pays for the work we do on your behalf in order to set up your tenancy.

This includes setting up the contract, standing order set ups, and inventories etc. We will also inform Leicester City Council and utility companies of your details and meter readings. However, we cannot guarantee that LCC or the utility companies will set up accounts on your behalf. On your return to the property in the new term, please ensure that these accounts have been set up. If you need meter readings and/or contact details or proof of set up, please contact KeyWest and we will be happy to provide these.

Your damage deposit will be held in the DPS. (Deposit Protection Service.) The DPS will contact you with your deposit ID number.

By signing this form you confirm that the information you have provided is accurate and you have made no statement that is incorrect or misleading throughout ANY of the renting process. Should you fail the referencing process or delay in returning required information, the property will be returned to the rental market immediately.

Please note: Agency fees are non- refundable.

I have read, understood and agree to these conditions.

Signed:

Name:

Date: