

## Rental Address

Address	
Postcode	
Proposed move in date	
Proposed initial terms of tenancy (months)	
Monthly Rent	£

## Applicants who will be living at the property

Number of Applicants over the age of 18	
Number of Applicants under the age of 18	
Number of Applicants who smoke? (Smoking is not permitted inside the property)	
Do you intend to have any pets living at the address? If yes, please describe, e.g. age, breed.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are any Applicants aware of any adverse credit history?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Do any of the applicants have any CCJ's (County Court Judgements) or Court Decrees? If yes, please give details.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have any Applicants been declared bankrupt or have any IVA's etc? If yes, please give details.	Yes <input type="checkbox"/> No <input type="checkbox"/>

## Applicant 1

We will treat Applicant 1 as the Primary Applicant for the purposes of communication.

Title
Full Name
Email
Mobile No.
Date of Birth
Marital Status
Current Address
Postcode
Time at current address

## Employment Status

Employed <input type="checkbox"/>	Self Employed <input type="checkbox"/>	
Student <input type="checkbox"/>	Retired <input type="checkbox"/>	Unemployed <input type="checkbox"/>
If self employed, for how many years?		
Do you have an accountant? Yes <input type="checkbox"/> No <input type="checkbox"/>		

## Contract Type

Permanent <input type="checkbox"/>	Temporary <input type="checkbox"/>	Zero hours <input type="checkbox"/>	
Full time <input type="checkbox"/>	Part time <input type="checkbox"/>	Agency work <input type="checkbox"/>	Other <input type="checkbox"/>
Company			
Position			
Employment start date			
Gross annual salary		£	

## Are you currently?

Renting <input type="checkbox"/>	Homeowner <input type="checkbox"/>	Living with friends or family <input type="checkbox"/>
If renting, has the rent always been paid on time? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Have you lived in a rented property in the last 6 months? Yes <input type="checkbox"/> No <input type="checkbox"/>		

Household income required to rent this property:  
Monthly rent x 30 (per annum)

## Applicant 2

Title

Full Name

Email

Mobile No.

Date of Birth

Marital Status

Current Address

Postcode

Time at current address

### Are you currently?

Renting  Homeowner  Living with friends or family

If renting, has the rent always been paid on time? Yes  No

Have you lived in a rented property in the last 6 months? Yes  No

### Employment Status

Employed  Self Employed

Student  Retired  Unemployed

If self employed, for how many years?

Do you have an accountant? Yes  No

### Contract Type

Permanent  Temporary  Zero hours

Full time  Part time  Agency work  Other

Company

Position

Employment start date

Gross annual salary  £

Household income required to rent this property:  
Monthly rent x 30 (per annum)

## Guarantor

If required.

Relationship to Tenant

Title

Full Name

Email

Mobile No.

Date of Birth

Marital Status

Current Address

Postcode

Time at current address

### Are you currently?

Renting  Homeowner  Living with friends or family

If renting, has the rent always been paid on time? Yes  No

Have you rented a property in the last 6 months? Yes  No

### Employment Status

Employed  Self Employed

Student  Retired  Unemployed

If self employed, for how many years?

Do you have an accountant? Yes  No

### Contract Type

Permanent  Temporary  Zero hours

Full time  Part time  Agency work  Other

Company

Position

Employment start date

Gross annual salary  £

Household income required to be a Guarantor  
is 36 x monthly rent (per annum)

## Additional Information

Dwell Leeds Ltd will be referred to herein as the Agent.

The Applicant(s) are the parties making this application to rent a property with the Agent.

As per the Tenant Fees Act 2019, a refundable Holding Deposit of 1 week's rent must be paid to reserve the property under this application. The Holding Payment will be requested once the Agent has confirmed the Applicant's suitability to rent the property, using the information provided in this application by the Applicant. The Applicant understands that a tenancy will not be granted until the Applicant's references are later verified and approved by the Agent.

Please Note: The Holding Deposit will be withheld if any relevant person (including any guarantor(s)) withdraw from the tenancy, fail a Right-to-Rent check, provide materially significant false or misleading information, or fail to sign their tenancy agreement (and / or Deed of Guarantee) within 15 calendar days (or other Deadline for Agreement as mutually agreed in writing).

The Applicant confirms they understand the following.

1. Holding Deposit Amount (per tenancy).  
This will be calculated as 1 week's rent.  
In order to calculate this you must multiply the monthly deposit by 12 and then divide by 52.  
 $\text{Monthly Rent} \times (12/52) = \text{Holding Deposit Amount}$ .
2. Holding Deposit Payment Date. The Holding Deposit must be paid within 24 hours of acceptance in order for the Agent to reserve the property for the Applicant. The applicant understands that the Agent cannot reserve the property until the Holding Deposit has been received by the Agent.
3. Deadline Agreement Date. The tenancy agreement (usually AST) must be signed no later than the deadline of 15 calendar days from the date the Holding Deposit has been paid to the Agent. This deadline may be extended by either party where there are reasonable grounds to do so, and where this is done in writing (including email).
4. Start Date Of Tenancy. This will be agreed by all parties as part of this application. This date is not the same date as the Deadline Agreement Date.
5. Name Of Parties. This application is made between the Applicant (named on page 1 of this application), and the Agent being Dwell Leeds (trading as Dwell), representing the Landlord of the property.
6. The Agent will seek to establish the suitability of the Applicant as a Tenant by verifying the Tenant's income, credit status and credit score, ID, proof of address, Right To Rent Check (showing right to remain in the UK), and, where applicable, a suitable current Landlord reference. Income for the household must be at least 30 x the monthly rent on an annual basis, as verified by referencing. For example for a rent of £600pcm, the total household income would need to be verified at least £18,000 per annum.
7. The Agent will seek to establish the suitability of any Guarantor that may be required by verifying the Guarantor's income, credit status and credit score, and homeownership. The Guarantor's income must be at least 36 x the monthly rent on an annual basis, as verified by referencing. For example for a rent of £600pcm, the Guarantor's income would need to be verified at least £21,600 per annum.
8. The Applicant understands that should any of these references be found to be adverse this application is likely to be refused. In these circumstances the Holding Deposit will be charged and is non-refundable.
9. The Applicant understands that should they not provide all of the relevant information required for the Agent or the Agent's Referencing suppliers to establish a full set of references within 72 hours of information being requested by the agent before the Deadline Agreement Date, being no more than 15 calendar days from the Holding Deposit Payment Date, this application is likely to be refused. In these circumstances the Holding Deposit will be charged and is non-refundable.
10. The Applicant understands that referees often take several days to respond to reference requests, therefore the Applicant will endeavour to complete their full Application Form providing full referee details as soon as is reasonably possible since the Deadline Agreement Date is 15 calendar days from the Holding Deposit Payment Date.
11. The Agent may use the Holding Deposit towards either rent or deposit at their discretion.
12. Where the Applicant cannot supply referee details promptly to support this application, the Applicant will advise the Agent in writing as soon as possible. The Applicant may request an extension to the Deadline Agreement Date where there is a valid reason to do so. This must be done so in writing (email).
13. As per the GDPR, where the Applicant supplies their own references to the Agent, the Applicant gives their consent for the Agent to contact the Applicant's referencing supplier to establish their validity including details of their income, credit report, and Landlord reference, where applicable.
14. Where requested by the Applicant, the Agent may refer the Applicant to a third party referencing supplier so that the Applicant may produce their own references. The Agent may receive commissions from the supplier for this introduction to the Applicant. The Agent will not insist that the Applicant choose any specific referencing supplier and the Applicant understands they have a choice. The Agent will however need to establish that the supplier is a legitimate and appropriate referencing company.
15. Where the Applicant supplies their own references, the Applicant will supply them to the Agent signed and on the letterhead paper of the referencing company.
16. At least the first month's rent and the balance of the deposit must be paid prior to the start of the tenancy.
17. We will treat Applicant 1 as the Primary Applicant for our communications with you unless otherwise stated. The Primary Applicant will usually but not always become our first point of contact.
18. Please note all Applicants over the age of 18 must be referenced and will appear on the tenancy agreement. We are unable to accept applicants under the age of 18 as tenants.
19. Ubundle acts for the Agent on behalf to offer energy and media deals to their Applicants. The Applicant consents for Ubundle to contact the Applicant with details of their best rates available although this is entirely optional.

- 20. The Applicant understands that they can request the details of any credit reference agencies used so that the Applicant can verify with them the information provided. The information provided in this form by the Applicant is information as described in Ground 17 of the Housing Act 1996 and I understand that if any information within this application is found to be untrue, it is grounds for termination of the tenancy.
- 21. The Applicant understands that any default in the payment of rent will affect any future application may affect for tenancies, credit or insurance.
- 22. The Applicant confirms that the information provided within this application is accurate to the best of their knowledge.
- 23. The Applicant agrees that the Agent, or it's associated referencing companies, may search the files of a credit referencing agency, and will keep a record of the search.
- 24. The Applicant understands that the Agent or it's associated referencing companies will contact the Applicants referees to obtain references based on the information supplied.
- 25. The Applicant understands that the data supplied as part of their application may be shared with the Landlord.
- 26. The Applicant understands that personal information within this form may be released to companies associated with the Agent for the purposes of providing related services such as insurance, utilities and media. The Applicant may opt out by writing to the Agent at their registered address.
- 27. The Applicant understands that the Agent may receive commissions derived from introducing the Applicant to their third party suppliers such as utilities or insurance providers.
- 28. The Agent is fully compliant with the Data Protection Act 1998 and the General Data Protection Regulations (2018)
- 29. The Agent is a registered member of the Information Commissioners Office with registration number Z3099029.

### Payment Details

To reserve the room you will be required to pay the holding deposit of one week's rent. As soon as we have agreed your application we will confirm when you should make this payment.

Please see Clause 1 for details of how to calculate this. The property can only be reserved for you once this payment has been made. This should be paid to the following account.

**Bank Name: HSBC**  
**Account Name: Dwell Leeds**  
**Sort Code: 40-24-32**  
**Account Number: 23663442**

Reference: First line of the rental address

Each party has read and agrees to be bound by the above terms.

Signed Applicant 1

Signed Guarantor

Signed Applicant 2

Date

Please complete, sign and return by email to [applications@dwell-leeds.com](mailto:applications@dwell-leeds.com), or if email is not possible, to our postal address:  
5/6 St Chad's Parade, Otley Road, Far Headingley, Leeds. LS16 5JH  
For further information call 0113 246 4860