

# Tenancy Application Form

0121 422 4011  
(option 2)

[www.scriven.co.uk](http://www.scriven.co.uk)

Application for Tenancy of

(Property Address)

What charges can I expect to pay if I rent a property with Scriven & Co.?  
This form helps to explain the next stages of your application and the charges  
and payments due before you sign your tenancy agreement.

## TENANCY APPLICATION PROCESSING CHARGE: - (Please tick appropriate box)

**£135.00 (INC VAT) FIRST APPLICANT**

**£100.00 (INC VAT) PER ADDITIONAL APPLICANT  
THEREAFTER**

(All persons over the age of 18 years will be required to complete  
an application form and pay the respective **non-refundable**  
application fee)

(If the tenant is a company the application charge is £135.00  
including VAT NOTE: a different application form will apply)  
Additional Charges which may be applicable to some tenants:

Guarantor: £100.00 including VAT

Amendment Charge: £120.00 including VAT

Lease Extension Charge: £96.00 including VAT

**Residential Lettings and  
Management Department**  
Estate House, 821 Hagley Road West,  
Quinton, Birmingham, B32 1AD

Email: [lettings@scriven.co.uk](mailto:lettings@scriven.co.uk)

### Department Opening Hours

**Monday to Friday**  
9.15am – 5.15pm  
**Saturday**  
9.00am – 12 noon



**Scriven & Co.**



**Established 1937**

Certain other charges may become payable during the tenancy. Our lettings particulars confirm the rent and the amount of security deposit assuming pets are not allowed.

### What is the application charge?

The tenancy application charge includes the cost of referencing - which will cover checking your credit status, previous employer, current or past landlords and taking into account any other information to help assess the affordability of your tenancy application. The charge also includes providing a Tenancy Agreement and protecting your security deposit with the Tenant's Deposit Scheme.

### What other charges may be payable before I can move into the property of my choice?

#### Guarantor

Depending on the outcome from your application from the referencing company, your earnings or overall financial position may require you to provide a Guarantor. This is not uncommon and means you have someone on your behalf that undergoes credit referencing - to ensure they have sufficient earnings to cover the overall rent commitments in the event that you, as the tenant, are unable to pay your rent. This charge is payable in respect of each Guarantor to cover credit referencing costs and providing a Deed of Guarantee as part of the Tenancy Agreement.

### During the tenancy, we offer these additional services:

#### Amendment Charge

May be applicable if a change to the tenancy is required mid term. This may be due to a change in personal circumstances and/or a request to leave the tenancy early is agreed prior to the end of the tenancy agreement (this is subject to landlord's consent). A new application charge will also be applicable if there is a new tenant.

#### Lease Extension Charge

This is the cost of preparing a new Tenancy Agreement and negotiating with your landlord for a further fixed term tenancy. Extending your tenancy, if agreed by your landlord, gives an assurance of staying in the property for a further fixed period and avoids the uncertainty of a landlord serving notice at any given time.

**Tenant's Deposit:** A deposit equivalent to six weeks rent (calculated by dividing the annual rent by 52 and multiplying by 6) will be required to be paid at the start of the tenancy. This is subject to referencing. A landlord may require a higher deposit if the referencing criteria is not met. Further details will be provided at that time. (If you have pets and these are to be approved by the landlord prior to the commencement of the tenancy application, the deposit will be equal to eight weeks of the rental).

For your information in the majority of cases Scriven & Co. will protect your security deposit with The Dispute Service (TDS), a tenancy deposit protection scheme. This is subject to your landlord's terms and conditions.

#### Tenant reference charge

When requested to provide a reference in respect of the way in which the tenant has conducted the tenancy, we may do so but will require pre-payment of our tenant reference charge of £25.00 inclusive of VAT, together with the tenants signed consent authorising Scriven & Co to disclose information to a third party.

If you have any queries about our charges please liaise with our residential lettings department. Below is a list of our current charges.

The charges described below will become effective from 18th November 2013 on any new application. Any application initiated prior to 18th November 2013 will be subject to charges as agreed.

	TENANT CHARGE	VAT	TOTAL CHARGE
<b>Application Charge</b>	<b>£112.50</b>	<b>£22.50</b>	<b>£135.00</b>
<b>Additional Applicant Charge</b>	<b>£83.33</b>	<b>£16.67</b>	<b>£100.00</b>
<b>Company Application Charge</b>	<b>£112.50</b>	<b>£22.50</b>	<b>£135.00</b>
<b>Additional charges which may be applicable to some tenants...</b>			
<b>Guarantor</b>	<b>£83.33</b>	<b>£16.67</b>	<b>£100.00</b>
<b>Amendment Charge</b>	<b>£100.00</b>	<b>£20.00</b>	<b>£120.00</b>
<b>Lease Extension Charge</b>	<b>£80.00</b>	<b>£16.00</b>	<b>£96.00</b>
<b>Additional charges which may be applicable during or at the end of the tenancy...</b>			
<b>Tenant reference Charge</b>	<b>£20.00</b>	<b>£5.00</b>	<b>£25.00</b>

## **TENANCY APPLICATION GUIDELINES TO ASSIST YOU**

- A property will not be reserved to any applicant unless a completed application form and the application charge have been received. Please ensure that the application form is completed in full as failure to do so will delay the processing of the form. You will not be invited to pay the application charge until the application has been agreed in principle with the landlord.
- Upon receiving payment your application will be forwarded to The Referencing Agency who will take up references from your employer and your current Landlord. They will also carry out a full credit check and a check for county court judgements and adverse credit
- We try to avoid having several potential tenants chasing one property, if a property you are interested in already has an application on it we will advise you of this and ask you to either complete an application form which you can leave in case the first application falls through or look at similar properties we may have available.
- A non-refundable application charge is required with the application form to cover the cost of taking up references. If you are sharers each subsequent applicant over the age of 18 will need to complete an application form, all forms will require an application charge and can only be processed once all forms have been received.
- You will be asked to sign an Assured Shorthold Tenancy Agreement and Standing Order Mandate for all rent payments on the day of handover. Handovers are carried out at our Quinton Office where you will also be asked to sign for keys to the property.
- On the day of handover you will be asked to pay a deposit which is equal to six weeks rent together with the first month's rent payable in advance. (IF PETS ARE APPROVED BY THE LANDLORD, THEN THE DEPOSIT WILL BE EQUAL TO EIGHT WEEKS OF THE RENTAL). This payment must be in the form of Bankers Draft/Building Society Cheque. PERSONAL & COMPANY CHEQUES ARE NOT ACCEPTED UNLESS 10 DAYS ARE ALLOWED FOR CLEARANCE PRIOR TO THE START OF THE TENANCY.
- The deposit will be held in The Dispute Service Scheme (TDS) or The Deposit Protection Service (DPS) and at the end of your tenancy will be refunded provided all obligations under the agreement, have been met and the property and its contents are given up in equivalent condition as when let.
- Please note that ALL properties are taken as seen and are available for a minimum period of 6 months.
- If your application requires a guarantor (MUST BE A FAMILY MEMBER AND A HOME OWNER) a guarantors form must be completed and returned with your application and documents listed below along with a non refundable charge as detailed. Please note that your guarantor must be in full time employment and able to prove income substantial enough to cover your rent. The guarantor will also need to attend the office at hand over to sign the relative tenancy agreements.

This information will only be used with your consent, which you will be asked to provide at the end of the form.

Please take the time to complete this form accurately in BLOCK CAPITALS, since errors could result in delays and possibly additional costs for rereferencing. Supplying email addresses wherever possible is advised as this can vastly reduce the time required to produce your report, ensuring it is completed in the quickest time possible. Please remember to advise your referees that they will be contacted.

Please ensure that you have completed all relevant fields, including mandatory fields marked with an \*. Failure to complete these fields may result in a delay in producing your report.

## Prospective Property Details

Postcode\*

House name/flat number

House number\*

Street\*

Town\*

County

## Rental Details

Total rent per month\*

Your share of total rent per month\*

Tenancy term (months)\*

Rental frequency\*

 Weekly  Monthly

Tenancy start date\*

Is the applicant paying in advance?

 Yes  No

Is an income reference required?

 Yes  No

## Report Type

Please indicate your required report type and complete the relevant sections of this form, as specified in the table below.

Standard Report

Combined Tenant & Guarantor Report

For where you know a guarantor will be required from the outset (e.g. if the tenant is a student).

Please complete the following sections of this form:

1. About You
3. Affordability Details
- Bank Details
- Next of Kin Information
- Additional Information
- Consent

If you require a combined tenant and guarantor report, the tenant should complete the sections listed above and the guarantor is required to complete the guarantor application form.

## 1. About You

Title\*

Mr

Mrs

Miss

Dr

Other

First name\*

Middle names\*

Last name\*

Date of birth\*

D	D	/	M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---	---	---	---

Sex\*

Male

Female

Transgender

National Insurance Number\*

Number of dependants\*

Marital status\*

Daytime number\*

Mobile number

Work number

Email address

UK passport number\*

UK driving licence number\*

Nationality\*

Do you have the right to reside in the United Kingdom?

Yes

No

Do you have any adverse data, for example County Court Judgment(s), Voluntary Arrangement(s), Bankruptcy Order(s) etc.??\*

Yes

No

If yes, please supply details below

### Other names

Have you ever used any other names including maiden name or name changed by deed poll?\*

Yes

No

If yes, please supply details below

First name\*

Last name\*

Used until\*

D	D	/	M	M	/	Y	Y
---	---	---	---	---	---	---	---

## 1. About You (continued)

First name\*

Last name\*

Used until\*

### Address history

Please supply details of your current and previous addresses covering up to the last 3 years. Up to 3 addresses can be entered.

#### Current address

The time at address must be at least 3 years or more, if not please provide previous addresses.

Time at address – From\*

Time at address – To\*

Living status\*

Tenant

Temporary accommodation

Ownert

Living with parents/friends

Other

Please specify

† Property owners will be asked to provide proof of ownership once their application has been submitted.

Flat number

House name

House number\*

Postcode\*

Street\*

District

Town\*

County

Country\*

#### Previous address

Time at address – From\*

Time at address – To\*

Living status\*

Tenant

Temporary accommodation

Ownert

Living with parents/friends

Other

Please specify

† Property owners will be asked to provide proof of ownership once their application has been submitted.

## 1. About You (continued)

Flat number

House name

House number\*

Postcode\*

Street\*

District

Town\*

County

Country\*

### Previous address

Time at address – From\*

D	D	/	M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---	---	---	---

Time at address – To\*

D	D	/	M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---	---	---	---

Living status\*

Tenant

Temporary accommodation

Owner†

Living with parents/friends

Other

Please specify

† Property owners will be asked to provide proof of ownership once their application has been submitted.

Flat number

House name

House number\*

Postcode\*

Street\*

District

Town\*

County

Country\*

## 2. Landlord Reference Details

Please complete your **most recent** landlord's details below. This section is only required if you are currently/previously were in rented accommodation. Please ensure you contact your referees to advise that we will be contacting them shortly.

† Please note you must provide either a fax number or an email address.

Who do you pay rent to?\*

Letting agent

Landlord

Landlord/Managing agent name\*

Contact name\*

Phone number\*

Mobile number

Fax number†

Email address†

Referee contact address

Flat number

House name

House number\*

Postcode\*

Street\*

District

Town\*

Country\*

Additional information



### 3. Affordability Details

Do you have any additional sources of income?\*

Yes  No

Total annual income (including any additional income)

£

If yes, please provide details of your additional income using the 'Additional Income Referencing Form'. Please complete one form for each source of additional income.

### 4. Main Income & Employment Details

The table below lists the information we require depending upon your employment status.

Information Required	Full-time Employed	Part-time Employed	Contract	Unemployed	Self-employed
Employer details	✓	✓	✓	Guarantor required	✗
Accountant details OR self-assessment tax return OR latest 12 months bank statements	✗	✗	✗	Guarantor required	✓
Pension provider details	✗	✗	✗	Guarantor required	✗

Information Required	Retired	Student	Homemaker	Private Income
Employer details	✗	Guarantor required	Guarantor required	✗
Accountant details OR self-assessment tax return OR latest 12 months bank statements	✗	Guarantor required	Guarantor required	✓
Pension provider details	✓	Guarantor required	Guarantor required	✗

#### Employment status\*

Full-time employed  
  Part-time employed  
  Temp/Contract Employment  
  Self-employed  
 Retired  
  Unemployed  
  Student  
  Homemaker  
 Private income  
  Other (please supply details)

#### Main income details

Gross main annual income\*

£

Are your circumstances likely to change during the tenancy term?\*

Yes  No

If you are employed and answered yes, please provide details of your future employer in the Main Income Referee section.  
 If you are employed and answered no, please provide details of your current employer in the Main Income Referee section.

## 4. Main Income & Employment Details (continued)

Employment start date (if applicable)\*

D	D	/	M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---	---	---	---

Payroll Number (if applicable)\*

Job title (if applicable)\*

How long have you been self-employed? (if applicable)\*

Do you have an accountant and are the latest set of accounts within the last 24 months? (if self-employed)\*

### Main income referee

Referee company name (if applicable)\*

Referee contact name\*

Referee job title\*

Referee contact landline\*

Referee contact mobile

Referee contact email†

Referee contact fax no†

†Please note you must provide either a fax number or an email address.

### Referee contact address

If your referee's contact address is different from the registered company address please provide details in 'Additional information'.

Flat number

House name

House number\*

Postcode\*

Street\*

District

Town\*

County

## 4. Main Income & Employment Details (continued)

Country\*

Additional information

## 5. Bank Details

Do you hold a UK current account?\*

Yes  No/Not provided

If yes, please enter the details below

Number of credit cards held\*

Sort code

Bank account number

Account name\*

Name of bank\*

Bank address\*

Time with bank\*

years  months

Please note: Bank details are required as part of the overall authentication process. No charge will be made to your account.

## 6. Next Of Kin Information

Please note: Your next of kin detailed below must not be a fellow occupier of the prospective rental property

First name\*

Last name\*

Relationship\*

Home phone number\*

Mobile phone number

Email address

## 6. Next Of Kin Information (continued)

Flat number

House name

House number\*

Postcode\*

Street\*

Town\*

Country\*

## 7. Additional Information

Will any of the tenants have pets?\*

*If yes, please supply details below*

Yes  No

Will any of the tenants smoke?\*

*If yes, please supply details below*

Yes  No

Will there be any children living at the property?\*

Yes  No

*If yes, please supply details below*

Child's name

Date of birth

D	D	/	M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---	---	---	---

Child's name

Date of birth

D	D	/	M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---	---	---	---

Child's name

Date of birth

D	D	/	M	M	/	Y	Y	Y	Y
---	---	---	---	---	---	---	---	---	---

## Additional Information (continued)

Please detail any further information which you think may assist us with your application.

## 8. Consent

### Use Of Data

I am aware and agree that the information included in my application will be kept, stored and managed by The Lettings Hub in line with the General Data Protection Regulation. I hereby certify that the information provided is true and accurate to the best of my knowledge and give permission for this information to be verified using a number of various sources. These sources may include consulting the databases of credit reference agencies, the electoral roll, the Industry Sortcode Directory (ISCD) as well as any other sources of information in relation to the details I have provided on my application. I am aware that the details of how my data is processed and stored can be found in the Privacy Notices at <https://lettingshub.co.uk/privacy-notice> in respect of the lettings hub and [www.scriven.co.uk/privacy-policy](http://www.scriven.co.uk/privacy-policy) in respect of Scriven & Co.

### Confidentiality

I also understand and consent that:

- The Lettings Hub may contact me on the contact details I provided in this application for the purpose of completing my reference.
- The Lettings Hub may pass on any information I have supplied in my application and the results of any linked verification checks to my letting agent/appointed landlord.
- If I default on my rental payment or apply for a new tenancy agreement in the future The Lettings Hub may review the results of the verifications and searches mentioned above.
- If I default on my rental payments, this may be recorded on The Lettings Hub's central database and such a default may affect any future applications I make for tenancies, credit and insurance.
- The Lettings Hub can use debt collection agencies or tracing agents to trace my whereabouts and recover any monies I owe to The Lettings Hub.
- I understand that by consulting with a credit reference agency, the agency will keep a record of this search and that the results of this search may show how I conduct my payments with any other organisations. I also understand that the way I conduct the rental payments as part of this tenancy may be disclosed to the agency and may affect future credit applications. This information may also be used for debt tracing and fraud prevention. I understand I may request the name and address of the credit reference agency The Lettings Hub use.
- Please note that all information provided on your application will be supplied to credit reference and fraud prevention agencies as we will be conducting on-going credit checks throughout the tenancy term. Any change in your credit record will be notified to your letting agent and either your letting agent or The Lettings Hub may contact you with regards to this.
- Please be aware that as a result of having to contact your referees to verify the information you have supplied we will be sending limited amounts of your personal data via email and cannot guarantee that it will always be secure due to the very nature of the internet.

I understand that by ticking this box I am consenting that The Lettings Hub may share my personal data with the referees I provided to assist them with the details of my earnings/dates of employment/previous tenancy term (if appropriate) in order to progress the completion of my application to rent a property.

**Please tick to proceed with your application.**

By submitting this application I am giving my consent for the information to be used as outlined above. I confirm that I will contact my referees in order to notify them that The Lettings Hub will be contacting them shortly in order to obtain references. I understand that by notifying them will provide The Lettings Hub with the best opportunity to complete my application for a rented property as quickly as possible without delay and provides my authority for them to do so.

**Please tick to proceed with your application.**

The Lettings Hub and our letting agent customers feel that it is important that tenants have their contents adequately covered at all times. It may also be a condition of their tenancy, stated in their tenancy agreement, that they require adequate insurance to cover their landlord's fixtures and fittings.

**Please tick here if you would like to receive a no obligation, personal quotation for tenants insurance from us.**

The Lettings Hub prides itself on delivering excellent customer service, we would like to contact you once your referencing has been completed to obtain feedback on our service.

**Please tick this box if you consent to us contacting you.**

## TENANTS RESPONSIBILITIES

1. All correspondence, which is not addressed to the tenant personally, should be redirected to the Lettings Department at our Quinton Office immediately as many letters require urgent attention. There is no postage payable on re-addressed unopened mail.
2. During the period 1st November-31st March inclusive, there is always a danger of damage to the property from burst pipes etc. Should the tenants be away from the property at any time it is their responsibility to ensure that some form of heating is left low, or other action taken to prevent damage occurring.
3. To always contact the Lettings Department or Landlord if they have any queries regarding repairs to the property or any appliances in it BEFORE arranging for any work to be carried out unless it is out of office hours and an emergency. **ANY DAMAGE CAUSED TO THE PROPERTY BY FAILURE TO REPORT REPAIRS WILL BE THE RESPONSIBILITY OF THE TENANT.**
4. Breakages of windows or glass doors are the tenants responsibility for repair unless caused by vandalism or burglary in which case a crime reference number must be obtained from the police to enable the Landlord to claim on his buildings insurance.
5. Upon vacation of the property all furniture & items listed on the inventory must be put back into the locations as indicated on the inventory. Failure to do so will result in charges of £30.00 inc VAT per hour or part thereof for our representative to return them to the relevant rooms.
6. The tenant is asked to note that when their Tenancy Agreement (or any endorsements made thereafter) and the said agreement states a specific length of tenancy, they are legally bound to pay rent for the full term of the tenancy, whether or not they are to remain at the property for that length of time, unless a suitable replacement can be found to takeover the agreement made by the Landlords Agent. The tenant is bound to pay any charges involved with re-letting the said property should they vacate the property prior to the end of their tenancy.
7. Upon vacating the property the tenant should arrange with the post office for all mail to be redirected to their forwarding address, neither the Landlord nor his agent will be responsible for the redirection of tenants mail. Should the tenant require access to the property to retrieve any mail after vacation the Agent would be entitled to claim a charge of £18.00 inc VAT. We would stress this service is not usually provided and will be considered as low priority.
8. The tenant will be responsible for paying a deposit which is equal to 6 weeks rent (or 8 weeks rent deposit if tenants have pets), together with the first months rent when signing an agreement. The payment of deposit must be in the form of a Bankers Draft or building Society Cheque. **PLEASE NOTE THAT PERSONAL & COMPANY CHEQUES ARE NOT ACCEPTED UNLESS 10 DAYS IS ALLOWED FOR CLEARANCE PRIOR TO THE START OF THE TENANCY.**
9. The deposit is held in respect of damage to the property and such deposit to be returnable at the end of the tenancy subject to any deductions for outstanding rent, or damage to the property or in compensation for the breach of any other terms in the Agreement.
10. At no time keep pets including a dog or cat in or about the property without written permission from the Landlord or his representative.
11. The tenant may not remove or store furniture or items belonging to the Landlord without permission in writing from the Landlord or Landlords agent and then only if covered by insurance at the expense of the tenant. Any items removed from the property must be returned to the relevant rooms as indicated on the inventory at the end of the tenancy.
12. To permit the Landlord or Landlords Agent at reasonable hours in the daytime, within the last 2 months of the tenancy to enter and view the property with prospective Tenants or Purchasers.

13. To keep the interior of the premises in good decorative condition and repair. Not without written permission from the Landlord or Landlords Agent make any structural alterations or redecoration, or remove any partition, door, cupboard, fixture or fittings.
14. To keep the garden in a proper state of cultivation and clear from weeds and rubbish or as it was at the commencement of the tenancy.
15. No television/satellite dishes/receivers to be installed or erected at the property without written permission of the Landlord or Landlords Agent, and at the end of tenancy make good any damage to the structure or brickwork.
16. The tenant hereby agrees to comply with the provisions of the Tenants Obligations issued by the Landlords Agents receipt of a copy of which is hereby acknowledged.
17. To pay rental to the Landlord or the Landlords Agent by Standing Order directly on a monthly basis to reach the Landlord or Landlords Agent no later than the due date. Failure to pay rent on time will result in tenants paying Landlords Agent £18.00 inc VAT for each letter sent regarding late or non payment of rent.
18. If the tenant(s) remain in possession after the expiry of the term and no new tenancy comes into existence, the tenant(s) becomes entitled to a statutory periodic tenancy which the tenants can bring to an end by serving on the Landlord's) or Landlords Agent not less than one rental period notice to quit, such notice to expire on thie last day of the rental period. For example where rent is due calendar monthly on the first day of the month a rental period notice could expire on the last day of the calendar month and should be received by the landlord/agent no later than the last day of the previous month.
19. To be responsible for notifying your Bank to cancel the standing order for the rental payments at the end of the tenancy but only AFTER the final rental payment has been made, failure to do so will result in a £18.00 inc VAT charge.
20. In the case of sharers be jointly or severally liable for the rental payments and note that any notice served is for and on behalf of all parties.

**THE APPLICATION CHARGE SUBMITTED WITH THIS APPLICATION FORM IS NON-REFUNDABLE ONCE THE "ON-LINE" PROCESSING HAS COMMENCED, IRRESPECTIVE OF WHETHER THE REPORT RECOMMENDS ACCEPT OR NOT, EXCEPT WHERE OUR CLIENT DECIDES NOT TO PROCEED WITH THE LETTING FOR PERSONAL REASONS**



#### **How to find out more**

You can contact the 3 credit reference agencies currently operating in the UK; the information they hold may not be the same so it is worth contacting them all.

They will charge you a small statutory fee.

**CallCredit**, Consumer Services Team, PO Box 491, Leeds, LS3 1WZ or call 0870 0601414

**Equifax** PLC, Credit File Advice Centre, PO Box 3001, Bradford, BD1 5US or call 0844 335 0550 or log on to [www.myequifax.co.uk](http://www.myequifax.co.uk)

**Experian**, Consumer Help Service, PO Box 8000, Nottingham NG80 7WF or call 0844 4818000 or log on to [www.experian.co.uk](http://www.experian.co.uk).

## Proof of Identification

Prospective tenants are required to bring in two original pieces of evidence to prove their identification and current address. Acceptable forms of identification include a passport, or current U.K. driving licence (with photograph), together with a utility bill. The forms of identification should detail your current, permanent address and utility bills should be no more than three months old. **Mobile telephone bills are not acceptable.** If you foresee any difficulty providing these particular forms of identification, please contact us for further advice.

If you do not hold a U.K. or European Union passport, you will need to provide a copy of your "Biometric residence permit".

By **signing your agreement to proceed** you are accepting that we may use your information in this way, and also that you have been provided with a copy of the **energy performance certificate** (in respect of the property that you are applying for).

**Signed (Applicant):**

**Date:**

**Print name:**

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

## FOR OFFICE USE ONLY

	INITIAL	DATE COMPLETED
APPLICANT'S RIGHT TO RESIDE IN THE U.K. CHECKED		
OFFER NOTIFICATION LETTER TO LANDLORD		
OFFER CONFIRMATION LETTER TO APPLICANT		
PROCESSING CONFIRMATION LETTER TO APPLICANT		
PROOF OF IDENTIFICATION (SEEN & COPIED)		
PAID & DEPOSITED IN SAFE		
INVOICES COMPLETED		
INPUTTED ON SYSTEM		

The information contained within this application is being transmitted to and is only for the use of The Lettings Hub. If the reader of this message is not the intended recipient, you are hereby advised that any dissemination, distribution or copy of this application is strictly prohibited. If you receive this application in error, please immediately notify us by calling.