

# New tenant information/holding deposit form

This information is only shared in conjunction with referencing & other legitimate interests for the full term of the tenancy plus statutory time scale thereafter – please complete and tick all appropriate boxes

DATE TENANCY TO START .....Property address .....  
(Wishing to rent)

Mr/Mrs/Miss/Ms/Other FULL name(s) .....

Date of birth .....Mobile No ..... email: .....

Current FULL address .....  
(including postcode)

Annual Salary £.....Place of work ..... Occupation .....

Any adverse credit history (**CCJ's etc**) YES/NO Please provide details to ourselves

Next of kin FULL name and FULL address (including postcode).....  
(not spouse/partner or anyone living at same address – confirm relationship ie parent, sibling etc)

Relevant person FULL name & FULL address (including postcode).....  
(Person or persons who have paid any or all of the SECURITY deposit – if not named tenant will be named on the tenancy agreement and details passed to the deposit scheme provider)

Ages of any children – living in the property or shared living .....

Breeds of any pets that will be living in the household either inside or outside .....

Holding deposit paid which equals one week of the rental as per website and flyer will be used as part of the first payment unless advised differently. It will only be refunded in full on or before 7 days once aware unable to proceed for the following reasons.

1. Landlord chooses to withdraw the property.
2. The landlord refuses to proceed with a particular tenancy.

**It will not** be refunded if you provide us with false information.

Immigration failure - You (tenant) choose to withdraw - You (tenant) fail to return signed agreements on or before agreed move in date, make requests for pets, wanting a permitted occupier, wanting the landlord to provide items not already offered as part of the tenancy, specialist cleaning, different rent due date etc which are then refused by the landlord THESE MUST BE ASKED FOR BEFORE YOU MAKE THE APPLICATION.

We use Tenant Shop for our utility notifications. They will have your contact details and be in touch with you directly. Please complete separate sheet attached.

We are members of UKALA – United Kingdom Association of Letting Agents. Membership 073703

We are covered by UKALA for Client Money Protection – insurers – Let Alliance number as above.

We are members of The Property Ombudsman D10759 and The Property Redress Scheme.

In completing this form you are giving your consent for the details to be used for the legitimate interest of the tenancy only, all as per the general information emailed prior to viewing or handed to you at the viewing. You will be contacted by email or telephone. Advise if you have a preferred choice of contact. Email  Telephone

# New tenant information/holding deposit form

---

Receipt for Payment of One weeks Rental to Secure the following property:

Property Address .....

Holding Deposit £.....

Monthly Rent amount £.....

Security Deposit (5 weeks of rental) £.....

The holding deposit is held and deducted from the 1<sup>st</sup> payment providing all references are acceptable or refunded as per form overleaf in the regulatory time frame.

**Legitimate Interest** -where your information as overleaf will be shared

Referencing Company  
Relevant utility companies/utility management company – Tenant Shop  
Gas/Elec/Water/Council  
Landlord  
Deposit scheme provider  
Regulatory bodies where we are legally obliged (eg HMRC, Police)

Once tenancy commenced you may be contacted by:

**Email** - it is your responsibility to regularly check emails and respond when appropriate

**Telephone/Text** - again, it is your responsibility to regularly check for messages and respond where appropriate

Your contact number may be passed to contractors as required for remedial works this would be discussed at that time.

I confirm all the information provided on this form is correct and accept the terms set out as above

Name (printed) ..... Signed ..... Date .....

One form to be completed by each tenant over the age of 18 years and two pieces of ID provided per person.

Hamlets Property Letting, 134 Knightthorpe Road, Loughborough, Leics, LE11 5JU.

Tel: 01509 266151, e: info@hamletsletting.co.uk www.hamletsletting.co.uk

Registered No: 04639752 VAT No: 616 9181 28