

Tenant Assessment Application Form



This form is used by Salix Living for vetting applicant(s) prior to the letting of a property. Part A will be completed by us. The other sections should be completed by the tenant applicant or guarantor, according to the type of assessment required.

Part A: to be completed by the Landlord

Landlord Name	
Contact Name	
Contact Telephone Number	
To assist us to complete the assessment process, there might be a requirement to contact the applicant/guarantor by telephone. Please tick the box if this is not acceptable <input type="checkbox"/>	

Property Details			
Number/Name		Street Name	
District		City	
County		Post Code	

Agreed Rent _____ per calendar month

Deposit required _____ (to be paid on sign up with first months rent in advance)

Part B: to be completed by the Applicant

Mandatory for all assessments. If more than one applicant, parts C to G inclusive must be completed as appropriate for each.

	First Name	Middle names	Surname
Tenant 1			
Tenant 2			
Tenant 3			
Tenant 4			

Applicant's Next of Kin (other than spouse or children)	
Name	
Relationship (e.g. mother/father)	
Address & contact telephone number	

Part C: to be completed by each applicant

Copies of sections C to E will be provided for each applicant

Personal Details

Title			
First Name			
Middle Name			
Surname			
Date of Birth		National Insurance Number	
Marital Status		Maiden Name	
Phone Daytime		Phone Evening	
Mobile Number		Email Address	

Household Details (joint tenants will need to complete their full details of Part C)

Name		Date of Birth	
Name		Date of Birth	
Name		Date of Birth	

Current Address

Number/Name		Street	
District		Town	
County		Postcode	
How long have you lived at this address			

Previous Addresses - minimum 5 years

Number/Name		Street	
District		Town	
Postcode		Time at address	

Number/Name		Street	
District		Town	
Postcode		Time at Postcode	

Immigration Status-Non-U.K. residents only

Country of origin		
	Yes	No
E.U. National		
Passport Provided		

Part D: to be completed by applicant

Employment Details

employed	self employed	unemployed	retired
If you have ticked unemployed or retired proceed to Part E. If you do not have employment, a guarantor may be required, please ask for the guarantor forms.			
Job Title			
annual salary (gross)		employment start date	
Do you have any additional employment/income? Please specify			

Employer Details

If you have ticked employed self employed or retired give details of your employer/accountant or pension provider.

Employer/Accountant/ Pension provider			
Number		Street	

District		Town	
County		Postcode	

Contact Name			
Contact Job Title			
Phone		Fax	
Email address			

Other Income

Please tell us about any other income you receive such as benefits, the amount received and the frequency e.g. weekly, monthly etc..		
Income	Amount	Frequency
Income Support/JSA/ESA		
Working Tax Credit		
Child Tax Credit		
Disability benefits (e.g. DLA)		
Pension		
Child Benefit		
Universal Credit		
Other		

Current or Previous Landlord Details

Complete this section if you currently rent or have rented before from any landlord.

Landlord/Agent Name			
Number/Street			
Town		Postcode	
Phone		Fax	
Email Address			

Part E: Bank/Building Society Details

Name of Bank			
Sort Code		Account Number	
Account Name		How long with Bank?	

Applicant Statement

In connection with this application, I consent to a search being carried out to check all or any of my/our details which I have submitted. I understand that this will include a credit check and references from my employer and landlord and I give my permission for Salix Living to do this in connection with this application only.

Any information supplied will be for the sole purpose of this application and tenancy (should this application be successful). No information will be divulged to a third party without the agreement of the applicant.

I declare that to the best of my knowledge, the information I have given in respect of an application for a private rented tenancy is correct.

Signed _____ Date _____

Terms and Conditions of Private Tenancies Arranged by Salix Living

1. Property lists are made available which show brief details of homes available for rent. These properties are offered subject to references and contract on a purely first come first served basis. These are private sector properties and do not offer long term security of tenure, right to buy or right to take in lodgers.
2. At the time that a prospective tenant applies for the possession of a property, we will ask for a holding deposit of £100.00, £50.00 for references and £50.00 to hold the property for the applicant. On receipt of this £100.00, we will stop all other marketing of the property. During this time, we will take necessary references. If the application is approved and the applicant moves into the property, the holding deposit of £50.00 will be refunded. If the application is approved and the applicant subsequently declines to accept the tenancy then no money will be refunded
3. All tenants will be required to give permission for references to be checked for suitability of a tenancy.
4. All tenants will need to pass a credit check search to the satisfaction of Salix Living.
5. Tenants will need to be able to provide details of employment or some other proof of ability to pay the monthly rental.
6. Rents will be due on the first day of each month and must be paid by direct debit, standing order or cash at one of our offices. If the tenancy starts on a different date a pro rata payment for the first month will be made with the full months rents due on the following first day of the next calendar month. If you are claiming Housing Benefit then you must ask that benefit is paid directly to Salix Living.
 - a) If any rent due is not paid on time and we have to write in connection with late payment a charge of £10.00 per letter will be incurred by the person responsible for payment of the rent.
 - b) In the event of a payment of rent being made by cheque and the cheque is returned unpaid we will make a charge of £3.00 plus a further charge for any letter as in paragraph (a).
7. All tenants should be properly insured in respect of their own belongings and should have cover for their liability to the property and fixtures and fittings of the landlord.
8. Tenants must be over 17 years of age. Even if tenants are 17 and over we reserve the right to ask for a guarantor if suitable references can not be provided.

During the course of a tenancy,

- a) we will call on the rented property from time to time in order to assess the condition of the property for the information of the property owner.

We will always try to provide written notice of our intended visit.

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b) It is the responsibility of the tenant to advise of any faults which occur within the property as soon as possible. If there is a smell of gas this should be reported directly to the Gas authority on 0800 111999.

c) In the unfortunate occurrence of any breakdown of any appliance or service offered at the commencement of the tenancy, Salix Living undertake to respond to any complaint by a tenant on the following basis:-

Emergency situations or failure of heat or hot water, or Gas supply or Electricity supply or Water supply at the property response within 24 hours. The tenant will be expected to turn off, at the mains supply point, either the gas, electric or water supply if any of these is causing the problem.

Routine maintenance which does not constitute an emergency will have a response within three working days.

Any other matters will have a response within 40 working days

9. The tenancy agreement is a legally binding agreement for a stated minimum period. The tenant will be responsible for the rent and other costs for the whole of that period. If there is a request to leave earlier than the end date of the minimum period, we would be prepared to locate a new tenant at the expense of the existing tenant at the cost of £120.00 to help minimise the costs of maintaining an unwanted tenancy.
10. Smoking and some pets are allowed with prior agreement with the landlord, please speak to Salix Living to clearly state which pets you wish to live with you. Any damage to the property including carpets and decoration cause by smoking or pets will be recharged or recovered from the rental deposit bond. The use of and cultivation or dealing of any illegal substances is forbidden within any of our premises.
11. Prior to the conclusion of the tenancy, a representative of Salix Living will visit the property to check the inventory and property condition. The tenant will be informed at this visit what remedial actions are necessary to ensure return of the rental deposit bond if one is held.
12. On the last day of the tenancy a further visit will be made by Salix Living to the property to further check the inventory and property and to receive the keys. If items are moved within the property and not replaced to their original position in time for the check and this results in prolonged searches for missing items a charge of £20.00 may be applied to the tenants bond.
13. Any bond taken in respect of a tenancy will be protected as directed by the Housing Act 2004. Details of which will be provided with the tenancy agreement documents.

I declare that I have read and understood the above terms and conditions and I agree to abide by them.

Signed _____ Date _____
Please sign and return

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2. At the time that a prospective tenant applies for the possession of a property, we will ask for a holding deposit of £100.00, £50.00 for references and £50.00 to hold the property for the applicant. The holding deposit is not a deposit towards dilapidations and is not required to be protected by Salix Living but will be held in a secure account. If the tenancy is approved and the tenancy agreement signed, the holding deposit of £50 will be credited against ingoing rent payments due to Salix Living and you will be informed of the difference you must pay upon signing for the tenancy. If the references are not adequate to allow the tenancy to be approved, the holding deposit of £50 will be refunded in full to the applicant. The £50 contribution for references is **not refundable** once the references have been applied for. If the references are successful but you subsequently decline to accept the tenancy, the deposit will **not be refunded**.
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abide by them.

Signed _____ Dated _____

Please sign and retain for your retention and information.

Proof of Identity

It is necessary, for you to prove that you are who you say you are.

You need to be able to show that you do live at the addresses you give to us on your application form.

We need to see the original of one of the following documents which has to be dated within the last six months and must show the following key facts:-

- 1. Your name**
- 2. our address**
- 3. The date of the document**

Any of the following are appropriate:

- Utility bill, for example gas, electric or a council tax bill
- Bank statement
- Social security correspondence
- Credit card statement
- Insurance policy
- Signed tenancy agreement
- Sky, cable TV or broadband statement

We will take a copy of the document produced by you and hold it on file.
The original will be returned to you.