



IMPORTANT INFORMATION FOR TENANTS

1. All applications are received subject to contract, references and Landlord's approval. Referencing is carried out either by Cassini Properties, or on our behalf by a third party, who will require details of the tenant's bank, employment (for confirmation of salary), and rental history. In certain cases, other referees will need to be approached.
2. A Holding Deposit of One Weeks Rent will be required to hold the property subject to contract and satisfactory references. This does not oblige the Landlord to let the property and is a token of good faith. If the tenant(s) withdraws, this money should be considered non-refundable. Should the tenancy proceed, this Holding Deposit will become part of the first month's rent.
3. Unless otherwise stated, all rents are payable monthly in advance.
4. A dilapidation/breakage deposit equal to Five Weeks rent must also be paid prior to commencement of a tenancy.
5. Cassini Properties Estate and Lettings will undertake to advise Utilities companies and the Council Tax Office of the change of tenancies in occupancy.
6. It should also be noted that the tenant should satisfy them self as to the contents and amount of furniture (if any) to be provided. Unless otherwise agreed before the tenancy commences, properties are undertaken as seen. In addition, many Landlords will not accept pets – therefore if you have pets you should check when applying that they will be accepted.
7. **Insurance cover for tenants' possessions can easily be arranged through Cassini Properties Estate and Lettings if required.**
8. **ALL properties are NON SMOKING and NO PETS**

Declaration:

I hereby confirm that the information provide by me is to the best of my knowledge true. I consent for this information being verified by contacting a third party. I understand that the results of the finding will be forwarded to the landlord and may be accessed again at any time in the future. I understand that information may be given to a third party if debts are left on the property that I am responsible for, i.e, utility companies, defaulting on the rental payment, this could result in your details been past to credit reference companies.

These particulars are for guidance only and do not form part of any contract, and whilst believed to be correct, are given without liability on the part of the Landlord, this company and its employees.

Applicant Name (Print) : Applicant Signature Date.....

Once you have completed this application form:

Please email the completed application form to info@cassiniproperties.co.uk

Please add the property name in the email subject title of all emails.

Please ensure that you have viewed the Online Video Tour of the property before submitting this application.

INDIVIDUAL APPLICATION

AGENT NAME: Cassini Properties

AGENT CODE: 500275

SECTION 1 – TO BE COMPLETED BY THE LETTING AGENT

References: Express Ultimate
 Is Global Reference Required? Express Global Ultimate Global
 Do you require Evict? Yes No

(For RG complete below)

Product required
 R/G Period: 6 months 12 months
 R/G Type: Per Tenant Per Property

Address line 1:

Address line 2:

Address line 3:

Postcode:

Tenancy term:

Tenancy details
 Monthly Rental: £..... Rent share for applicant £.....

No. of tenants being referenced

Proposed tenancy start date:
 (Can be altered later if necessary)/...../.....

Is the Property Let Only Fully Managed

SECTION 2 – TENANTS PERSONAL DETAILS

Title:

Forename:

Middle Name(s):

Surname:

Delivering Intelligent
 referencing and insurance
 solutions for letting agents

Head Office
 Let Alliance Limited,
 Dodlestone House,
 Bell Meadow Business Park,
 Park Lane,
 Pulford, Chester,
 CH4 9EP

T: 01244 421261

London Office
 Let Alliance Limited,
 6th Floor,
 3 Lombard Street,
 London,
 EC3V 9AA

T: 020 7648 4350

Contact Emails
 General Enquiries
info@letalliance.co.uk
 Tenant Reference Team
tenant@letalliance.co.uk
 Insurance Support Team
insurance@letalliance.co.uk

Website
www.letalliance.co.uk



Date of birth:

Marital Status: Married Divorced Not Married Civil Partnership

Mobile number

Contact details: Contact number

E-mail address

If you have ever been known by another name please confirm it here

SECTION 2 – TENANTS PERSONAL DETAILS (continued)

You must provide three years address history

Present address

Address line 1:

Address line 2:

Address line 3:

Postcode:

Time at this address: Yrsmths

Address Status (circle): Owner Rented Accommodation
Living with Parents/Friends Other:

Previous address 1:

Address line 1:

Address line 2:

Address line 3:

Postcode:

Time at this address: Yrsmths

Please Complete if you have been at your current address less than 6 months

Address Status (circle): Owner Rented Accommodation

Delivering Intelligent referencing and insurance solutions for letting agents

Head Office
Let Alliance Limited,
Doddlestone House,
Bell Meadow Business Park,
Park Lane,
Pulford, Chester,
CH4 9EP

London Office
Let Alliance Limited,
6th Floor,
3 Lombard Street,
London,
EC3V 9AA

Contact Emails
General Enquiries
info@letalliance.co.uk
Tenant Reference Team
tenant@letalliance.co.uk
Insurance Support Team
insurance@letalliance.co.uk

T: 01244 421261

T: 020 7648 4350

Website
www.letalliance.co.uk



Living with Parents/Friends Other:

Previous address 2:

Address line 1:

Address line 2:

Address line 3:

Postcode:

Time at this address: Yrs mths

(If more space required, please use reverse of form)

SECTION 3 – LANDLORD / LETTING AGENT DETAILS

Name of Landlord / Letting Agent:
 (where you are living at present or if not renting, the details of your last Landlord or Agent)

Please Note :
Failure to provide adequate contact details could delay your application

Number:

Email:

Fax:

Address line 1:

Address line 2:

City: Postcode:

Tenant Credit Information (if applicable)

ADVERSE CREDIT Do you have any current/historic or pending adverse credit? Yes / No

If Yes, give details

Delivering Intelligent referencing and insurance solutions for letting agents

Head Office
 Let Alliance Limited,
 Dodeleston House,
 Bell Meadow Business Park,
 Park Lane,
 Pulford, Chester,
 CH4 9EP

London Office
 Let Alliance Limited,
 6th Floor,
 3 Lombard Street,
 London,
 EC3V 9AA

Contact Emails
 General Enquiries
info@letalliance.co.uk
 Tenant Reference Team
tenant@letalliance.co.uk
 Insurance Support Team
insurance@letalliance.co.uk

T: 01244 421261

T: 020 7648 4350

Website
www.letalliance.co.uk



IT IS IMPERATIVE THAT YOU DECLARE ANY ADVERSE CREDIT, WHETHER IT IS SATISFIED OR UNSATISFIED. FAILURE COULD HAVE A DETRIMENTAL AFFECT ON YOUR APPLICATION.

Do you have any CCJs or Court Decrees? Yes / No

If Yes, give details.....

Have you ever been declared bankrupt or any IVA's, etc.? Yes / No

If Yes, give details.....

SECTION 4 – EMPLOYMENT DETAILS

Current Employment Status Please circle one: **Employed** **Unemployed** **Self Employed** **Independent Means**
Contract Worker **Temp Worker** **Student** **Retired**

NOTE: If Self-Employed, a Director of your own Company, Retired or Independent Means, go to Section 5

Name of company:

If company Director, Company Number:

Position Gross Salary

Shift Allowance Overtime

Bonus Car Allowance

Name of company: London Weighting

If Company Director, Company Number: Payroll No..... Start Date...../...../..... Full Time / Part Time (circle)

Address line 1:

Address line 2:

Address line 3:

Postcode:

Contact name:

Email:

Contact Number:

Delivering Intelligent referencing and insurance solutions for letting agents

Head Office
 Let Alliance Limited,
 Dodlestone House,
 Bell Meadow Business Park,
 Park Lane,
 Pulford, Chester,
 CH4 9EP

London Office
 Let Alliance Limited,
 6th Floor,
 3 Lombard Street,
 London,
 EC3V 9AA

Contact Emails
 General Enquiries
info@letalliance.co.uk
 Tenant Reference Team
tenant@letalliance.co.uk
 Insurance Support Team
insurance@letalliance.co.uk

T: 01244 421261

T: 020 7648 4350

Website
www.letalliance.co.uk



Fax number:

Contact Position:

Is your current position going to change in the near future Yes / No

If yes, please complete as below:

Future employment details
(if current position is due to change in the near future)

**Future
Employment
Status**

Please circle one: Employed Unemployed Self Employed Retired
Contract Worker Temp Worker Student Independent Means

Name of company:

Position Gross Salary

Shift Allowance Overtime

Bonus Car Allowance

London Weighting

Payroll No..... Start Date...../...../..... Payroll No.....

Address line 1:

Address line 2:

Address line 3:

Postcode:

Position which you will hold:

Contact name:

Email:

Contact Number:

Fax:

Delivering Intelligent
referencing and insurance
solutions for letting agents

Head Office
Let Alliance Limited,
Dodleston House,
Bell Meadow Business Park,
Park Lane,
Pulford, Chester,
CH4 9EP

T: 01244 421261

London Office
Let Alliance Limited,
6th Floor,
3 Lombard Street,
London,
EC3V 9AA

T: 020 7648 4350

Contact Emails
General Enquiries
info@letalliance.co.uk
Tenant Reference Team
tenant@letalliance.co.uk
Insurance Support Team
insurance@letalliance.co.uk

Website
www.letalliance.co.uk



Do you have any other source of income?

Additional Income (proof will be required)

Table with columns for Tax Credits, Child Maintenance, Carers Allowance, Child Benefit, Guardian Allowance, Additional Income 1, Disability Benefit, Housing Benefit, Fosterers Allowance, Employment Support Allowance, Additional Income 1. Includes a Description row.

SECTION 5 – ACCOUNTANT / PENSION PROVIDER

Self-Employment/Retired / Independent Means Start Date
Annual Income - £ Will accountant be verifying income? Yes / No
Does the applicant have a private pension Yes / No How many?
Have finalized accounts been prepared? (circle) Yes – by accountant Yes – Self Assessment No

Accountant / Pension Company details

Name of Accountant:
Name of Pension Company:
Pension No. Pension amount £
Address line 1:
Address line 2:
Address line 3:
Postcode:
Contact name:
Email:
Contact number: Fax number:

Delivering Intelligent referencing and insurance solutions for letting agents

Head Office
Let Alliance Limited,
Doddleston House,
Bell Meadow Business Park,
Park Lane,
Pulford, Chester,
CH4 9EP

London Office
Let Alliance Limited,
6th Floor,
3 Lombard Street,
London,
EC3V 9AA

Contact Emails
General Enquiries
info@letalliance.co.uk
Tenant Reference Team
tenant@letalliance.co.uk
Insurance Support Team
insurance@letalliance.co.uk

Website
www.letalliance.co.uk

T: 01244 421261

T: 020 7648 4350



NATIONAL INSURANCE NUMBER:

Please provide your NI number

Nationality

OTHER OCCUPANTS: Details of other people who will be staying in the property

Number of adults: Number of children:

Are any of the occupants Smokers? Yes / No

Do you have any pets? Yes / No

If yes to these questions, please provide details:

EMERGENCY CONTACT: (This must not be a cohabiting tenant)

Next of Kin name:

Contact telephone number:

e-mail address:

Home address:

Relationship to tenant:

SECTION 6 – DECLARATION

I hereby certify that the information provided is true and accurate and give permission for this information to be verified by third parties and disclosed as detailed above for the purpose of:

- Performing a credit search by a third party agency
- Contacting my current, previous employers and referees to confirm the details provided
- Fraud prevention, credit assessment and insurance decisions

I understand that the results of these searches will be provided to the Letting Agent and accessed again in the event of a default in my rental payments.

I understand that I can request the details of any credit reference agencies used so that I can verify with them the information provided.

I understand that if I default on my tenancy obligations, this information may be released to authorised debt recovery agencies and could affect any future applications I make for tenancies, credit and insurance.

I understand that providing false information may lead to early termination of any subsequent tenancy agreement. I am happy for Let Alliance to contact me in respect to this application if required. I have read and agree to be bound by the above terms.

Delivering Intelligent
referencing and insurance
solutions for letting agents

Head Office
Let Alliance Limited,
Doddlestone House,
Bell Meadow Business Park,
Park Lane,
Pulford, Chester,
CH4 9EP

T: 01244 421261

London Office
Let Alliance Limited,
6th Floor,
3 Lombard Street,
London,
EC3V 9AA

T: 020 7648 4350

Contact Emails
General Enquiries
info@letalliance.co.uk
Tenant Reference Team
tenant@letalliance.co.uk
Insurance Support Team
insurance@letalliance.co.uk
Website
www.letalliance.co.uk



Let Alliance will hold your details securely and will contact you in respect of this reference if required.

Please tick here if you would like one of our Let Alliance Insurance Team to contact you to provide a quote for our specialist Contents Insurance and/or Liability Insurance, therefore providing you with peace of mind that your valuables and the landlords fixtures and fittings are protected.

Please tick here if you would like our preferred partner 'TenTel' to contact you in order to offer you a broadband and/or telephone service designed specifically for tenants.

Signature: Date:

PLEASE RETURN THIS APPLICATION FORM TO YOUR LETTING AGENT SHOULD YOU HAVE ANY QUESTIONS REGARDING YOUR APPLICATION PLEASE DO NOT HESITATE TO CONTACT US ON 01244 421 261 OR EMAIL US AT [TENANT@LETALLIANCE.CO.UK](mailto:tenant@letalliance.co.uk)

Delivering Intelligent
referencing and insurance
solutions for letting agents

Head Office

Let Alliance Limited,
Doddleston House,
Bell Meadow Business Park,
Park Lane,
Pulford, Chester,
CH4 9EP

T: 01244 421261

London Office

Let Alliance Limited,
6th Floor,
3 Lombard Street,
London,
EC3V 9AA

T: 020 7648 4350

Contact Emails

General Enquiries
info@letalliance.co.uk

Tenant Reference Team
tenant@letalliance.co.uk

Insurance Support Team
insurance@letalliance.co.uk

Website

www.letalliance.co.uk

