



**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 Estate and Lettings, 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, or provides false or misleading information, fails a Right to Rent check, fails a credit or reference check 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 themselves 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
- 7. Insurance cover for tenants' possessions can easily be arranged through Cassini Properties Estate and Lettings if required.

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 [application@cassiniproperties.co.uk](mailto:application@cassiniproperties.co.uk)

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

# INDIVIDUAL APPLICATION

## SECTION 1 – PROPERTY DETAILS

Property Address : .....  
Postcode: .....  
Proposed tenancy start date: ...../...../.....

## SECTION 2 – TENANTS PERSONAL DETAILS

Title: .....  
Forename: .....  
Middle Name(s): .....  
Surname: .....  
Date of birth: ...../...../.....  
Marital Status: Married  Divorced  Not Married  Civil Partnership   
Mobile number: .....  
Email address: .....

### You Must Provide 3 Years Address History

**Present address**  
Address line 1: .....  
Address line 2: .....  
Address line 3: .....  
Postcode: .....  
Time at this address: .....Yrs.....Months

Address Status (circle): Owner RentedAccommodation  
Living with Parents/Friends Other: .....

**Previous address 1:**  
Address line 1: .....  
Address line 2: .....  
Address line 3: .....  
Postcode: .....  
Time at this address: .....Yrs.....Months

Address Status (circle): Owner RentedAccommodation  
Living with Parents/Friends Other: .....



**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 .....

Payroll No..... Start Date...../...../... Full Time / Part Time (circle)

Address line 1: .....

Address line 2: .....

Address line 3: .....

Postcode: .....

Contact name: .....

Email: .....

Contact 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 .....

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: .....

**Do you have any other source of income?** Additional Income (proof will be required)

Tax Credits	£.....	Disability Benefit	£.....
Child Maintenance	£.....	Housing Benefit	£.....
Careers Allowance	£.....	Fosterers Allowance	£.....
Child Benefit	£.....		
Guardian Allowance	£.....	Employment Support Allowance	£.....
Additional Income 1	£.....	Additional Income 2	£.....
Description .....		Description .....	

**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 finalised accounts been prepared? (circle)      Yes – by accountant      Yes – Self Assessment      No

Name of Accountant: .....

Name of Pension Company: .....

Pension No.....

Pension amount£.....

**Accountant / Pension Company details**

Address line 1: .....

Address line 2: .....

Address line 3: .....

Postcode: .....

Contact name: .....

Email: .....

Contact number: .....

**NATIONAL INSURANCE NUMBER:**

Please provide your NI number .....

Nationality .....

**OTHER OCCUPANTS: Details of other people who will be staying in the property (not including yourself)**

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: .....

Email 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 made 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 a credit referencing agency to contact me in respect to this application if required. I have read and agree to be bound by the above terms.

We 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 preferred partners 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.

Applicant Name (Print) : .....

Applicant Signature : .....

Date : .....