

Professional Application Form

YOUR DETAILS:

Property Address You're Applying For:			
Your Name:			
Date of Birth:			
Current Address (Inc. Postcode):			
Length At Current Address:			
Previous Addresses Over The Last 3 Yrs:			
Mobile Number:			
E-Mail Address:*			
Bank Details (PLEASE NOTE THIS IS FOR REFERENCE ONLY; A SEPARATE PAYMENT MANDATE WILL BE USED FOR YOU TO SET UP RENT PAYMENTS):	Account Name:		
	Name of Bank:		
	Account Number:		
	Sort Code:		
Name of Present Landlord:		Landlords Phone No.:	
Name And Address For Next Of Kin:			
Telephone Number For Next Of Kin			

EMPLOYMENT DETAILS:

Company Name And Address:			
Name of Contact, Email & Telephone No:			
Position Held:		Salary (per annum):	
Employment Commencement Date:		National Insurance Number:	

YOUR CREDIT HISTORY:

Are You Aware Of Any Adverse Credit History : <i>If Yes, please supply details</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Any Specific Requests? <i>(In relation to the property)</i>		

YOUR GUARANTOR: (IF APPLICABLE)

Name of Guarantor:			
Relationship To You:			
Address:			
Email Address : <i>(pls note we will send forms by email unless otherwise notified)</i>			
Home Phone:		Mobile:	

Signature : _____ Date : _____

*Please note that in the interests of efficiency and in consideration of the environment, I accept that all correspondence and documentation, including that relating to the Tenancy Deposit Scheme as well as notice of viewings and inspections on the property may be sent by e-mail to the address I have supplied.

PLEASE TURN OVERLEAF FOR IMPORTANT INFORMATION REGARDING THE APPLICATION PROCESS AND TENANCY AGREEMENT

Thank you for choosing Sugarhouse Properties; we really do appreciate your business!! Don't forget that if you recommend us to a friend who also takes a property with us, then you'll be rewarded with £50 CASH!*

Below are the requirements for the Professional Application Procedure:
Should you have any questions about any of these then please ask!

Application Form; Please complete the reverse of this form.

Our Fees; Sugarhouse Properties charge the following fees (inc VAT) in respect of administration and references for our *Professional Tenants*:
£130 for one bedroom properties (single occupancy)
£99 per applicant (for two or more occupiers, any size property)

Mixed Tenants (Students and Professionals)
£80 per student applicant (all property sizes)
£99 per professional applicant (all property sizes)

Signing fees are non-refundable if your application is unsuccessful due you being unable to meet the terms of the Tenancy Agreement or provide satisfactory references and/or a Guarantor (see below).

In addition there is £100 holding fee which is payable at the time of application. This fee is not a deposit and is refundable in the event the landlord chooses not to accept your application. If the information you supply proves to be incorrect and your application is rejected, the fee is non-refundable and payable to the landlord. An additional fee will be payable if the tenancy is renewed.

Please Note: There is an additional charge of £25 which will be made if all tenancy documents are not received with 14 days of signing.

£1 from your signing fee will be donated by Sugarhouse to their chosen charity. For more information, please check the fees section on our website.

Advance Payment; Before moving in to a property, payment of the first month's rent and deposit must be made by standing order, debit or credit card (handling charge applies to credit cards). Funds must be cleared before keys can be released.

Standing Order Form; Unless notified otherwise, rent throughout your tenancy must be paid by standing order on the agreed dates highlighted on the Tenancy Agreement. You will be given a separate document confirming these amounts and dates, as well as the account details for payment.

Reference and Guarantors; Our professional application fees include the cost of obtaining credit checks and references OR the completion of a guarantor agreement. A guarantor will be required where the applicant has been in their current job for less than 6 months or is living with one or more student tenants. Where *both* references and a guarantor are required (e.g. where a credit check does not come back with a satisfactory outcome) then an additional charge of £50 will apply; acceptance of the applicant at this stage would also be at the landlord's discretion. Where a guarantor is required, it is important to inform your proposed guarantor before the contract signing; the form will be e-mailed out at the time of signing. All guarantors must should the following criteria:

- Be a UK Homeowner
- Be a UK Resident
- Have a good credit history
- Provide identification and proof of home ownership
- Be prepared to enter into a legally binding and enforceable Deed of Guarantee

Before moving into a property, payment of the first month's rent and deposit must be made by standing order, debit or credit card (handling charge applies to credit cards). Funds must be cleared before keys can be released.

Tenancy Agreement; It is likely that the tenancy agreement you are signing is an Assured Shorthold Joint Tenancy Agreement. This means that all tenants have a joint and several liability for any rent and damage.

Responsible Person (Head Tenant); Applications by 2 or more parties will be asked to name a Responsible Person who will then become our first (but not necessarily only) point of contact for matters relating to the Tenancy. We also reserve the right to repay the whole deposit to the Responsible Person at the end of the Tenancy.

Deposits; A refundable deposit will be payable by each tenant within 14 days of the signing date as per the amount stated in the tenancy agreement. Our standard deposit may vary but is normally equivalent to one and a quarter month's rent. Please note that this must be paid in full within 14 days of the date on which the tenancy agreement is signed. Failure to do so will result in a £50 charge and may jeopardise your tenancy.

All Inclusive Bills – Do You Want It All?!; If you want to take the hassle factor out of organising your utility bills (and not have to worry about rising

energy charges or organising multiple bill payments) then why not go All Inclusive? Ask a member of our team for details!!

Get Social! Facebook, Twitter, Instagram and Pinterest- Keep in Touch and Benefit from Some Amazing Freebies!

Don't forget to like us on Facebook at [facebook.com/SugarhouseProperties](https://www.facebook.com/SugarhouseProperties) and follow us on Twitter at [SugarhouseLeeds](https://twitter.com/SugarhouseLeeds) to receive regular offers, freebies and information on your tenancy. You can also find us on Instagram and Pinterest at [sugarhouseproperties](https://www.instagram.com/sugarhouseproperties) for lots of property inspired features and photos.

Declaration; I hereby confirm that the information provided by me on the form is to the best of my knowledge true. I consent to this information being verified by contacting the third parties detailed in this form. I understand that the results of the findings will be forwarded to the landlord and may be accessed again at any time in the future. I agree that Sugarhouse or their approved agent may search the files of a Credit Reference Agency, where applicable, and will keep a record of that search. I understand that I may request the name and address of the Credit Reference Agency to whom I may then apply for a copy of the information provided.

I also understand that in the event of my defaulting on the rental payment, information may be recorded with the Credit Reference Agency who may supply the information to other credit companies or insurers in the request for responsible granting of tenancies, insurance and credit. I understand that in the event of any default by me in respect of the covenants in my tenancy agreement with my landlord, the information contained therein may be disclosed to one or more tracing companies and/or debt collection agencies in order to recover monies due or to trace my whereabouts. Information will also be disclosed to relevant utility companies and the like. I understand that personal information within this form may be released to companies associated with Sugarhouse Properties Ltd for the purposes of providing related services such as insurance and utilities. I can opt out by writing to Sugarhouse Properties, 21 Otley Road, Leeds, LS6 3AA. I understand that Sugarhouse may sometimes receive commission or payments from third parties in connection with goods or services recommended or provided by the agent to the tenant.

The information provided in this form is as described in Ground 17 of the Housing Act 1996 and I understand that if any information within this application is found to be untrue, it is grounds for termination of the tenancy. I also understand that any default in the payment of rent will affect any future application for tenancies, credit or insurance.

Proving Your Identity; (Money Laundering - Proceeds of Crime Act 2002) & Immigration Act 2014; We now have a legal obligation to obtain proof of identity for any clients who are dealing with us for the first time. The legislation is aimed to combat financial crime and protect all parties concerned, from fraud. We also have to check a tenant has a legal right to be in the UK. We therefore require confirmation of your ID as well as proof of address.

Providing proof:

In Branch (preferred): Original documentation can be brought to the branch where we can copy and return them immediately.

By Post/Email: We require certified copies of documents from the list below. To have a document certified, it must have the name, address and signature of the certifier together with the date of certification. *Please do NOT post original documents as we accept no liability for the loss or return of these.*

To Confirm Your Identification:

- Passport (signed & in date)
- Or two of the following:**
 - Valid Photo-card driving licence (including provisional) (UK or EU)
 - Full UK Birth Certificate or adoption certificate
 - Letter from British Passport Holder; should be professional e.g Doctor, etc
 - Letter attestation from current employer.

To confirm your address (one of the following):

Driving licence showing the current address / Recent (no older than 3 months from date of issue) gas, electric, water, landline telephone

Important: The following are NOT acceptable for proof of address:

Financial Statements (e.g. credit card) / Documents from HM Revenue & Customs / Letters from Solicitors or Accountants / NHS Medical card / Mobile Phone Bill. **The same document cannot be used to confirm both ID and address. You must provide 2 separate documents.**

*Conditions Apply; please ask for details

Please Initial Here