**RESIDENTIAL LETTINGS**

**Applicant Offer Form**

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| **INITIAL OFFER INFORMATION** |
| Applicant/s Names:..........................................................................Phone Number................................................................................................  Applicants D.O.B(s):..........................................................Email:………………......................................................................................................  Nationality …………………………………………………………………………………………………………………………………………………………  I would like to make an offer on ................................................................................................................................................................................  I would like to make an offer in amount of £........................................per calendar month  I would like to rent the property for a period of ...................................months  I would like to move into the property on ..................................................................................................................................................................  There will be ................................................................................ adults and ..............................................................................children moving in |

**NB: 1. Adults are classed as any person/s over the age of 18. 2. If you would like to pay rent upfront for the full tenancy or part of the tenancy then please give further details in the Additional Information section.**

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| **PLEASE CIRCLE BELOW WHERE APPROPRIATE** |
| Do any of the applicants smoke? YES NO OUTSIDE ONLY |
| Do any of the applicants have pets? YES NO |
| Do any of the applicants have bad credit? YES NO  i.e. bankruptcy/CCJ etc? |

**NB: If you have answered yes to any of the questions above then please provide further details in the Additional Information section.**

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| **APPLICANTS EMPLOYMENT DETAILS** |
| Please include following details; self employed or full time/part time employment?  Employer name, employment title/position, length of contract and salary. If self employed then 2 years accounts will be required for referencing.  Affordability calculation: Rent x 30 = annual income required |
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| **GUARANTOR EMPLOYMENT DETAILS** |
| Please include following details; self employed or full time/part time employment?  Employer name, employment title/position, length of contract and salary. If self employed then 2 years accounts will be required for referencing.  Affordability calculation: Rent x 36 = annual income required |
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**Please email to:** [**Fatlume\_jashanica@hotmail.co.uk**](mailto:Fatlume_jashanica@hotmail.co.uk)

**Please also include a copy of your I.D, proof of address and proof of income**

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| **HOMEMOVER DETAILS** |
| Please include information regarding current residency, i.e. selling/renting? Notice period to give current landlord (if applicable)? Why moving? |
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| Will the rental Property be the Tenant’s principle residence? I.e. it will be their main home that they will live at most of the time (**please note:** in instances whereby there is more than one Tenant, at least one of the Tenants must be able to declare that the Property will be their main or principal residence in order for the Agent to create an Assured Shorthold Tenancy Agreement.) |
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| **ADDITIONAL REQUESTS** |
| Property required furnished/ part furnished/ unfurnished?  Are there any special works such as cleaning or any remedial works required? |
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| **ADDITIONAL INFORMATION** |
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| **CHARGES FOR ASSURED SHORTHOLD TENANCIES** | | |
| **This section is for completion by the Landlord only** | | |
| Holding Deposit / Reservation Fee | Capped at 1 weeks rent. The Calculation is the monthly Rent multiplied by 12 and divided by 52. | £................................. |
| Security Deposit | Tenancy Deposits are capped at five weeks’ Rent where the annual Rent in respect of the Tenancy is less than £50,000 a year and a months Rent where the annual Rent in respect of the Tenancy is £50,000 or more a year. The Calculation is the monthly Rent multiplied by 12, divided by 52 and then multiplied by either 5 or 6. | £................................. |
| Deadline for Completing the Tenancy Agreement Paperwork | Set at 15 Days unless extended. | …………………. Days |