

APPLICATION PROCESS

Should you wish to apply for a property, you will be required to complete the application form below and submit the relevant documentation to our credit and referencing platform, Goodlord. Please see below a list of documentation required to enable Goodlord to carry out the credit and reference checks. We will not mark the property under offer until the holding deposit (£300) has been paid and all documentation is received. Each individual tenant must complete a separate application form and sign up to Goodlord when prompted.

Documentation Required:

1. ID

- Passport
- EEA ID Card
- Full UK Driving Licence
- VISA (all overseas tenants
- + one of the above documents)

2. Proof of address – 1 of the below dated within the last 3 months

- Utility or council tax bill
- Bank or credit card statement
- Government letter (HMRC, Student Loan, NHS)

3. Proof of Income - 1 of the below covering the last 3 months (if you are providing a guarantor, we won't require proof of income from you).

- An employment reference (from a business domain)
- Employer payslips covering the last three months.
- Copy of employment contract confirming salary, start date and contracted hours (On company headed paper)
- Pension endowment letter confirming income.
- Open banking connection - Goodlord can offer an opening banking connection. This provides third-party financial service providers open access to consumer banking, transactions and other financial data from banks and non-bank financial institutions through the use of application programming interfaces. Therefore, you may not be required to provide all of the documentation above.

Self Employed

- Last three years tax returns or
- An accountant reference (from a business domain) or letter from accountant confirming the last 3 years

Do I meet affordability?

You must be earning at least 30x the month rent annually in order to meet our affordability requirements or have 30x the monthly rent in savings in a UK bank account, which has been there for longer the 3months.

If you are providing a guarantor, the guarantor must be earning at least 36x the monthly rent in order to meet our affordability requirements.

Please note that we only take basic salary into account. Bonuses, commission or overtime will not be included when carrying out the affordability checks as this is not guaranteed income.

Affordability calculator – Tenants rent affordability calculator on rentright.co.uk

I'm a student/do not have employment/am receiving housing benefit. What are my options?

You can nominate a guarantor, providing they live and work in the UK and have a credit history here. They must have lived in the UK for 6months. They too will need to satisfy the affordability requirements outlined above. They will also be required to provide us with the same documentation as explained on the application process on page 1.

I have recently arrived in the UK and do not have any credit history here, can I rent a property from you?

You must have been in the UK for 6 or more months to enable us to carry out credit checks. You can nominate a guarantor, providing they live and work in the UK and have a credit history here. They will need to satisfy the affordability requirements outlined above and provide us with the same documentation as explained on the application process on page 1.

I am retired and am in receipt of a pension?

You will need to provide proof that your pension income meets the affordability criteria stated above. This can be evidenced by supplying pension statements and bank statements. You will also be required to provide us with the same documentation as explained on the application process on page 1.

ID GUIDELINES

If we can't read all the information, we won't be able to validate the document, please ensure the all documentation and photographic ID is clearly visible (or both sides, if presenting a driver's license, ID card or Biometric Residence Permit). Watch out for glare and stray thumbs!

DECISION

- The successful and any unsuccessful applicants will be notified.
 - If you have been unsuccessful on this occasion, we will try to help you find alternative accommodation.
 - If you are successful, you would be required to pay a holding deposit of £300. This will secure and remove the property from the market for you. Please note, the property will remain on the market and available until the holding deposit is paid. To enable you to pay the holding deposit promptly, you will receive an email with a link to sign up to Goodlord. You will be required to pay £300 and upload all relevant documentation to enable them to carry out the credit and reference checks. Goodlord will require this information within 48hours. Should the relevant documentation not be received within the 48hour period, the property will be re-marketed for let and your holding deposit will be refunded. The property is then available to let to other parties and the landlord can accept another offer of tenancy. If you wish to re-apply, you would be required to pay a new holding deposit to secure the property.
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CREDIT CHECKS AND DOCUMENTATION VALIDATION

- Goodlord will perform a credit check on all tenants and/or any guarantors.
- You or your guarantor must have been living in the UK for at least 6months to enable Goodlord to carry out any credit checks or documentation validation.

SIGNING OF THE CONTRACT

- Once your credit and reference checks have been completed and approved by Goodlord, you will be required to pay your outstanding balance and sign the lease agreement directly through the Goodlord platform.

You will receive the following documentation detailed below –

- Confirmation of accepted tenancy
- Tenancy agreement for signing
- PRT Easy Read Notes
- Key handover/Check in appointment time
- Safety Certification
- Tenant hints and tips
- Fair processing notice
- Guidance on legionnaires

TENANT APPLICATION FORM (All tenants required to complete separate application form.)

1. PROPERTY OF INTEREST:

2. TITLE – Mr/Mrs/Ms/Miss 3. FULL NAME:

4. CONTACT TELEPHONE NUMBER:

5. EMAIL ADDRESS:

5. WORKING FULL TIME / PART TIME / STUDYING/ SELF EMPLOYED/RETIRED

☐

Full time

☐

Part time

☐

Studying

☐

Self employed

☐

Retired

6. JOB TITLE, COMPANY AND SALARY:

If studying, please confirm year and subject.

Job Title:

Company:

Salary (excluding bonuses, commission, and overtime):

Permanent/Part time/0 Hour Contract:

Studying: Year:

Subject:

7. COUPLE/SHARERS/FAMILY/INDIVIDUAL?

☐

Couple

☐

Sharers

☐

Family

☐

Individual

8. DO YOU HAVE ANY DEPENDANTS/CHILDREN? (please provide ages and sex of children)

If Yes:

1

Age

sex

3

Age

sex

2

Age

sex

4

Age

sex

9. DO YOU MEET THE AFFORDABILITY REQUIREMENTS?

(You must be earning at least 30x the monthly rent annually. If not please see above)

☐

Yes

☐

No

10. HOW LONG HAVE YOU BEEN RESIDING IN THE UK?

(You must have been living in the UK for at least 6 Months to enable us to carry out credit check, If not, please see requirements above)

11. HAVE YOU EVER RENTED FROM DJ ALEXANDER BEFORE?

(if yes, please provide address details)

12. CURRENT ADDRESS:

(If you have lived at present address less than 3 years, please provide previous address)

13. DO YOU SMOKE OR HAVE ANY PETS?

(provide details of any pets)

Smoker: ☐ Yes ☐ No

Pets: ☐ Yes ☐ No

If yes, you do have pets, please specify:

1 Type/Breed of pet: Age

1 Type/Breed of pet: Age

14. IDEAL MOVE IN DATE?

(Please note, the earliest move in date would be 7 days from cleared funds being received. No weekends.)

15. VIEWINGS

☐ I confirm that I have seen the property in person and accept the property in the condition as shown.

☐ I confirm that I have seen the virtual viewing and accept the property in the condition as shown.

I also confirm that I have had the opportunity to review the area using :

☐ Googlemaps ☐ Satellite Map/Street View ☐ In Person Street View ☐ niceareas.co.uk

16. ARE THERE ANY CONDITIONS TO THE LET?

☐ Yes ☐ No

If Yes, please state your conditions below:

17. IF YOU DO NOT MEET THE AFFORDABILITY REQUIREMENTS, YOU MUST PROVIDE A UK BASED GUARANTOR
(they must meet the affordability of 36x the monthly rent and be UK based, see requirements above)

Title – Mr/Mrs/Ms/Miss

Full name:

Contact telephone number:

Email address:

Present address:

(If your guarantor has lived at this present address less than 3 years, please provide previous address)

Job Title:

Company:

Permanent/Part Time/O Hour Contract:

I can confirm my guarantor meets the affordability criteria of 36x the monthly rent

☐

Yes