



# Part A

## Pre Application for a Tenancy

TO BE COMPLETED BY ALL APPLICANTS IF THIS IS TO BE A JOINT TENANCY

If you have any queries completing this form please call 0845 302 2848.

Please complete the following information. There is no need to include any fees at this stage.

You will be invited to complete a Full Application (Part B) and to provide a Holding Deposit at a later stage, after we have had a preliminary decision from the Landlord, which will be based on the information that you provide now.

No credit checks or referencing checks will be taken at this stage and no monies will be requested or accepted at this stage of the application process. All information is provided in the strictest confidence.

Full Applications (Part B) will be invited from Proposed Tenants, based purely on their suitability for the tenancy, and not on a "first come, first served" basis.

H2L Property Management Limited operates a Fair Applications Policy (version 0209) and does not discriminate on the grounds of sex, marital status, race, religion, sexual preference or on the grounds of disability. A copy of our Fair Applications Policy can be provided upon request.

If you need any help at all in completing this Pre Application (Part A) , please call us on 0845 302 2848 as we can provide assistance in a variety of ways to suit your specific needs.

Further information about H2L's application process, together with forms and guidance notes, can be found at [www.myH2Lapplication.co.uk](http://www.myH2Lapplication.co.uk)

### IMPORTANT

Do not give notice to your current landlord, if applicable, or incur any removal costs or any other costs in relation to your move until such time as we have confirmed in writing that you have been accepted for a tenancy.

### Full Name(s) of Proposed Tenant(s):

The First Proposed Tenant will be the "Lead Tenant" whom we contact in relation to this Pre Application (Part A) and who we contact during any subsequent Full Application (Part B) and during the course of the tenancy, if successful. Please help us by ensuring that if this is a Joint Application, that only one person, i.e. the "Lead Tenant" contacts us with any additional information and for progress updates.

### First Proposed Tenant

\_\_\_\_\_

### Mobile Number

\_\_\_\_\_

### Email Address

\_\_\_\_\_

Please tick  whether this mobile is:  
on a Contract  or a Pay As You Go

### Best time to call:

AM  PM  EVE  ANY

or state particular times to call: \_\_\_\_\_

Will you be able to access voicemail messages if we leave them? (if you have voicemail)

YES / NO

Can we text you on this number? YES / NO

Alternative number to that provided above:

\_\_\_\_\_

### Best time to call on this alternative number:

AM  PM  EVE  ANY

or state particular times: \_\_\_\_\_

**Will you be able to access voicemail messages if we leave them (if you have voicemail)?**

YES / NO

Please note that all H2L's outbound calls are shown as "With-held" or "Anonymous" calls depending on your type of 'phone.

If you don't answer these types of calls, please tick here  as we will need to make alternative arrangements to contact you. Please note that if we have difficulty in contacting you, this could seriously jeopardise your application.

**Full name of all other Proposed Tenants if this is to be a Joint Tenancy**

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**Are all Proposed Tenants in full time employment?**

**First Proposed Tenant** YES / NO

If Yes, please state occupation and Gross Annual Salary:

**Other Proposed Tenants** YES / NO

If Yes, please state occupations and Gross Annual Salaries:

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**On what date will you be able to start the tenancy?**

We will require one month's rent in advance, a Bond, (usually the equivalent of One Month's Rent), and all fees to have been paid on or before the tenancy is started.

We accept cash, credit or debit cards. All cheques must have cleared prior to starting the tenancy.

If you can start the tenancy immediately (i.e. within 48 hours of today) please tick here  or advise the proposed tenancy start date below.

**Proposed Tenancy Start Date:**

D	D	M	M	Y	Y
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**IMPORTANT:** The date you give will affect the outcome of your Application. This is because the Landlord will require you to take the property as soon as possible from when it is vacant. Your application may be declined if there is a considerable delay.

**We will take up full credit reports if you are invited to complete a Full Application (Part B).**

**Do any Proposed Tenants have a poor credit history? (i.e. Defaults, CCJs)** YES / NO

If Yes, please give details:

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**Can you require a Guarantor if required by the Landlord?** YES / NO

**Do either of the Proposed Tenants smoke? (this includes both traditional and 'non-traditional' tobacco products)**

YES / NO

**Do you now receive, or will you receive any benefits of any sort whilst in the property?**

**First Proposed Tenant:** YES / NO

**All other Proposed Tenants:** YES / NO

If Yes, please give details:

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**Do you propose to have pets at the property?**

YES / NO

If Yes, please give details:

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**Have either of the Proposed Tenants rented before?** YES / NO

**Was this through a Lettings Agency?** YES / NO

**If a Joint Tenancy, have the Proposed Tenants lived together before?** YES / NO

**If successful, will you need the property to be modified in any way or adapted in any way to suit your specific needs?** YES / NO

If Yes, please give details:

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**Please list all Other Occupants who will live at the property, their full name, their age if under 18, and their relationship to the Proposed Tenants:**

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**Will any of the Proposed Tenants or Other Occupants have a vehicle or vehicles which will be parked at the property overnight?** YES / NO

If Yes, please state:

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**Type of vehicle(s)** (i.e. car, van, trailer, caravan)

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**Registration number(s)**

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## Acceptance of Terms and Conditions of Pre Application (Part A)

We confirm that the information contained in this Pre Application (Part A) is true and correct and we wish to be considered for a tenancy. We understand that if successful in this Pre Application (Part A) we will be invited to complete a Full Application (Part B) which we understand may also later be declined based on Credit Reference information received, References from Employers or previous Landlords or Lettings Agents, or purely on the Landlord's final decision or where the property is with-drawn from lettings for whatever reason beyond H2L Property Management Limited's control. We further understand that the Landlord may require us to provide a Guarantor throughout the period of the tenancy.

We understand that Fees will be payable to H2L Property Management Limited in connection with any Full Application (Part B) and we understand that these Fees are strictly non refundable under all circumstances. We confirm that we have received, read and understood the fee structure as outlined in the Guidance Notes for Applications (version 0209). We understand that No Fee is applicable to this Pre Application (Part A).



We understand that information contained in this Pre Application (Part A) and any subsequent information that we provide in the Full Application (Part B) will be held under the Data Protection Act 1998 and that H2L Property Management Limited is Registered under the Data Protection Act 1998. We understand that we are entitled to receive any personal information held by H2L Property Management Limited upon request either now or in the future, subject to a statutory fee.

We understand that if we are successful in this or any other tenancy with H2L Property Management Limited, that we must provide evidence of a suitable insurance policy which includes Contents Insurance for Tenants with Accidental Damage to Landlords' Possessions and that this evidence must be in the form of a Cover Note or Policy Document which is to be provided to H2L Property Management Limited prior to the tenancy being started.

We understand that H2L Property Management Limited can provide us with information on such Policies which are available from specialist Insurers and that H2L Property Management Limited will provide us later with access to free, no obligation quotations. In being invited to complete a Full Application (Part B) we give permission to H2L Property Management Limited to provide our personal contact details (i.e. Name, Contact Number and information about the Property we wish to rent) to such Insurers for the purpose only of providing a quotation for our consideration.

We further understand that we can provide our own Insurance provided it is deemed suitable by the Landlord. We understand that such Insurance must be in force throughout the period of the tenancy and that the Policy documents must be made available for inspection at any time.

We understand that if no such insurance policy is in place on the day of the tenancy starting we will be required to sign a disclaimer.

**Signed by First Proposed Tenant / Lead Tenant.**

I accept the Terms and Conditions as outlined above.

\_\_\_\_\_

Date \_\_\_\_\_

**Signed by all other Proposed Tenants (if applicable)**

I accept the Terms and Conditions as outlined above.

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\_\_\_\_\_

Date \_\_\_\_\_

**Thank you for providing this information. All information is provided in the strictest confidence.**

Please return this form to us as quickly as possible:



**BY FAX:**

0845 203 6336



**BY EMAIL:**

scan the completed form and email it to [applications@H2L.co.uk](mailto:applications@H2L.co.uk)



**BY POST:**

H2L Property Management Limited  
Old Pump Offices  
Main Road  
Meriden  
Coventry  
West Midlands CV7 7NF



**HAND DELIVER:**

9am to 5.30pm, Monday to Friday

9am to 3pm, Saturday

to our address above.

If you need to talk to us about your application when you drop it in, please make an appointment with us first on 0845 302 2848. The nature of our work means that we may not be in the office when you drop by.

If you don't need to discuss your application, and we're not around, please just post the application through our letterbox and we will confirm receipt as soon as we're back in the office. You don't need to call us.

If you don't have Sat Nav or internet access to a programme such as Autoroute, then please call us before you leave, so we can provide you with directions.

We will contact you within 48 hours of receipt of your Pre Application (Part A) with the Landlord's decision as to whether we are able to invite a Full Application (Part B) from you. If we can't give you their decision within 48 hours, then we will advise you when we will have a decision for you.

If you have any queries in connection with this Pre Application (Part A), please all our Applications Team on 0845 302 2848, Monday to Friday 9am to 5.30pm or Saturday 9am to 3pm. Alternatively, you can Email [applications@H2L.co.uk](mailto:applications@H2L.co.uk). Please do not call any other numbers or call us outside of these hours as we will be unable to satisfactorily resolve your query. We aim to provide you with the highest possible level of client service at all times.