



Part B

Full Application for a Tenancy

TO BE COMPLETED BY ALL ADULTS OVER 18

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

Please complete the following information. One form must be fully completed by each adult over 18 who is to be included on the tenancy agreement.

You have been invited to complete a Full Application (Part B) and now have the option to provide a Holding Deposit (which is the equivalent of one month's rent in most cases). A payment form is included in this Application. Please note that as soon as we receive the Holding Deposit we will stop marketing the property and show the property as "Let Agreed". If you don't provide a Holding Deposit, there is a danger that you may lose the property. **All Holding Deposits are non returnable.**

Credit checks and referencing checks will now be taken. Monies will now be requested and accepted at this stage of the application process. All information continues to be provided in the strictest confidence.

Full Applications (Part B) are considered purely on Proposed Tenant's suitability for the tenancy, and not on a "first come, first served" basis.

H2L Property Management Limited operates a Fair Applications Policy 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 (version 0209) can be provided upon request.

If you need any help at all in completing this Full Application (Part B), 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

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.

Name _____

Contact number _____

Date of birth

D	D	M	M	Y	Y
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Please tick the statement that best describes your current situation:

- Living with parents
- Currently renting
- Selling own home
- Relocating to area
- Other _____

Section 1 Are you the Lead Tenant?

Are you the "Lead Tenant" or First Proposed Tenant as nominated in the Pre Application (Part A)?

YES / NO

SECTION 2 CONTACT DETAILS

Mobile number _____

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

Please note that all H2L Property Management Limited'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.

SECTION 3 WORK CONTACT DETAILS

Please provide your contact number at work, if appropriate.

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

Please note that all H2L Property Management Limited'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.

SECTION 4 WHERE YOU LIVE

We need your current address and if less than three years, we will also need your previous addresses so that we have a full three year history. Please provide us with your full current postal address:

House Name or Number or Flat Number

Street / Road Name

Town / City _____

County _____

Postcode _____

(a postcode must be provided in all cases)

How long have you lived at this address

_____ years _____ months

Reason for leaving this address

Was this property rented? YES / NO

If Yes, what was the name and telephone number of the Landlord?

If Yes, what was the name and telephone number of the Letting Agent?

Please note that we will now take up references from your current Landlord and/or Letting Agent.

If the above address was lived at for less than three years please provide your previous address:

House Name or Number or Flat Number

Street / Road Name

Town / City _____

County _____

Post code _____

How long have you lived at this address

_____ years _____ months

Reason for leaving this address

What is your annual salary?

What is your take home (after tax) each month?

Was this property rented? YES / NO

If Yes, what was the name and telephone number of the Landlord?

If Yes, what was the name and telephone number of the Letting Agent?

Please note that we will now take up references from your previous Landlord and/or Letting Agent.

What is the name of your contact in Human Resources?

What is the name of your Line Manager?

How long have you been employed here?

_____ years _____ months

(If less than three years please complete previous employer details)

We will now take up references from HR and/or your Line Manager.

SECTION 5 WHERE YOU WORK

We need your current employer details and if less than three years, we will also need your previous employer details so that we have a full three year history. Please provide us with your current employer details

Name of Employer

Full Postal Address _____

Postcode _____

What is your current Job Title

Is the Job permanent? YES / NO

How many hours do you work in a week?

Previous Employer (if less than three years at current employer)

Name of Employer _____

Full Postal Address _____

Postcode _____

What was your previous Job Title?

Was the Job permanent? YES / NO

How many hours did you work in a week?

What was your annual salary?

What was your take home (after tax) each month?

What was the name of your contact in Human Resources?

What was the name of your Line Manager?

How long had you been employed here?

_____ years _____ months

(If less than three years please complete previous employer details)

We will now take up references from HR and/or your previous Line Manager.

SECTION 6 BANK DETAILS

We require that all rent payments are made by Standing Order. The following details are for the Account from which you will pay the rent each month.

If the rent is to be paid from the account details below, please tick this box .

H2L Property Management Limited does not operate a Direct Debit scheme and so all your payments are controlled by you. A valid Standing Order must be in force at all times and the payment **MUST** leave your account three full bank working days **BEFORE** the Due Date when the rent is due.

Name of Bank or Building Society

Full postal address of Branch

Postcode: _____

What is the account holder's name?

Sort Code

		-			-		
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Account Number

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How long have you banked with them?

_____ years _____ months

SECTION 7 NEXT OF KIN

We may need to get in touch with your Next of Kin in an Emergency. Please provide details below:

Name of Person

Contact Number(s)

Relationship to you (if any)

We will **NOT** take up a personal character reference from this person.

This is the person who we will call in any Emergency, if the tenancy is confirmed.

SECTION 8 LONG TERM FRIEND OR ACQUAINTANCE

We may require a reference from someone who has known you personally for more than five years. Please provide details below. This person must not be an immediate member of your family, or a relative. This person may be a work colleague (current or previous), long-standing friend or may be a long-standing friend of the family.

Name of Person

Contact Number(s)

Relationship to you (if any)

We may take up a personal character reference from this person.

Now please read and sign the Acceptance of Terms and Conditions of Full Application (Part B)

ACCEPTANCE OF TERMS AND CONDITIONS OF FULL APPLICATION (PART B)

I confirm that the information contained in this Full Application (Part B) is true and correct and I wish to be considered for a tenancy. I understand that this Application may 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 withdrawn from lettings for whatever reason beyond H2L Property Management Limited's control.

I hereby give H2L Property Management Limited, its Directors, Employees and/or Agents permission to take up Credit References, and references from current or previous Employers, as well as current or previous Landlords and/or their Letting Agents.

I understand that Fees paid with this Full Application (Part B) are now strictly non refundable under all circumstances. I confirm that I have received, read and understood the fee structure as outlined in the Guidance Notes for Applications (version 0209).



I understand that information contained in this Full Application (Part B) and any other information that I provided previously in the Pre Application (Part A) will be held under the Data Protection Act 1998 and that H2L Property Management Limited is registered under the Data Protection Act 1998. I understand that I am 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.

I understand that I must now 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. I understand that having such a policy which is continually in force through the duration of the tenancy is an express condition of this Application.

Furthermore, I understand that I must provide supporting documentation in the form of confirmation of my identity, current address verification and proof of income.

I accept the Terms and Conditions as outlined above.

Signed _____

Date _____

Please also sign Declaration A or Declaration B, whichever applies. Please do not sign both.

If in doubt, please call Applications on 0845 302 2848 for assistance.

DECLARATION A

This is where the Landlord is a private individual and where H2L Property Management Limited fully manages the property on the Landlord's behalf.

I understand that the Landlord of this particular property will be an individual or individuals or a Company as named on the Tenancy Agreement and that the Landlord's nominated Letting Agent is H2L Property Management Limited. A Company Registered in England and Wales, Registration Number 05727204, Registered Address 38 Main Road, Meriden, Coventry, West Midlands, CV7 7NF.

I understand that all legal Notices, including Notice to end the tenancy must be sent in writing to the Registered office address of H2L Property Management Limited and that Notices by Email, fax or given over the telephone will not be accepted.

I understand that the Bond will be registered under the Tenancy Deposit Scheme by H2L Property Management Limited on behalf of my Landlord and that the Bond will be returned to me without interest, subject to any deductions under the Scheme, by H2L Property Management Limited. However, I confirm that I am aware that it is in fact the Landlord's legal obligation to return the Bond to me, not a third party.

I understand that H2L Property Management Limited is acting as Agent on behalf of my Landlord and I must pay my rent each month by the Due Date to H2L Property Management Limited and that H2L Property Management Limited will act as point of contact in all dealings as regards the tenancy.

I confirm that I have read and understood "A Guide to Moving In" (version 0209), "A Guide to my Tenancy" (version 0209) and "A Guide to Moving Out" (version 0209) as provided by H2L Property Management Limited.

I understand that should the Landlord decide to cancel his or her contract with H2L Property Management Limited, then my Bond will be passed directly to the Landlord and that the Bond will be returned to me at the end of the tenancy, without interest, subject to any deductions under the Scheme, by the Landlord. I understand that if H2L Property Management Limited's contractual services are cancelled by the Landlord in such a way then I will be informed in writing to this effect by H2L Property Management Limited.

I understand that is the Landlord's legal obligation to provide a Landlord Gas Safety Certificate (where applicable) prior to me moving into the property and that the Landlord's Gas Safety check must by law be done annually by the Landlord.

I understand that I must not, under any circumstance, incur any costs in connect with moving to a new property without having received formal notice in writing from H2L Property Management Limited.

I understand that if I incur any costs of moving whether removal costs, storage or any other accommodation costs as a result of not being able to move into the property when required, that H2L Property Management Limited is not liable.

Signature _____

Full name _____

Date _____

DECLARATION B

This is where the Landlord is a private individual and will manage the property themselves. H2L Property Management Limited will have no further involvement.

I understand that the Landlord of this particular property will be an individual or individuals or a Company as named on the Tenancy Agreement and that the Landlord will be managing this property themselves without a Letting Agent. I understand that I will be informed of the Landlord's name and contact details by H2L Property Management Limited when I move into the property on the Move In day.

I understand that all legal Notices, including Notice to end the tenancy must be sent in writing to the Landlord at the address for Notices as outlined in the tenancy agreement and not to H2L Property Management Limited which will have no further dealings in this matter after I have started the tenancy.

I understand that the Bond may be registered under the Tenancy Deposit Scheme by H2L Property Management Limited on behalf of my Landlord or that the Bond will be passed to the Landlord and they will register independently. The Bond will be returned to me without any interest, subject to any deductions under the Scheme, either directly by the Landlord or by H2L Property Management Limited. I understand that in the event that the Bond is not returned to me, I am able to make a claim under the Tenancy Deposit Scheme and have no recourse to H2L Property Management Limited under any circumstances.

I am aware that H2L Property Management Limited is acting as Agent on behalf of the Landlord to "Find Tenants" and to collect the first month's rent and the Bond only.

I understand that I must pay my rent each month by the Due Date directly to my Landlord and that my Landlord will act as point of contact in all dealings as regards the tenancy. I understand that H2L Property Management Limited will advise me of my Landlord's bank details when I move into the property on the Move In day, and that I am responsible for setting up a Standing Order to pay the rent each month to be received by the Landlord no later than the Due Date.

I understand that all dealings with H2L Property Management Limited will cease after the tenancy has been signed and that I am to contact the Landlord directly if there are any queries as regards the rent, or any issues with the property.

I understand that it is the Landlord's legal obligation to provide a Landlord Gas Safety Certificate (where applicable) prior to me moving into the property and that the Landlord's Gas Safety check must by law be done annually by the Landlord.

I understand that I must not, under any circumstance, incur any costs in connection with moving to a new property without having received formal notice in writing from H2L Property Management Limited.

I understand that if I incur any costs of moving whether removal costs, storage or any other accommodation costs as a result of not being able to move into the property when required, that H2L Property Management Limited is not liable.

Signature _____

Full name _____

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



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 Full Application (Part B) with the Landlord's decision as to whether we are able to now confirm the tenancy. 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 Full Application (Part B) , 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.

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.

Supporting Documents

Please enclose the following supporting documentation with your Application:

CONFIRMATION OF IDENTITY

A black and white copy of a current valid passport which shows your photograph, or a valid drivers licence which shows your photograph.

CONFIRMATION OF CURRENT ADDRESS

A black and white copy of a recent utility bill (within the last three months) which shows your name and current address as stated in Section 4. This may be a gas, electricity, water, council tax bill, or landline phone bill. It must not be a mobile phone bill.

CONFIRMATION OF INCOME

A black and white copy of your three most recent payslips or black and white photocopies of your three most recent Bank statements from the bank account stated in Section 6 showing rental payments (or mortgage payments if appropriate) out of your account.

CONFIRMATION OF INSURANCE

A black and white copy of your Tenants Contents Insurance Policy Document or Cover Note confirming that you will have valid insurance cover for Accidental Damage to Landlord's Possessions.

Please tick if you would like H2L Property Management Limited to arrange a quotation

for your insurance.

PLEASE NOTE: We do not require a black and white copy of the Insurance Policy Document or Cover Note if this policy was arranged by H2L Property Management Limited's Specialist Insurers.

FOR OFFICE USE ONLY: