



agent assure

Comprehensive Application Form

In order for the application to be processed quickly, please complete in BLOCK CAPITALS and ensure the application is completed in full. All sections marked with * are mandatory information.

Agent Details

Name of agent:	
Branch number:	Contact name :
Locality:	Phone number:

Property Details

Flat number:	House number:
House name:	Postcode* :
Street*:	District:
Town*:	County:

Rental Details

Monthly Rental*: £	Tenancy term (months)*:
Number of Tenants/Guarantors*:	Start Date (dd/mm/yyyy)*:
Rent Guarantee Type:	Share of Rent*: £
Can we contact the applicant?* Yes <input type="checkbox"/> No <input type="checkbox"/>	
Is Applicant paying in advance?: <input type="checkbox"/> Yes <input type="checkbox"/> No	

Who's the Landlord

If your landlord would like to get a quote for their Landlords' Buildings & Contents insurance from Agent Assure, and they have consented to our contact, please complete their details below.

Title*: <input type="checkbox"/> Mr <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other	
First Name*:	Last Name*:
Renewal Date	Phone Number
Email	

Applicants Details

Title*: <input type="checkbox"/> Mr <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other		
First Name*:		Middle Name:
Last Name*:		Date of birth*:
I can confirm this is my legal name <input type="checkbox"/>		
Sex*: <input type="checkbox"/> Male <input type="checkbox"/> Female		National Insurance Number:
No of dependants*:	Marital Status*: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Widow(er)	
Daytime phone number*:		Mobile number:
Work number:		Email Address:
Any previous names*:		
1. First Name:	Last Name:	Used Until: dd/mm/yyyy <input type="text"/> / <input type="text"/> / <input type="text"/>
2. First Name:	Last Name:	Used Until: dd/mm/yyyy <input type="text"/> / <input type="text"/> / <input type="text"/>

Please supply addresses to cover your last 3 years of residency

Address History – Current Address (Please complete all address details where appropriate)

Time at address: From*: (dd/mm/yyyy)		To: (dd/mm/yyyy)
Living status*: <input type="checkbox"/> Furnished Tenant <input type="checkbox"/> Unfurnished Tenant <input type="checkbox"/> Own home <input type="checkbox"/> Living with parents <input type="checkbox"/> Other (Please state your Other living status):		
Flat:		House name*:
House Number:		Postcode*:
Street*:		District:
Town*:	County:	Country:

Address History – Previous Address 1 (Please complete all address details where appropriate)

Time at address: From*: (dd/mm/yyyy)		To: (dd/mm/yyyy)
Living status*: <input type="checkbox"/> Furnished Tenant <input type="checkbox"/> Unfurnished Tenant <input type="checkbox"/> Own home <input type="checkbox"/> Living with parents <input type="checkbox"/> Other (Please state your Other living status):		
Flat:		House name*:
House Number:		Postcode*:
Street*:		District:
Town*:	County:	Country:

Address History – Previous Address 2 (Please complete all address details where appropriate)

Time at address: From*: (dd/mm/yyyy)		To: (dd/mm/yyyy)
Living status*: <input type="checkbox"/> Furnished Tenant <input type="checkbox"/> Unfurnished Tenant <input type="checkbox"/> Own home <input type="checkbox"/> Living with parents <input type="checkbox"/> Other (Please state your Other living status):		
Flat:		House name*:
House Number:		Postcode*:
Street*:		District:
Town*:	County:	Country:

Landlord details or Previous landlord details

Landlord / Agent Name*:	Contact Name*:	
Phone Number*:	Mobile Number:	
Fax number:	Email address:	
Flat:	House Name:	
House Number:	Postcode:	
Street:	District:	
Town*:	County:	Country:
Additional Information to assist the referee:		

Employment Details – If your Employment is likely to change please supply your offer letter or contact of new employment

Employment Type*:	<input type="checkbox"/> Full time employed	<input type="checkbox"/> Part time employed	<input type="checkbox"/> Unemployed		
	<input type="checkbox"/> Self-Employed	<input type="checkbox"/> Retired	<input type="checkbox"/> Student	<input type="checkbox"/> Home maker	<input type="checkbox"/> Payment in advance
	<input type="checkbox"/> Contract (How many months left on Contract?):				

Employer Details

Organisation Name:	Start date*: dd/mm/yyyy	
Are you currently on long term leave? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Annual Income Amount (£)		
Job Title*:	Employee/Payroll/Service number:	
Flat:	House Name:	
House Number:	Postcode:	
Street:	District:	
Town*:	County:	Country:

Reference Provider Details - Please provide details of the person/department of whom we may contact to obtain a reference

Contact Name:	Job Title:
Phone Number:	Mobile Number:
Fax Number:	Email Address:
Additional Information: (e.g: Is the contact's address different to the address above)	

Accountant Details

Self Employment

Annual Income Amount (£)

Do you have an accountant?*

Yes No

If **No** Please provide 6 months bank statements showing proof of income

Company Name*:

Contact Name*:

Phone Number:

Mobile Number*:

Fax Number*:

Email Address*:

Flat:

House Name:

House Number:

Postcode:

Street:

District:

Town*:

County:

Country:

Please ensure you provide either a fax number or email address.

Additional Information to assist the referee:

Pension Details

Annual Income Amount (£)

Do you have proof of your pension?*

Yes No

If **Yes** Please supply a copy of your annual pension statement

Pension Providers Company Name:

Pension Ref Number:

Contact Name*:

Phone Number:

Fax Number*:

Email Address*:

Flat:

House Name:

House Number:

Postcode:

Street:

District:

Town*:

County:

Country:

Please ensure you provide either a fax number or email address.

Additional Information to assist the referee:

Affordability Details

Gross annual income*: £

Any additional sources of income?*

Yes No

If **Yes** Please provide below

Amount of additional income per annum?* £

Please provide details of any additional income*:

Bank Details

Current account held?*: Yes <input type="checkbox"/> No <input type="checkbox"/> Not Provided <input type="checkbox"/> If Yes please enter the following details	Number of credit cards held?*
Sort code*:	Account number:
Account name*:	Name of bank*:
Bank Address*:	
Time with bank*: (years)_____ (months)_____	

Next Of Kin

First Name:	Last Name:	Relationship:	
Home Phone Number:	Mobile Phone Number:	Email Address:	
House/Flat Number/Name:	Postcode:	Street:	
District:	Town:	County:	Country:

Additional Information

Have you ever received any County Court Judgments or Individual Voluntary Arrangements against you?*	
Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please enter the details	
Have you ever been declared bankrupt?*	
Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please enter the details	
Will any pets be kept in the property?*	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will there be smoking at the property?*	Yes <input type="checkbox"/> No <input type="checkbox"/>
Will there be any children living at the property?*	Yes <input type="checkbox"/> No <input type="checkbox"/> (If Yes, Please enter details below)

Names of Children

Date of Birth

	DD/MM/YYYY
	DD/MM/YYYY
	DD/MM/YYYY
	DD/MM/YYYY

Consent

We may use credit reference and fraud prevention agencies to help us make decisions. What we do and how both we and credit reference and fraud prevention agencies will use your information is detailed in the section called "Use of Personal Information"

By **signing your agreement to proceed** you are accepting that we may use your information in this way.

Signed:

Date:

Agent Assure can provide you with specialist Tenants Contents Insurance to cover your possessions, and could help to protect your deposit with our inclusive Liability as a Tenant cover which your letting agent may require as part of your Tenancy Agreement. If you would like to be contacted about this product then please tick the box.

By proceeding with this application you confirm that you are authorising MBM Property to introduce Virgin Media to you for the purpose of providing a quotation for any TV, Broadband or telephone needs you may have at your new property. Virgin Media will call at a time that is convenient for you. Virgin Media won't pass this data on to any 3rd parties. If you would prefer not to be contacted by Virgin Media, please tick here

Please ensure that you have completed all fields indicated * as failure to do this may result in a delay in producing your report.

The information contained within this application is being transmitted to and is only for the use of Experian. If the reader of this message is not the intended recipient, you are hereby advised that any dissemination, distribution or copy of this application is strictly prohibited. If you receive this application in error, please immediately notify us by calling 0844 481 5857.

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INFORMATION FOR TENANTS

Wherever fees are mentioned, please refer to pages 8 & 9 for clarification as to the fee amount.

Your application

- Wherever fees are mentioned, please refer to the following pages for clarification as to the fee amount
- All tenants aged 18 or over who are to reside at the property must complete a tenant application form. Please ensure you complete the form in full.
- All applications should include a form of photo ID like a new style driving licence or passport. In addition, we will also require proof of address such as a utility bill or bank statement dated within the last 2 months.
- An application fee per tenant must be paid at the time of submitting the application. Should a guarantor be required for any reason then a fee per guarantor is payable. Payment can be made by cash or a credit or debit card. No application can be processed without payment. *Please note that if you are to pay by credit card, there is a charge.*
- When you apply for the property, we will discuss a provisional tenancy start date with you. If this date is more than 2 weeks in advance then after references are complete, we will require you to provide a holding deposit equal to at least half of the first month's rent which will be retained in full should you withdraw from the tenancy for any reason.
- Please note that once you have applied for a property, the application fee cannot be refunded should you choose to withdraw for any reason or if any of the details provided are found to be untruthful, not as declared or unsatisfactory.
- Should cleared & satisfactory references be collected and the landlord decides not to proceed, MBM will refund the fee in full.
- Once Agent Assure forms are received, MBM will contact the landlord for their consent to proceed and you will be advised as soon as possible.
- Please note that the usual timescale for references to clear is 3 – 4 working days. MBM cannot be held responsible for any delays in your references clearing. Whenever possible MBM will monitor Agent Assure and advise you of any potential delays.
- When satisfactory references have cleared, the tenancy agreement and other associated documents will be drawn up. All tenants (and guarantors if applicable) must sign both the tenancy agreements and return one copy to MBM within 7 days of issue along with any holding fee if requested.
- If payment or the signed tenancy agreement is not received within 7 days of issue, we reserve the right to market the property once more for new tenants with immediate effect. Please note that this payment is NOT an additional charge and is deducted from your completion payment. In the event that you withdraw from the let, this payment will be forfeited in full.
- Please note that should you wish to change the tenancy start date once the paperwork has been issued and sent out, there will be an administration charge of £60 (inc VAT) to amend the commencement date of the tenancy and subsequent re-issue of all the amended paperwork.
- Additional fees are due relative to the administration of your new tenancy including items such as the inventory and tenancy agreement.
- Should it be agreed that pets are to be allowed at the property, then a fee for the pet agreement is charged. An increased amount of £100 deposit for the property will also be retained alongside the signed agreement in which all carpets are to be professionally cleaned by our contractor at the end of your tenancy (this cost will be deducted from your deposit). Any damage attributed to the pet will also be rectifiable at your own expense.

Moving in

- Prior to your moving in date and as outlined above, you will receive all the relevant paperwork relating to your tenancy. Please ensure that you read and understand these documents. If you have any queries please contact MBM before the tenancy start date, who will be happy to help.
- All other documentation EG Pet letter should be completed in full and signed wherever necessary.
- Payment of one month's rent, the deposit and any administration fees must be cleared on or before the move in date. Payment is acceptable by cash, bankers draft, building society cheque, credit or debit card. *Please note that if you are to pay by credit card, there is a charge.*
- Proof of Tenant insurance is requested by all our landlords. This should include cover for accidental damage to the landlord's contents.

TENANT FEES

BEFORE YOU MOVE IN

FEES – NON OPTIONAL

Application Fee

£125 (inc VAT) per tenant

Processing the application and referencing tenants (identity, immigration and visa confirmation, financial credit checks, obtaining references from current or previous employers / landlords and any other relevant information to assess affordability) as well as contract negotiation (amending and agreeing terms) and arranging the tenancy.

Tenancy Agreement Fee

£99 (inc VAT) per property (tenant's contribution)

The drawing of an Assured Shorthold Tenancy Agreement compliant with the rules and regulations of a Government authorised protection scheme.

Inventory Fee

£99 (inc VAT) per property (tenant's contribution)

Preparing an Inventory and Schedule of Condition of the property, listing keys released and taking meter readings for utilities and transferring to the incoming tenants names.

Check-in Fee

£NO CHARGE per property

FEES- DEPENDANT ON YOUR CIRCUMSTANCES

Guarantor Fee

£90 (inc VAT) per guarantor (if required)

Referencing Guarantors (identity, immigration and visa confirmation, financial credit checks, obtaining references from current or previous employers / landlords and any other relevant information to assess affordability) as well as contract negotiation.

Permitted Occupier Fee

£NO CHARGE per permitted occupier

Explaining to any permitted occupier their rights and responsibilities towards the named tenant(s) and landlord as well as the provision of documentary guidance and assistance during the tenancy.

Written Pet Agreement

£36 (inc VAT) per property

The drawing of a separate written agreement outlining permission (when granted) to keep a nominated number/type of pet at the property which is in addition to the Assured Shorthold Tenancy Agreement. *PLEASE NOTE- To cover the added risk of property damage, a returnable additional Security Deposit of £100 is also taken. This will be protected with your security deposit in a Government-authorised scheme and may be returned at the end of the tenancy.*

Change of tenancy start date

£60 (inc vat) per property

Should you wish to change the tenancy start date once the paperwork has been issued and sent out, the administration charge is to amend the commencement date of the tenancy and subsequent re-issue of all the amended paperwork.

DURING YOUR TENANCY

FEES – NON OPTIONAL

Tenancy Amendment Fee (If required)

£30 (inc VAT)

For amending terms of your tenancy and updating your tenancy agreement for any reason other than contract renewal.

Tenancy Renewal Fee

£30 (inc VAT)

Contract negotiation, amending and updating terms and arranging tenancy extension and/or agreements. This fee applies to renewed fixed term tenancies or periodic tenancies entered into after an initial fixed term has expired.

Inaccessible property charge

£60 (inc VAT) plus any actual costs incurred.

Where actions of the tenant results in the agent (or nominated contractor) attending the property (with tenants agreement) and not being allowed/able to access to the property.

Unpaid Rent

£20 (inc VAT)

Per rental amount that remains unpaid for 7 days or more.

£20 (inc VAT)

Per chasing letter for any rental amount that becomes overdue.

Interest at 8% above Bank of England Base Rate

On any outstanding amount accruing from the date due until paid.

£10 inc vat

Per payment paid outside of the agreed payment method of direct bank payment.

Overpaid Rent

£20 (inc VAT)

Per overpayment made and refunded.

ENDING YOUR TENANCY

FEES - NON OPTIONAL

Check out Fee

£NO CHARGE

Attending the property to undertake an updated Schedule of Condition based on the original inventory and negotiating the repayment of the security deposit(s)

Future Landlord Reference Fee

£20 (inc VAT) per reference request

Collating information and preparing a reference for a future landlord or letting agent

OTHER FEES AND CHARGES

FEES - NON OPTIONAL

Credit card processing fee

2.5% of the transaction amount

Cost of processing any amounts you elect to pay by Credit Card in addition to any other applied fees.

Copy Document Fee

£20 (inc VAT) per request

Providing copies of any documentation relevant to your tenancy subject to data protection regulations being met.

IF YOU HAVE ANY QUESTIONS ABOUT OUR FEES, PLEASE ASK A MEMBER OF STAFF