

PROPERTY REFERENCE: Click or tap here to enter text.

ADDRESS: Click or tap here to enter text.

Thank you for your interest in the above property.

The property is to be let on a 6 month Fixed Assured Shorthold Tenancy moving to periodic thereafter.

For the successful tenant, we will require a month's rent payable in advance, an application fee of £125 inclusive of vat and a property bond (usually one month's rent + £100).

This will be registered with a recognised deposit Guarantee Scheme (usually DPS).

The total payable for this property will be

Property Bond	£ Click or tap here to enter text.
Application Fee	£ 125
Month rent in adv	£ Click or tap here to enter text.
TOTAL	£ Click or tap here to enter text.

WHAT HAPPENS NEXT

If you are interested in the property, please complete the enclosed information form and return to us.

If you want to reserve the property, you can pay £125 application fee which we will retain as a holding deposit for the property. Upon receipt of your holding deposit, we will no longer market the property. We will hold the property up to 14 days pending receipt of your documentation. After 14 days, we will continue to market the property.

Upon completion of our checks on behalf of the landlord, if **WE** decide the property is unsuitable for you, **we will return your deposit**. If at any point after the 14 days you do not return the documentation or inform us you no longer wish to proceed with the tenancy, **any deposit will not be refunded**.

Upon receipt of satisfactory references, arrangements will be made for signing of tenancy agreements. We will then arrange a date for property hand over.

Note. ID verification will be required in the form of passport OR driving licence plus recent utility bill or bank statement. Although we will accept copies with the initial information form, we will need to see originals prior to signing agreements.

Yours truly

Libra Investment Property Group



TENANT INFORMATION FORM

Applicant 1

Applicant 2

Full Name : _____

Date of Birth ____/____/____

____/____/____

National Ins No
Current
Address

Postcode

Best Contact No

Date Moved in ____/____/____

____/____/____

Status (circle) Owner / Tenant / with Parents

Owner / Tenant / with Parents

Email Address

Previous Address

Postcode

Date moved in ____/____/____

____/____/____

Date moved out ____/____/____

____/____/____

Status (circle) Owner / Tenant / with Parents

Owner / Tenant / with Parents

If you have lived at the above addresses for less than 3 years, please provide additional addresses on separate sheet. Please remember to include any lender / landlord details.

Lender / Landlord

Name

Address

Postcode

Phone number



Employment Details

Please circle	Employed / Self employed / Unemployed	Employed / Self employed / Unemployed
Please circle	Full time / Part time	Full time / Part time
Employer Name	_____	_____
Address	_____	_____
	_____	_____
Postcode	_____	_____
Telephone	_____	_____
Date Employment Started	____/____/____	____/____/____
Current Salary	_____	_____

Are you subject to any formal disciplinary action?

Please circle Yes / No Yes / No

The Tenancy

Are you in receipt of any **Benefits**.

Please complete below. Including any tax credits you may receive

Benefit	Amount	Payable (please circle)
		Weekly 4 weekly monthly

Will your new tenancy be dependent upon you receiving housing benefit?

Please circle Yes / No Yes / No

Is it your intention to apply for housing benefit once you occupy the property?

Please circle Yes / No Yes / No

YOUR BANKERS

Your Bank : _____ Bank Account Name: _____
Branch Address: _____ Sort Code: ____ - ____ - ____
Account No _____

DOCUMENTATION REQUIRED

Please provide the following documentation in support of your application:

1. Current valid passport
2. Current photo card Driving license
3. Last months bank statements (showing salary credits and mortgage / rent payments)
4. Last months payslips
5. Recent utility bill (within last 3 months)



FURTHER INFORMATION

Does either applicant have any unspent criminal convictions or have any prosecutions pending?

(Part of our referencing process includes a check to substantiate your application data)

Please circle Yes / No

If yes – please provide further details_____

Is it your intention to have any pets stay with you at the property; either yours or looking after for friends or family ?

Please circle Yes / No

If yes – please provide further details_____

Do any of the proposed occupants smoke?

Please circle Yes / No

If yes – please provide further details_____

Do you have any children?

Please circle Yes / No

If yes – please let us know how many and their ages_____

Do any proposed occupiers have any disabilities or health issues which you feel we should be considerate to whilst assessing your application?

Please circle Yes / No

If yes – please provide further details_____

Do have any difficulty with reading/writing documents in English?

Please circle Yes / No

If yes – please provide further details_____

If your application is accepted, what date would you look to move and what notice period do you need to give your current landlord?

Ideal Move in date_____ Notice Period _____ weeks



ADDITIONAL INFORMATION SHEET:

Please use the following section to provide us with any additional information you would like us to consider when looking at your application.....

DECLARATION

I hereby confirm that the information provided by me is to the best of my knowledge true. I consent to this information being verified by contacting the third parties detailed in this form. I understand that the results of the findings will be forwarded to the appointed letting agent and/or landlord and may be assessed again should I default on my rental payment or apply for a new tenancy agreement in the future.

I agree that Libra Property Group or their approved agent may search the files of a Credit Reference Agency which will keep a record of that search. I understand that I may request the name and address of the Credit Reference Agency to whom I may then apply for a copy of the information provided. I also understand that in the event of my defaulting on the rental payments that any such default may be recorded with the Credit Referencing Agency, who may supply the information to other credit companies or insurers in the quest for the responsible granting of tenancies, insurance and credit.

I understand that in the event of any default by me in respect of the covenants in my tenancy agreement with my landlord, the information contained herein may be disclosed to £IPS Ltd and/or one or more tracing companies and/or debt collection agencies in order to recover any monies due or trace my whereabouts.

The information provided in this form by me is information as described in Ground 17 of the Housing Act 1996 and I understand that if any information within this application is found to be untrue, it is grounds for termination of the tenancy. I also understand that any default in the payment of rent will affect any future applications for tenancies, credit or insurance.

I hereby authorise the above named bank or building society to respond to status enquiries made in respect of this application.

SIGN & DATE

APPLICANT 1 _____

SIGN & DATE

APPLICANT 2 _____

Please return document either by post to 5 St David's Crescent NEWPORT NP20 3AW

Or Email to admin@libraproperty.vpweb.co.uk

OFFICE USE

ONLY:

Date form received: _____

Property address: _____ Landlord : _____

EREFREQ: _____ LREFREQ: _____

EREFREC: _____ LREFREC: _____

AST Agreed _____ AST Signed _____