



Antony Richards Property Services

Specialist Residential Letting Agents

Leasehold Property Managers

Chartered Surveyors

Agricultural Valuers

10 Market Place, Penzance, TR18 2JA

Tel: 01736 366544

Website: www.antonyrichards.co.uk Email: office@antonyrichards.co.uk

APPLYING FOR A TENANCY OF A RENTAL PROPERTY

1. Complete **ALL SECTIONS** of the attached form, and **SIGN** the 'Authorisation' section.
2. Return the completed form with the following documents:-
 - (a) a bank statement or utility bill confirming your current address , and
 - (b) either:- (1) your passport or (2) your driving license and birth certificate.

We must see the **ORIGINALS** of these documents – photocopies will not be accepted.
3. If a guarantor is required, a guarantor's reference form must be completed and returned to us. The form can be collected from our offices or downloaded from our website: www.antonyrichards.co.uk
4. We will process your application form through an independent referencing company called 'Rent4Sure'.
5. Once an acceptable reference is received, a tenancy start date can be agreed. The deposit is the equivalent of 5 weeks rent, and this will be required with the rent in advance prior to the tenancy commencement date.
6. Below is an 'Affordability Chart' which shows what your income needs to be for the monthly rental amount. E.g. for a property at £500pcm, you will need an income of £15,000 per year. If you do not have sufficient income, a guarantor will be required with an income of £18,000 per year (excluding benefits).

Monthly Rent	Tenant Income	Guarantor Income
400	12000	14400
420	12600	15120
430	12900	15480
440	13200	15840
450	13500	16200
460	13800	16560
470	14100	16920
480	14400	17280
490	14700	17640
500	15000	18000
510	15300	18360
520	15600	18720
530	15900	19080
540	16200	19440
550	16500	19800
560	16800	20160
570	17100	20520
580	17400	20880
590	17700	21240
600	18000	21600
610	18300	21960
620	18600	22320
630	18900	22680

Monthly Rent	Tenant Income	Guarantor Income
640	19200	23040
650	19500	23400
660	19800	23760
670	20100	24120
680	20400	24480
690	20700	24840
700	21000	25200
710	21300	25560
720	21600	25920
730	21900	26280
740	22200	26640
750	22500	27000
760	22800	27360
770	23100	27720
780	23400	28080
790	23700	28440
800	24000	28800
810	24300	29160
820	24600	29520
830	24900	29880
840	25200	30240
850	25500	30600
860	25800	30960

Monthly Rent	Tenant Income	Guarantor Income
870	26100	31320
880	26400	31680
890	26700	32040
900	27000	32400
910	27300	32760
920	27600	33120
930	27900	33480
940	28200	33840
950	28500	34200
960	28800	34560
970	29100	34920
980	29400	35280
990	29700	35640
1000	30000	36000
1020	30600	36720
1050	31500	37800
1080	32400	38880
1100	33000	39600
1120	33600	40320
1150	34500	41400
1180	35400	42480
1200	36000	43200
1250	37500	45000



Directors: Antony Richards MRICS FAAV and Jennie Richards

Antony Richards Property Services is a trading name of Valley of the Birds Ltd

Vat No. 851 5132 47 Company No. 4834334. Registered Office: Nanceddan, Ludgvan, Penzance, TR20 8AN.

Regulated by RICS



Full Reference Application Form



Antony Richards
Property Services



RENT4SURE
PROTECTING YOUR BUSINESS

Please return this form to Antony Richards Property Services. Asterisks (*) indicate a field is mandatory.

Agency Details	
Letting Agent Name *	Letting Agent ID *
<input type="text" value="Antony Richards Property Services"/>	<input type="text" value="6545"/>

Property Details		
Total Monthly Rent *		
<input type="text" value="£"/>		
Abode *	Building/House Number *	Building/House Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address Line 1 *		
<input type="text"/>		
Address Line 2 *		
<input type="text"/>		
Town *	County *	Postcode *
<input type="text"/>	<input type="text"/>	<input type="text"/>

Tenancy Details		
Start Date of Tenancy (dd/mm/yyyy) *	Length of Tenancy (months) *	Share of Rent *
<input type="text"/>	<input type="text"/>	<input type="text" value="£"/>

Applicant's Contact Details			
Title (e.g. Mr, Mrs, etc.) *	First Name *	Middle Name *	Last Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date of Birth (dd/mm/yyyy) *	Telephone Number *	Mobile Number *	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Email Address *	Previous Full Name (if your name has changed in the last 6 years)		
<input type="text"/>	<input type="text"/>		

Applicant's Details

Marital Status *

Do you smoke? *

Do you have pets? *

Any recent arrears or adverse credit? *

If you have had any recent arrears or adverse credit within the last 10 years, please provide details on the 'Additional Information' page.

What is your expected residency status?

Family

Single

Couple

Sharer

Children

Please list all children who will be living at the property

Full names and date of birth of all children *

Pets

Please give details of any pets.

Details of pets *

Applicant's Employment Details

Employment Sector *

Select which most closely describes your employer's business sector.

Tech

Media/Creative

Finance/
Professional

Public Sector

Student

Other

Retired

Unemployed

Applicant's Work Address Details

Abode *

Building/House Number *

Building/House Name *

Address Line 1 *

Address Line 2 *

Town *

County *

Postcode *

Applicant's Current Address Details

Abode *

Building/House Number *

Building/House Name *

Address Line 1 *

Address Line 2 *

Town *

County *

Postcode *

Move In Date (Estimate) *

What is your current residency position? If 'Tenant', please complete the section titled 'Landlord / Agency Details' below.

Tenant

Owner

Live with Parents

Family / Friends

Staff Accommodation

Applicant's Previous Address Details (if available)

If you have occupied any previous addresses other than your current address in the last 10 years, please enter the most recent one below. Please provide any further addresses, going back up to 6 years, on the Additional Information page.

Abode *

Building/House Number *

Building/House Name *

Address Line 1 *

Address Line 2 *

Town *

County *

Postcode *

Move In Date (Estimate) *

Move Out Date (Estimate) *

Landlord / Agency Details For Your Current Address

Please note that we cannot accept landlord references from relatives or friends. All contact details must be your landlord or letting agents' business, not personal, details.

Name of Landlord / Letting Agent *

This is a Letting Agency

This is a Private Landlord

Title (e.g. Mr, Mrs, etc.)

Contact First Name *

Contact Last Name *

Contact Telephone Number *

Contact Email Address *

Source of Income

Please note that we cannot accept references from relatives or friends. All contact details for income referees must use their business, not personal, details.

Employed (PAYE)

Self-Employed
(Self-Assessment)

Self-Employed
(Accountant)

Investments / Savings

Benefits (please state which type)

Employer / Accountant Name *

Annual Income Amount *

Position / Role

Time With Employer

Title (e.g. Mr, Mrs, etc.)

Contact First Name *

Contact Last Name *

Primary Contact Number *

Secondary Contact Number

Contact Email *

Comments / Further Information (if you have further income sources, please specify these on the next sheet)

Identification

National Insurance Number *

Identification Type (e.g. passport, driving licence, etc)

Identification Number *

Bank Account Number *

Bank Account Sort Code *

Post Tenancy Address

Please provide an address where you may be contacted at the end of your tenancy e.g. family/friends/work

Address including postcode *

Authorisation

I confirm that the information provided in this application form is true, accurate and complete. I understand that the information that I have submitted will be used in order to assess my suitability to be granted a tenancy agreement, or to be named on the tenancy agreement as a Guarantor, or to verify my identity to prevent and detect crime and money laundering, and acknowledge that the information that I have provided will be shared with third parties for this purpose. I understand and agree that current or former employers, landlords and letting agents may be asked to provide additional information about me or to verify information that I have provided, calls for which are recorded for training and monitoring purposes. I further acknowledge that the information that I have provided will be submitted to credit reference agencies in order that a credit check can be conducted. I understand that Rent4sure Ltd is not entitled to disclose a copy of my credit report to me but that I may obtain a copy of the report by applying to the relevant credit reference agency directly. I understand that I may be refused a tenancy, or may be found unsuitable to act as a Guarantor, as a result of the searches and references obtained by Rent4sure Ltd. I acknowledge that the referencing services provided are provided to the letting agent or landlord (as the case may be), and agree that I shall not seek to hold Rent4sure Ltd liable for such refusal nor shall I seek to bring any claim against Rent4sure Ltd for any loss or damage suffered by me as a result of such refusal.

By ticking this box I agree to Rent4sure Ltd contacting me by e-mail and/or telephone regarding other goods and services that may be of interest to me, such as broadband, utilities, telecommunications and insurance products. Rent4sure Ltd may also on occasion share your personal data with third parties, such as the providers of these products, if you tick the box. If you change your mind in the future you can withdraw your consent at any time by contacting us (using the details in our Privacy Policy) or by using the unsubscribe option in e-mails. For more details on how we use your personal information, including details about the third parties with whom we may share your personal data, please see our Privacy Policy here: www.rent4sure.co.uk/legal#privacy.

Rent4sure Ltd is a controller under data protection law. For further details about how we collect and process your personal data, together with information about your privacy rights, please see our Privacy Policy here: www.rent4sure.co.uk/legal#privacy.

Applicant's Name *

Applicant's Signature *

Date (dd/mm/yyyy) *

Home Setup

When you move house, we know it can be a challenge to get all your existing services set up. That's why we've partnered up with several different utility companies, so you're all set for the day you move in. Check out our partner's services below, and if any of them look useful, tick the "Opt-In" checkbox. If your application is successful, we'll contact you with further information about each service you've expressed an interest in.

Broadband and Media Packages
Virgin Media/Home Telecom

Tenants Liability Insurance
Rentguard

Additional Information (Optional)

If you need to provide any previous addresses, names, credit history or other sources of income please describe them below.

[Empty text area for providing additional information]

Supplementary Orders (for use by Antony Richards Property Services only)

Rent Protection

RP 6 Months
1 Month Excess

RP 6 Months
Nil Excess

RP 12 Months
1 Month Excess

RP 12 Months
Nil Excess

Legal Expenses Insurance

LEI 6 Months

LEI 12 Months

Know Your Customer

Know Your Customer Checks find proofs of identity, proofs of residency, and identify potential alerts for your applicants in line with your Anti-Money Laundering regulations.

Add Know Your Customer

Right to Rent Check

Right To Rent Checks help ensure you are verifying your tenant's right to reside in the UK, in line with your obligations under the Immigration Act 2014.

Add Right to Rent Check