



SCOCAL
Estate Agents

TENANT APPLICATION FORM

Thank you for your request to rent one of our properties. The process to secure the flat/house is as follows:

1. A cleared holding fee of £200 should be paid to Scocal Estate Agents prior to application being accepted. This is a security payment which will be retained in part or full to cover our costs should the application be withdrawn.
2. This will enable us to take the property off the market and commence credit and reference checks.
3. Please then complete the below application and return to us as soon as possible by email to rent@scocal.co.uk along with tenant and guarantor **photo ID** such as UK passport or photo driving license. If you are applying from overseas we will need a passport and copies or residency visas as appropriate.
4. Once the checks are completed to our satisfaction we will proceed to lease signing.
5. The deposit will then be due immediately and the remainder of the first month's rent (less holding fee) (or part month as agreed) is payable on or before the lease start date.

Please note that if more than one person is taking on the lease you will be offered a Joint and Several Tenancy agreement, so you will jointly be liable for all rent and liabilities under the lease. Each tenant must complete his or her own application form. All deposits will be in both names and returned to both parties unless otherwise agreed

Please also be aware that the rent due date will be the lease start date, with payments taken on the 1st of each calendar month thereafter. So if you move in on the 7th of the month, your rent will fall due on the 1st of every month thereafter.

If you wish a specific rent due date that is different from the move in date, please highlight this on the application form and we can discuss this with you.

Property Details

Address of Property Applied for:	
Postcode:	Advertised move in date: <small>(If applicable)</small>
Preferred Tenancy Commencement Date: Please note we may not be able to extend the move in date	
Initial Rental Period: 12 Months Please note our standard leases have a minimum fixed term of 12 months that then roll on monthly but we may be able to offer a different initial period. Please tick this box if you would like to discuss the option of extending this: <input type="checkbox"/>	Advertised Rent PCM: £

If this is a joint/multiple application, please note below which tenant we should consider to be the Lead Tenant. The Lead Tenant will be responsible for the repayment process of the Tenant's Deposit, communication with the Tenancy Deposit Scheme and the dispute resolution mechanism, if applicable.

Lead Tenant Name:

Tenant Details

Title:	First Names:	Surname:
Date of Birth:	National Insurance No:	
Mobile Telephone:	Landline Telephone:	
Work Email:	Home Email:	
Current Address:		
Postcode:	Time at Address:	Years Months
If less than 3 years, please provide previous addresses to include full 3 years' history.		

Please tick this box if you have bank statements and other correspondence sent to another address:
(Please provide us with proof of address in this case, e.g. utility bill, bank statement, etc.)

Current/Previous Landlord or rental agency

Name:	
Address:	
Postcode:	Contact No:
Email:	
Dates of lease: From	To

Please tick this box if you have never rented before:
(Please provide us with proof of address in this case, e.g. utility bill, bank statement, etc.)

Please tick this box if you owned the last property that you lived at:
(Please provide us with a copy of your last mortgage statement or any other document confirming ownership, e.g. letter from your solicitor)

Employment Details

Company Name:	
Position Title:	Yearly Salary: £
Start Date:	National Insurance No:
Company Address:	
Postcode:	
Contact/Manager's Name: (We will contact him/her for a reference)	
Position:	Email:
Telephone:	
If this is a temporary contract, please provide more details regarding your employment:	

Please tick this box if you will change employer between now and the tenancy start date:
(Please provide us with your offer letter in this case.)

Please tick this box if you're self-employed:
(Please provide us with your last 2 years' tax returns or a letter from your accountant, confirming your last 2 years of income if self employed less than 2 years, please have your accountant provide a letter of predicted income for the remaining period)

Emergency Contact

This has to be someone, that will not be living in the property with you.

Name:	
Relationship:	Telephone:
Email:	
Address:	

Guarantor Details

If you are a student or recently moved from overseas or if we do not have previous references/valid credit compatibility we may need a UK based guarantor earning c60 times your share of the monthly rent as annual income.

Example: Rent = £ 600 pcm, Guarantors income = c £36000

Title:	First Names:	Surname:
Relationship to Tenant:	Date of birth:	
Email:	Telephone:	
Home Address:	Time at Address: Years Months	
Postcode:		
If less than 3 years, please provide previous addresses to include full 3 years' history.		
Employment Address:		
Annual Salary: £	Position Title:	
Contact/Manager's Name: (We may contact him/her for a reference)		
Telephone:	Email:	

Please tick this box if your Guarantor would prefer us to contact them directly regarding their income information to preserve confidentiality:

Please note, if your guarantor does not agree or fails to respond within a reasonable timeframe your application will be withdrawn. this will result in the property being relisted as available and your holding deposit being retained to cover administration and relisting costs.

Dependents

Please list all dependents that will live with you at the property.

Name:	Date of birth:	Relationship:

Pets

Please note that the landlord has to give written permission for you to keep a pet at the property and a separate pet damage Liability monthly payment is required for any possible damage and cleaning as a result of the pet/s, further deductions may be applied from security deposit if required.

Type of Pet	
specifics (eg breed/Size/Quantity)	

Tenant Signature

By signing and submitting this form you are confirming that the information provided about you on this Tenant/Guarantor Reference Form is (to the best of your knowledge) accurate, complete and not misleading and that you have read and agreed to the attached Data Protection Statement.

Signature:	Date:
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Guarantor Signature

By signing and submitting this form you are confirming that the information provided about you on this Tenant/Guarantor Reference Form is (to the best of your knowledge) accurate, complete and not misleading and that you have read and agreed to the attached Data Protection Statement.

Signature:	Date:
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The small print.

Most of the wording here will be the same as the tenancy agreement, however we can not guarantee this and recommend that you read any agreement before committing to it.

Application fee is held by Scocal property and will be used as part of the first month's rent payment upon successful completion, refund of the fee or part thereof will be at Scocal property discretion.

We use external agencies to check identity and credit, by signing this form you agree to us sharing your details with our agency for the purposes of our required checks.

Tenant's Obligations

To pay the rent at the times and in the manner aforesaid.

To keep the interior of the Premises and the fixtures, fittings, window-glass, and other things belonging to the Premises in a good and tenable state of repair and to make good all damage or injury done to the Premises or the fixtures and fittings therein.

To keep the exterior of the Property and grounds in a presentable and managed state.

If found not maintaining the Property to a reasonable standard, as deemed by the agent, the Tenant will be provided a reasonable timescale of not less than 7 calendar days to rectify any issues. A follow-up inspection by the agent will be required, chargeable to the Tenant at the agent's rate of £60 plus applicable VAT or taxes. Should external contractors be required to restore the Property to a good and tenable state of repair due to Tenant neglect or misadventure, the Tenant may be held responsible for the costs.

To not instruct repair/works from an external contractor without prior approval of the Landlord or their agent, including agreed costings. Any such unauthorized costs will be the Tenant's responsibility, and recompense will be at the Landlord's discretion.

Not to make any alterations or additions to the Premises without obtaining prior written consent from the Landlord, the Landlord's designated agent, or as expressly authorized by statute.

Not to alter the operation of, or disable, the smoke alarms fitted within the Property. The Tenant agrees to be financially liable for contractor costs associated with the replacement/reinstatement of altered alarms. The Tenant is responsible for changing batteries in accessible alarms and reporting any malfunctioning alarms.

Not to do or permit any act on the Premises which may be a nuisance, annoyance, or injury, damage, or danger to the Premises, neighbourhood, or other tenants. The Landlord or their agent's decision on what constitutes such actions shall be final and binding.

If the agent investigates and finds the Tenant at fault regarding a nuisance complaint, a fee of £100 plus applicable VAT shall be paid by the Tenant.

Not to assign, charge, underlet, or part with possession of the Premises or any part thereof without prior written consent from the Landlord.

Not to permit persons objected to by the Landlord to reside in or resort to the Premises.

Not to carry on any profession, trade, or business from the Premises or use it for any illegal, immoral, or improper purpose.

To permit the Landlord or the Landlord's agent to enter the Premises to view its state and condition and to execute repairs or alterations. If the Tenant fails to provide access after agreeing to a contractor's visit, the Tenant may be liable for any associated costs. Unresponsive behavior or deliberate prevention of access may result in eviction and associated costs being sought from the Tenant.

During the last month of the tenancy, to allow the Landlord to display a notice that the Premises are to be let and to permit viewings by prospective tenants at reasonable hours.

At the expiration or sooner determination of the tenancy, to deliver up the Premises in good repair and condition as at the commencement of the tenancy, and to make good or pay for the repair or replacement of any broken, lost, damaged, or destroyed items.

To report all maintenance issues promptly to the Landlord or their agent. The Tenant shall be liable for costs due to deliberate, negligent, or accidental damage caused by the Tenant, with such costs potentially being deducted from the security deposit.

Understands that the Landlord has the right not to repair an appliance and may remove it without obligation to replace it.

To exercise due diligence before reporting maintenance issues and bear the cost of false contractor callouts, including costs resulting from running out of services like oil or gas.

To leave the furniture and other effects in their original rooms as per the inventory. The Tenant must notify the agent of any inventory discrepancies within 48 hours of receipt.

To pay for cleaning loose covers, counterpanes, blankets, carpets, and curtains soiled during the tenancy or a fair proportion thereof.

To pay for all charges for rates (included in rental payment unless otherwise specified), gas, oil, electricity, telephone, water, and other utilities during the tenancy, unless otherwise specified. Supplier payment cards remain the property of the Landlord and must remain after the Tenant vacates.

To ensure accuracy of meter readings at the start and end of the tenancy, confirming with the Landlord or their agent.

Understands that while the Landlord provides basic amenities such as heating, the Landlord may change the delivery method and any additional running costs remain the Tenant's burden.

To ensure adequate heating and ventilation to prevent damage from freezing or condensation, with repair costs due to neglect being the Tenant's responsibility.

Understands that the Landlord is not responsible for loss or damage to the Tenant's property, with any recompense being at the Landlord's discretion.

Not to do or permit any act that voids or increases the premium of the insurance policy on the Premises. The Tenant shall pay any increased premiums due to their actions.

Not to keep any animals or birds without written consent from the Landlord. Permitted animals or birds must be kept in a proper and controlled manner to avoid damage or nuisance.

To provide an approved guarantor or deposit a sum equivalent to one month's rent with the Landlord before the commencement of the tenancy.

Admits the right of the Landlord's agent to sign Notices to Quit and other documents on behalf of the Landlord.

Not to store hazardous or inflammable substances on the Premises or do any act affecting or invalidating the insurance.

To deposit with the Landlord or their agent the sum of one month's rent as a deposit, held by TDS(NI). The Tenant may apply for a refund after vacating the Premises, subject to inspection and inventory checks. The Landlord may reasonably deduct for any loss, damage, or outstanding rent.

Understands that the tenancy is not a protected or statutory tenancy as defined by the Rent (NI) Order 1978.

To deliver up possession of the Premises free of all rubbish and Tenant's property at the end of the tenancy. Costs for removal of any such waste or property will be recovered from the Tenant.

To cooperate with the Landlord and its agents to ensure compliance with any house of multiple occupancy (HMO) license requirements. The Tenant is liable for costs if their actions result in the revocation or restriction of the license.

Guarantor's Agreement

The Guarantor named on the tenancy application form and confirmed by way of signatory on this tenancy agreement agrees to be responsible for any rent shortfall or costs incurred by the Tenant. The Landlord and their agent may recover these costs from the Guarantor through collection agencies or court offices.