



Application for Residential Letting

Application Fee £200.00 (Including VAT) **Fee Paid**
Non refundable on Default

Riverside Property
The Oberon
44 Queen Street
Hull
HU1 1UU

Tel 01482 322411
 info@riverside-property.co.uk
 riverside-property.co.uk

Application For			
Rent Per Month	£	Deposit	£
Move in Date		Term	

Personal Details

First Applicant		Second Applicant	
Title	Mr / Mrs / Miss / Dr / Other:	Title	Mr / Mrs / Miss / Dr / Other:
Forename		Forename	
Surname		Surname	
Current Address		Current Address	
	Post Code		Post Code
DOB		DOB	
Home Tel		Home Tel	
Work Tel		Work Tel	
Mobile		Mobile	
NI Number		NI Number	
Do you Smoke?	Yes <input type="radio"/> No <input type="radio"/>	Do you have Pets	Yes <input type="radio"/> No <input type="radio"/>
Type of Pet			
1st Email			
2nd Email			

Bank Details

Bank		Account Holder	
Bank Address		Sort Code	
	Post Code	Account Number	

Employment Details

First Applicant		Second Applicant	
Employer		Employer	
Address		Address	
	Post Code		Post Code
Position		Position	
Full time <input type="radio"/>	Temporary <input type="radio"/>	Full time <input type="radio"/>	Temporary <input type="radio"/>
Gross Salary	£	Gross Salary	£
Average Overtime	£	Average Overtime	£
Date Started		Date Started	
Previous Landlord/Agent		Previous Landlord/Agent	
Name/Company		Name/Company	
Telephone		Telephone	
Email		Email	
Address		Address	

Next of Kin (in case of emergency)

First Applicant		Second Applicant	
Next of Kin Name		Next of Kin Name	
Address		Address	
	Post Code		Post Code
Telephone		Telephone	

Please sign to confirm that you have received required information/ documents needed prior to moving in. Keys will not be released without full documentation.

Sign..... Date.....

Important Information regarding your application.

The non refundable administration fee you have paid will secure the property until you move in.

What happens next?

We will carry out a credit check on ALL applicants and obtain previous landlord references.

(Please note: if you are under 25 years old then a guarantor is required)

If any issues arise whilst we are processing your application then we will call you to discuss. On your chosen move in date ALL applicants must attend to sign the contracts. The key handover and paperwork is completed at the office on this date.

What happens if a guarantor is needed?

If a guarantor is required then we will provide you with a form for them to complete and sign. We also require them to provide us with photo ID, a utility bill and proof of employment/ income.

What documents do we require from you?

We will require photo ID from all applicants, either a passport or driving licence. If you are a non UK resident and have a work or student Visa then we will also need to see this. Also required is proof of employment/ income from all applicants. This can be pay slips or contract of employment. If you are self employed then an accountant letter is required.

(Please note: We have the right to refuse an application if we are not happy with the documents provided. It is advisable to bring in your documents before your move in date.)

What money is due before moving in?

You will need to pay your first month's rent and deposit before keys are handed over. The deposit is always the same amount as the rent unless stated otherwise.

How can money be paid? We accept the following forms of payment:

- A Cheque, paid 7 days in advance of your move in date.
- Cash
- Debit card (we don't accept credit cards)
- Bank transfer. Please allow 3 days for the funds to clear into our account

Account Number: 21591350 Sort Code: 56-00-06

KEYS WILL NOT BE RELEASED UNTIL ALL FUNDS ARE CLEARED IN OUR ACCOUNT AND WE HAVE ALL DOCUMENTATION REQUESTED.

Additional fee's may be payable all inclusive of VAT.

- Guarantor Fee £50.00 (per applicant) - Lease Renewal £50 - Future Landlord's Reference £15.00
- Lost Security Items £15.00 (including cost of replacement item) - Cleaning £12 per hour
- Unpaid rent/returned payment interest 4% above Bank of England base rate.