



Property Reservation Form

Details of Property

Property Address:

Postcode:

Tenancy Term:

Preferred Moving Date:

Agreed Rent:

£

Any Special Conditions:

Applicant/s Details

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

Full Name: (as on Passport)

Current Home Address:

Postcode:

Please confirm your status: (please tick)

Living with Relatives Tenant Home Owner

Date you moved into this address:

Telephone Number:

Mobile Number:

Email Address:

Nationality:

Date of Birth:

Applicant/s Details *continued*

Please provide an address and telephone number where we will be able to contact you **after** the tenancy ends:

Post Tenancy Contact Address:

Postcode:

Post Tenancy Telephone Number:

Post Tenancy Email Address:

Are you providing the deposit? (please tick)

Yes No

Employment Details

Which best describes your occupation: (please tick)

Employed Self-employed Independent Means
 Retired Student Unemployed
 Housewife / husband

Hours of Work: (please tick)

Full Time Part Time

Contract Type: (please tick)

Permanent Temporary Fixed Length

Your Job Title:

Your Gross Income:

Start Date:

Evidence of Identification

In compliance with our professional bodies code of practice and to take up a credit reference we require both proof of identity and residency. Would you please enclose with your reservation one item from the following two lists:

Identity

Current Valid Passport Photographic Driver's Licence
 Student ID Card

Current Address

The following should be dated within the last 6 months:

Censored copy of Bank / Building Society Statement Censored Credit Card Statement
 Utility / Council Tax Bill Censored Mobile Telephone Bill

Unfortunately we cannot begin to process your reservation until we are in receipt of these documents.

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Details of Guarantor *(if applicable)*

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

Full Name of Guarantor: (as on Passport)

Home Address:

 Postcode:

Telephone Number:

Mobile Number:

Email Address:

Nationality:

Date of Birth:

Occupation:

Relationship to Tenant:

Are you a homeowner? (please tick)

Yes No

Are you providing the deposit? (please tick)

Yes No

Guarantor's Evidence of Identification

In compliance with our professional bodies code of practice and to take up a credit reference we require both proof of identity and residency. Would you please enclose with your reservation one item from the following two lists:

Identity

Current Valid Passport Photographic Driver's Licence

Student ID Card

Guarantor's Evidence of Identification *continued*

Current Address

The following should be dated within the last 6 months:

- Censored copy of Bank / Building Society Statement Censored Credit Card Statement
 Utility / Council Tax Bill Censored Mobile Telephone Bill

Unfortunately we cannot begin to process your reservation until we are in receipt of these documents.

Consent

I hereby confirm that the information I have given in this reservation form is true, accurate, to the best of my knowledge and not misleading.

I have read and accept Rees & Associates Property Management Terms and Conditions, and wish to proceed with the reservation to rent the aforementioned property.

The Administration Fee will only be refunded if the Landlord decides not to proceed following the acceptance of your offer.

If you decide not to proceed with a tenancy or your credit check/ references prove to be unsatisfactory or if you make a false statement to us concerning your application then we will be unable to refund all or part of your Administration Fee.

If the Landlord accepts your offer, subject to contract, you will hear from Van Mildert Landlord & Tenant Protection who are authorised to carry out all the necessary credit checks and referencing on behalf of Rees & Associates Property Management Limited.

Once you receive an email or sms about your application, please follow the instructions promptly, or contact us immediately if you have any queries. Failure to do so may result in the property being re-marketed.

Upon signing below you are giving your consent under the Data Protection Act, for the details you have supplied being used by Rees & Associates Property Management Limited and Van Mildert Landlord & Tenant Protection and where appropriate shared with our principle.

I give my consent to the information being used by credit card companies, credit referencing companies, existing/previous landlords/ letting agents/employers/accountants etc. The information can also be used during any tenancy for the management of the property, including but not limited to being given to contractors and being used to chase money owed. I understand that the letting agent will use the information provided to make decisions about my application.

Applicant's Signature:

Date:

Guarantor's Signature:

Date:

Rees & Associates Property Management are members of:

