

Previous Employment Details

Where have you been working during the past three years? Please provide details of previous employers, along with commencement and departure dates, attaching a separate sheet if necessary

Company Name: _____

Address _____ Post Code: _____

Tel: _____

Commencement date: _____ Departure date: _____

Accountant / Auditor details if self employed / retired

Please authorise your accountant/auditor to provide a reference.

Practice name: _____ Contact: _____

Address: _____ Post Code: _____

Tel: _____ Fax: _____

Bank/Building Society
current account only

Bank/Building Society Name: _____

Address: _____

Account Name: _____ Tel: _____

Account Number: _____ Sort Code: _____

Personal Reference

Name: _____

Address: _____

Tel: _____ Relationship: _____

Next of Kin excluding spouse

Name: _____

Address: _____

Tel: _____ Relationship: _____

Additional occupants & general information

Please list the names of all prospective tenants over 18 years of age to reside at the address

Ages of Children _____ Smokers/non Smokers _____

Your Nationality _____ List any Pets _____

Declaration

Once the application form has been fully completed, please submit to your agent

I confirm that the supplied information is to the best of my knowledge and belief, true, and may be verified. I understand that should the information provided by me on this form prove to be untrue, it is grounds for termination of the tenancy as described in the Housing Act. DATA PROTECTION: information provided by you on this form may be available to agents, landlords and co-applicants. I also hereby authorise the above named Bank or Building Society to respond to status enquiries made in respect of this application. MARAS may search the file of a credit reference agency. Any information obtained or compiled by MARAS may be passed on to Agents and Landlords. The details you provide will be held by MARAS and the letting agent and may be used by us or passed to carefully selected third parties to keep you up to date on our products and services and those of the CCV Group and other organisations we believe will be of interest to you. Such information shall be provided by telephone or by post. If you prefer not to receive this information, please tick this box .

Applicants/Guarantors Signature _____ **Date:** _____

INFORMATION FOR TENANTS

Your application

- All tenants aged 18 or over who are to reside at the property must complete a Maras application form. Please ensure you complete the form in full.
- All applications should include a form of photo ID. EG new style driving licence or passport.
- A fee of £123.00 (inc VAT) per applicant must be paid at the time of submitting the application. Should a guarantor be required due to any adverse credit history, either declared on your application or discovered during the application process and the landlord is still in agreement to let the property to you, then a fee of £48.00 (inc VAT) is payable for the guarantor. Should a guarantor be required and there is no adverse credit history, then there is no charge for the guarantor. Payment can be made by cash or a credit or debit card. No application can be processed without payment. *Please note that if you are to pay by debit card there is an administration charge of £1.00 (inc VAT). If you are to pay by credit card, there is a charge of 2.5% of the transaction total. These charges are correct at the time of going to print and are subject to change without prior notification. You will be notified at the time of payment should the charges be different to those stated.*
- The fee will cover the referencing costs associated with your tenancy application. There will be no charge made for further tenancy agreements at the same property once the tenancy has started.
- When you apply for the property, we will agree a tenancy start date with you. If this date is more than 2 weeks in advance we will require you to provide a holding deposit equal to at least half of the first month's rent which will be retained in full should you withdraw from the tenancy for any reason.
- Please note that once you have applied for a property, the application fee cannot be refunded should you choose to withdraw for any reason or if any of the details provided are found to be untruthful, not as declared or unsatisfactory.
- Should cleared & satisfactory references be collected and the landlord decides not to proceed, MBM will refund the fee in full.
- Once Maras forms are received MBM will contact the landlord for their consent to proceed and you will be advised as soon as possible.
- Please note that the usual timescale for references to clear is 3 – 4 working days. MBM cannot be held responsible for any delays in your references clearing. Whenever possible MBM will monitor Maras and advise you of any potential delays.
- When satisfactory references have cleared, the tenancy agreement and other associated documents will be drawn up. All tenants (and guarantors if applicable) must sign both the tenancy agreements and return one copy to MBM within 7 days of issue along with any holding fee if requested.
- If payment or the signed tenancy agreement is not received within 7 days of issue, we reserve the right to market the property once more for new tenants with immediate effect. Please note that this payment is NOT an additional charge and is deducted from your completion payment. In the event that you withdraw from the let, this payment will be forfeited in full.
- Please note that should you wish to change the tenancy start date once the paperwork has been issued and sent out, there will be an administration charge of £60 (inc VAT) to amend the commencement date of the tenancy and subsequent re-issue of all the amended paperwork.
- A fee of £50 (inc VAT) per property will be made upon commencement of all tenancies. This charge covers costs incurred in the administration of the whole of your tenancy, including our penultimate inspection before the end of your tenancy and including the transference of utilities at the beginning and the end of the tenancy. There are no other fees to consider upon moving in! Note. Experience has proven that penultimate inspections are of great benefit in the avoidance of potential deposit issues.
- Should it be agreed that pets are to be allowed at the property, then a deposit for the property will be retained equivalent to a month's rental + £200 and a signed agreement in which all carpets are to be professionally cleaned by our contractor at the end of your tenancy is to be signed. (This cost will be deducted from your deposit). Any damage attributed to the pet will also be rectifiable at your own expense.

Moving in

- Prior to your moving in date and as outlined above, you will receive all the relevant paperwork relating to your tenancy. Please ensure that you read and understand these documents. If you have any queries please contact MBM before the tenancy start date, who will be happy to help.
- The standing order mandates and any other documentation EG Pet letter should be completed in full.
- Payment of one month's rent, the deposit and tenancy administration fee must be cleared before the move in date. Payment is acceptable by cash, bankers draft, building society cheque, credit or debit card. *Please note that if you are to pay by debit card there is an administration charge of £1.00. If you are to pay by credit card, there is a charge of 2.5% of the transaction total. These charges are correct at the time of going to print and are subject to change without prior notification. You will be notified at the time of payment should the charges be different to those stated.*
- Proof of Tenant insurance is required by all our landlords. This should include cover for accidental damage to the landlord's contents.