



## **JSPM Residential**

### Residential Lettings and Investments

15 Charlock Close, Lincoln, LN6 9WX  
Tel: 01522 869227 Mob: 07988 944392  
www.jspmltd.com  
e-mail: enquiries@jspmltd.com

Saturday, 11 June 2022

Dear Sir / Madam

### **Re: Tenant Application Form.**

Welcome to JSPM Residential and thank you for your interest in renting one of our properties.

Our aim is "To provide a trouble free and quality approach to tenancy"

Our objectives are to ensure the high-quality homes we provide families to rent are energy efficient, finished to a very high standard and remain that way for the duration of the tenancy. To achieve this we ensure that any complaints or concerns about the property are attended to normally within 24 hours and any accidental damage or faults are normally repaired within 48 hours. In return we ask that resident families' treat our properties with the utmost respect and care.

We inspect our properties, with the tenants, initially every 6 weeks to ensure the property remains at a high standard.

The tenancy will be an Assured Shorthold Agreement. **The rent will be payable on or before the first day of the tenancy. The deposit/bond payable before the first day of tenancy.** We would suggest that this is paid as soon as your application has been accepted in-order to retain the property for your tenancy.

Our landlord is accredited with the nationally recognized DASH Services – Decent and Safe Homes. We are also licensed landlords through West Lindsey District Council. Therefore, you can be assured that the property and tenancy arrangements are closely scrutinized and maintained the highest standards.

There may be an additional monthly fee added to your rent if you intend to keep pets at the property. The amount will depend upon the type and number of pets but typically it is £10 per dog or cat. All utility bills and council tax payments for the duration of the tenancy must be met by the tenant.

Please ensure all parts of the application form are completed. Failure to complete in full will prolong your application and may result in you not being successful with us. You must supply details of current employer (if you have one), current landlord (if you have one) and at least 2 referees who have known you longer than 5 years and are **not** a direct relative (i.e. mother, father, brother, sister, grandparent, auntie or uncle.)

Return the completed form to the address at the top of this letter or via e-mail.

Once we have received your application we will e-mail you confirming the receipt.

We would be grateful if you could complete the attached application form and return as soon as possible so that we may start to progress your application and therefore limit

any possible delay to your moving date.

Please also supply the following;

- Details of a guarantor (on the application form)
- 1 copy of photographic identification per adult applicant. We will accept a passport or driving licence copies.
- 2 x copies of utility bills for your current address (within the last 3 months). We will accept a copy of a mobile phone bill as one of the documents.
- 1 copy of your most recent bank statement from the account that you will be making standing order rental payments from for any top up payments that may be required.
- If you are making a claim under housing benefit or universal credit in order to assist in funding your rent payments then we need to see evidence of the amount you are entitled to receive in the benefit.

**Whats next.....** once we receive your application, we will conduct the reference checks, visit your referees, conduct credit checks and due diligence and we may need to visit you in your current home. We will then contact you between 7 and 14 days as to whether we have accepted your application to rent the property.

If you have any queries regarding the property or tenancy then please feel free to contact me.

Kindest regards

Dave MASTERS

## Tenant Application Form

<b>Premises for Let</b>	<i>24 Juniper Way, Witham St Hughs, Lincoln, LN6 9WL</i>		
<b>Deposit / Bond Value</b>	<i>£980</i>		
<b>Monthly Rental Value</b>	<i>Unfurnished £860, in advance.</i>		
<b>Date of Application</b>			
<b>Applicant Details</b>			
Name (in full)			
D.O.B.		N.I.Number	
Current Address (incl post code)		Date From	
Previous Addresses (if lived at current address less than 3 years)		From	To
Previous Addresses (if lived at current address less than 3 years)		From	To
Previous Addresses (if lived at current address less than 3 years)		From	To
Telephone/s	Home: Mobile: Work:	e-mail	
Briefly explain why you wish to move from your current home.			
<b>Additional Applicants/Tenants</b>			
Name/s			
Relationship to applicant? (i.e. partner/child etc)			
Do you intend to have animals / pets at the premises?	<i>Yes / No*</i>	If "Yes" state type and number	
<b>Financial Details</b>			
How do you intend to pay the rent due?	<i>Cash <input type="checkbox"/> / Cheque <input type="checkbox"/> / Standing Order <input type="checkbox"/> / Local Authority Direct Payment <input type="checkbox"/> * (Standing Order is the preferred method of payment.)</i>		
Have you ever been in rent arrears?	<i>Yes <input type="checkbox"/> / No <input type="checkbox"/> *</i>	If "Yes" then why?	
If you intend to pay your rent by Cheque or Standing Order please provide your bank details	Bank Name: Sort Code: Account Number:		
<b>References</b>			
<b>(Please supply at least 3 of the 4 categories. A minimum of 3 of the referees listed below will be contacted by JSPM Residential)</b>			
Current Landlord, <i>if currently renting</i> (name, address and contact tel. no.)			
Employer / Professional Referee (name, address and contact tel. no.)			

Personal Referee 1. (name, address and contact tel. no.)	
Personal Referee 2. (name, address and contact tel. no.)	
If you have your rent paid direct by the local authority or you have been in regular contact with the local authority regarding rental accommodation please provide the <b>Name</b> and <b>Contact</b> number of the Officer / person dealing with your case.	
<b>Other Details</b>	
Do you or any of the proposed applicants/tenants smoke? (Please note that smoking is <b>not</b> permitted inside the property)	Yes <input type="checkbox"/> / No <input type="checkbox"/>
How long do intend to rent the property for?	

<b>Guarantor Details (Check with Landlord / Agent if required)</b>			
Name (in full)			
D.O.B.		N.I.Number	
How long have you known applicant			
Current Address (incl post code)			
Previous Addresses (if lived at current address less than 3 years)			
Telephone/s	Home: Mobile: Work:	e-mail	
Current Employer Name		Address	
Telephone		e-mail	
Current Position (Role, Fulltime / Part Time)		Salary / income per annum	

**GDPR - Data Privacy Fair Processing Notice.**

1. Certain Personal and financial information is needed to decide on the grant of a tenancy which you are considering at one of my properties at address 24 Juniper Way, Witham St Hughs, LN6 9WL.
2. In the event the tenancy does not proceed, I intend to retain this data for a period of up to one year.
3. Your consent and co-operation in providing the data is required in order to offer and continue a tenancy contract with you. You don't have to provide personal information but without it there will be insufficient information upon which to grant a tenancy.
4. If the tenancy proceeds, numerous items of personal data will be retained electronically and in paper format locked in a secure location. Consequently as a Data Controller I am registered with the Information Commissioner for this purpose.
5. Upon a Tenancy contract, we both have legitimate interest in retaining the information to comply with legal obligations. This will remain for seven years after the tenancy ends.
6. You may request erasure of your information unless I require it for legal reasons.
7. I will only use your information in connection with this tenancy and it will not be shared with a third party without your consent (i.e. Tradesperson to effect repairs). In that case, I will seek assurance that your details are deleted by that party on completion of the purpose.

8. If a legitimate enquiry in connection with a financial loss is made by any party, or legal action considered, your data maybe used and shared for this purpose under legal obligations and legitimate interest.

9. Our full data protection privacy policy is available upon your request, can be viewed via the website [www.jspmltd.com](http://www.jspmltd.com) and will be stated within your tenancy agreement should you take up a tenancy.

**Please note that a Credit Check may be carried out using the details you have provided about yourself.**

<b>Applicants Signature</b> Please note that you are signing to say: <ol style="list-style-type: none"><li>1. All the information on this application is correct and not misleading in anyway.</li><li>2. You agree to a credit check to be carried out against your name and details provided.</li><li>3. You are acknowledging the Date Protection (GDPR2018) Privacy Notice above.</li></ol>		Date	
---	--	------	--

**Notes:**

- If a credit check is conducted you will be entitled to a copy of the information we obtain.
- If you have any question/s relating to the completion of this form please e-mail [enquiries@jspmltd.com](mailto:enquiries@jspmltd.com) or call 07988 944392
- If you are successful with your application then you will be required to pay one months rent and the deposit upfront and prior to moving in.
- \* Delete / Tick which is not applicable