

# RESERVE APPLICATION

## Individual Application Form

### 1. APPLICANT DETAILS

(JOINT APPLICANTS TO COMPLETE A DIFFERENT FORM)

*Surname		*First Name	
*Date of Birth		Middle Name	
Marital Status		Other Name(s)	
*Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>	Nationality:	
*Mobile tel		Email:	

\*It is essential you provide us with a mobile number so we can contact you if needed.

### 2. FUTHER INFORMATION

*Expected move date:		How long do you intend to stay: <i>If known</i>	
		Auto-renew your stay?	Yes** <input type="checkbox"/> No <input type="checkbox"/>

\*\* If you select yes we will renew your stay at the end of initial 4 month Booking and all you need to do is give us 2 months' notice that you wish to cancel your accommodation.

### 3. PERSONAL DETAILS CONTINUED

*Have you ever been issued with a County Court Judgement?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
*Do you have a Criminal Record?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
*Do you have any disabilities?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
If you have answered "Yes" to either of the questions above, please give details below:		
*Are you a Smoker? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, you will need to agree not to smoke anywhere other than the designated smoking area?	Do you have children?	How many? : Age(s) :
*Do you have any pets? (Please specify) Yes <input type="checkbox"/> No <input type="checkbox"/>	<b>Please note no pets are allowed on the premises.</b>	
Do you own a car? Yes <input type="checkbox"/> No <input type="checkbox"/> Reminder: parking is on a first come, first served basis	Car make and registration	
What hours do you tend to work?*	Mon - Fri <input type="checkbox"/> Weekends <input type="checkbox"/> On Call <input type="checkbox"/> Other <input type="checkbox"/> Early Mornings <input type="checkbox"/> Day Shift <input type="checkbox"/> Late Nights <input type="checkbox"/> Alternate <input type="checkbox"/> Other <input type="checkbox"/>	
*We use this information to help us know when to have heating on/off. If other, please state:		

### 4. CURRENT ADDRESS

PLEASE PROVIDE THREE YEARS WORTH OF RESIDENCY DETAILS (USE A SEPARATE SHEET IF NECESSARY)

*POSTCODE :		*HOUSE NAME/No.:	
*STREET/ RD :		DISTRICT :	
*TOWN :		*COUNTY :	
*Status: Owner <input type="checkbox"/> Rented <input type="checkbox"/> With Parents <input type="checkbox"/> Council Tenant <input type="checkbox"/> Other			
Is this a foreign address? Yes <input type="checkbox"/> No <input type="checkbox"/>	*Length of time at this address:		

### 5. FINANCIAL DETAILS

*Employment Status: (Employed, Self Employed, Retired, Unemployed, Student)	*Monthly Income	£
*Job Title:	Start Date:	
Is your job likely to change in the near future?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
*What is the nature of your employment?	Full <input type="checkbox"/>	Temporary <input type="checkbox"/> Contract <input type="checkbox"/>
*How do you propose to pay for the accommodation?	Benefit <input type="checkbox"/>	Salary <input type="checkbox"/> Savings <input type="checkbox"/> Other <input type="checkbox"/>

## 6. EMPLOYER DETAILS

*Company Name & Address:	
*Contact Name:	Contact Job Title:
*Phone (Daytime):	*Email:
Additional Information:	

## 7. CURRENT OR PREVIOUS LANDLORD DETAILS

*Do you pay your rent through a letting or managing agent?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
*Landlord/Letting agents name (this is who you currently pay your rent to)		
*Contact Name:		
*Postcode:	*FLAT/HOUSE NAME/No.:	
Street:	County:	
Town:	Contact email:	
*Contact Phone No:	Contact Job Title:	

## 8. BANK DETAILS (current accounts only)

Bank Name	Sort Code	Account Name	Account Number

## CREDIT/DEBIT CARD DETAILS FOR GUARANTEE AND FAILED PAYMENT PURPOSES AND PAYMENTS DUE UNDER OUR T&CS IF NOT PAID AS DUE

Card Name:	Card No.	Exp Date	Sec No.

## 9. NEXT OF KIN (or person to be contacted in an emergency)

**MUST NOT BE A SPOUSE**

Title	*First Name	*Surname
*Address Line 1:		
*Address Line 2:		*Postcode
*Address Line 3:		*Phone No.
Daytime Phone No:		*Relationship to applicant? (parent/guardian/etc)
Email address:		

**PLEASE NOTE: ALL CHECK IN'S ARE CONDUCTED BETWEEN 12-2PM UNLESS OTHERWISE ARRANGED.**

PREFERRED ROOM SIZE: Single  Double  Large Double  Studio  ENSUITE?

## 10. CONSENT

The information, which I have given in my Application Form, is true to the best of my knowledge. I consent to this information being verified by fair and lawful means, which I understand will involve contacting referees and licensed credit reference agencies. I understand the resulting verified information would be forwarded to the letting agency and / or to the landlord. The results may also be accessed again if I apply for a tenancy in the future. I consent to search information held by credit reference agency being disclosed and the credit-referencing bureau will keep a record of that search and the results from that search. The results of that search may show how I conduct my payments including accommodation payments and this may also be disclosed to the agency and may affect future credit applications from me and/or from members of my household and from time-to-time such information may be used for debt tracing and fraud prevention.

I hereby expressly consent to my personal details, including all recorded details in this application form, and any forwarding address(es) at the determination of any tenancy being passed to the landlord and / or to the utility companies and / or to the local authority.

Otherwise all information will be treated as confidential.

I agree that information supplied by me will be held in accordance with the Company's notification under the Data Protection Act 2018 and General Protection Regulations Act (GDPR) 2018, that you may record sensitive data as defined in the Data Protection Act 2018 and I understand that I have the right to ask for a copy of the information held about me subject to the payment of an administration fee that will be notified to me upon application, though it will not exceed the amount set by statute. I have the right to request that the information on me be amended if it is found to be incorrect. I also consent to passing the results of any such search or assessment for the purpose of assessing this application.

Holding Fee: £100 – payable at time of submitting the booking application.

Additional charges to be billed monthly in advance or as invoiced payable within 14 days:

### Applicant's Signature

(In the event of this is emailed, returner of application form with email is acknowledgement of my acceptance of these T&Cs and house rules)

Signed:

Print Name

Date: (DD/MM/YYYY)

## Thank you.

Please note that a Guarantor will be required to vouch for you if:

1. Your net income is less than 35% of your rent
2. You cannot provide proof that you have been a bill payer in the UIK at a registered address for 3 years
3. Your employment is not permanent with 2 years proof of earnings at the rate of 35% of your proposed rent