



Property Holding Payment 2019

Thank you for enquiring about one of the properties that we have for let. It is standard procedure to reference each applicant and gather as much information as possible to submit to a landlord prior to any tenancy being offered to you.

The Renting Homes (Fees etc)(Wales)Act 2019 means that agents in Wales can no longer charge application fee's but can charge a property holding payment subject to the following conditions –

Holding Deposit = 1 Weeks Rent maximum which can be held for 15 days and credited off the first months rent. If a tenancy is not granted it will be returned within 21 days.

Retaining Holding Deposit – The agent will retain the holding deposit for the following reasons

- Tenant/s provides false or mis-leading information
- Tenant withdraws application
- Tenant/s fail to enter into the contract

FAILURE TO PROVIDE ACCURATE INFORMATION OR DISCLOSE COUNTY COURT JUDGEMENTS WILL RESULT IN THE AGENT RETAINING THE HOLDING PAYMENT IN FULL.

Your holding payment will need to be paid in cash or directly into our bank account:

Lloyds Bank – Oakfield Property Management
Account No: 23011068 Sort Code: 30-99-95

Any tenancy offered will be subject the following 3 points.

- ✓ **Acceptable Referencing**
- ✓ **Subject to Landlord's Consent**
- ✓ **Subject to Contract**

We require the following information to be able to proceed.

Completed and signed Application Form (1 per applicant)
Proof of Income (Last 3 Pay slips)
Photographic I.D (Passport or Driving Licence)
Bank Statements (Latest 3 Months)
Proof of Current Address (Utility Bill – NOT Mobile Phone)

13-17 Brunswick Road
Buckley
Flintshire
CH7 2ED

t: 01244 548182

e: info@oakfieldproperty.com

w: www.oakfieldproperty.com



APPLICATION FOR TENANCY

It is mandatory to complete the whole form. Please use black ink and capital letters

PROPERTY DETAILS

PROPERTY: _____ SINGLE APPLICATION

RENT AMOUNT PCM: _____ JOINT APPLICATION

WILL THIS BE THE ONLY OR PRINCIPAL HOME OF AT LEAST ONE OF THE TENANTS?: YES NO

PROPOSED TENANCY START DATE: _____

TENANT IDENTIFICATION (to be completed by Oakfield Property Management)

Has proof of residency been copied and put on file? YES NO (specify)
(2 original & different documents such as bank statement, utility bill, council tax bill etc with the applicant's name and current address on. The documents must not be older than three months when this application is made)

Has a certified and signed copy of a driving licence and/or passport and/or other valid personal photographic identification been put on file? YES NO (specify)

TENANT DETAILS (everything below to be completed by the prospective tenant)

Title: _____ Telephone: _____

First Name: _____ Mobile: _____

Middle Name(s): _____ Email: _____

Surname: _____ Date of Birth: _____

Passport No: _____ NI Number: _____

Nationality: _____ Visa/Resident Permit: _____

- Residential Status: Property Owner
 Private Tenant
 Council Tenant
 Living with Friends/Relatives

Address 13-17 Brunswick Road, Buckley, Flintshire, CH7 2ED

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Current Address: _____

Post Code: _____ Period at this address: _____ Years _____ Months

Current Rent Payments: _____

Reason for Leaving: _____

If you have been living at your current address for less than 3 years please provide further details below:

Address 2 : _____

Post Code: _____ Period at this address: _____ Years _____ Months

Reason for Leaving: _____

Address 3: _____

Post Code: _____ Period at this address: _____ Years _____ Months

Reason for Leaving: _____



MONTHLY EXPENDITURE – INCOMING

Salary £ _____

Tax Credit £ _____

Child Benefit £ _____

Maintenance £ _____

Pension £ _____

2nd Income £ _____

Other £ _____

Total Incoming £ _____

MONTHLY EXPENDITURE – OUTGOING

Rent/Mortgage £ _____

Maintenance £ _____

Pensions £ _____

Credit Cards £ _____

Loan/Finance £ _____

Mobile Phone £ _____

Shopping £ _____

Petrol £ _____

Car Insurance £ _____

Other £ _____

Total Outgoing £ _____

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BANK DETAILS

Full name and address of your bank: _____

Branch sort code

Account Number

Account Holder's Name: _____

Overdraft facility: YES NO

Overdraft limit: £ _____ If currently overdrawn, by how much? £ _____

Do you or anybody else moving into the property, who is not a joint tenant, have any adverse credit history?

Yes (if yes please give details below) No

Have you or anybody else moving into the property, who is not a joint tenant, any unspent criminal convictions?

Yes (if yes please give details below) No



EMPLOYMENT

Employment Status: Employed Self Employed Unemployed
 Student Retired Contract Worker

Employment Details:

Company Name: _____

Company Address: _____

_____ Post Code: _____

Telephone Number: _____ Email: _____

HR Contact Name: _____ Direct Number: _____

Your Position: _____ Gross Salary: _____ per annum

Start Date: _____ Payroll No: _____

If Contractor, length of contract: _____

Is this position permanent? Yes No Full Time Part Time

Will your employment change before the proposed tenancy start date? Yes No

If you have worked in your current position for less than 18 months, please provide details of your previous employer:

Company Name 2: _____

Company Address: _____

_____ Post Code: _____

Telephone: _____ Email: _____

HR Contact Name: _____ Direct Dial: _____

Start Date: _____ End Date: _____



REFEREES

Please put your current Landlord and employer down as referees. A personal referee must have known you for at least 3 years.

Current Landlord/Letting Agent: _____

Address: _____

_____ Post Code: _____

Telephone Number: _____ Mobile: _____

Email Address: _____

Employer Name: _____

Contact Name: _____

- Line Manager, Team Leader or Supervisor

Address: _____

_____ Post Code: _____

Telephone Number: _____ Email: _____

Contact Position: _____

Personal Referee:

Name: _____

Address: _____

_____ Post Code: _____

Telephone: _____ Email: _____

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GENERAL

Do you own any pets that will be living at the property?

- No Yes

If yes please give details _____

Will you be applying for/receiving Housing Benefit/Universal Credit in order to pay the rent?

- No Yes

Do you smoke? – Please note that we **do not** allow smoking in any of our properties.

- No Yes

Are you in receipt of any other form of benefits/tax credits?

- No Yes

If yes please give details _____

How many people are proposed to be living in the property? _____

Please list everyone who will live in the property (including date of birth for those under 18)

Full Names	Nationality	DoB	Relationship to the applicant (joint tenant, dependant, spouse etc)
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NEXT OF KIN (a relative, employer, close friend etc)

Full Name: (not a joint tenant) _____

Address: (not the property address) _____

Telephone No: _____ Email: _____

Mobile No: _____

Relationship to Applicant: _____

May we use your Next of Kin details as post tenancy contact details?

YES NO If not, please give post tenancy contact address below:

If you are successful with your application who will be funding the deposit?

Applicant Other

If other, please give full details of the relevant person (ie a third party funding the deposit)

RELEVANT PERSON DETAILS

Title: _____ Telephone No: _____

First Name: _____ Mobile No: _____

Surname: _____ Email: _____

Date of Birth: _____ Relationship to Applicant: _____

ADDITIONAL INFORMATION WHICH MAY BE RELEVANT TO THIS APPLICATION:

Address 13-17 Brunswick Road, Buckley, Flintshire, CH7 2ED

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DECLARATION

Please read the declaration and sign below.

WE CANNOT PROCEED WITH THIS APPLICATION IF YOU DO NOT SIGN.

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

I give my consent to the information being used by credit card companies, credit reference 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. This can also mean that if any information is found to be untrue, the application can be declined and I will lose all or part of the administration fee.

I agree to that information given by credit reference companies will be shared with the letting agent and landlord and that this information may also be accessed again if I apply for or guarantee a tenancy in the future.

I agree that the referees and bank listed above may be contacted by the landlord, agent or referencing company.

I agree that unless I have advised the agent otherwise, my next of kin address may be used as my post tenancy address.

As part of the legal process of letting a property we are required to provide you with certain information prescribed by law. Please tick this box if we may email you this information and other documents and notices to reduce our environmental impact through unnecessary printing

We require the following documents before we can proceed with your application:

Your last 3 months Bank Statements

Your last 3 months Wage Slips

Photographic ID (Passport/Driving Licence)

Proof of residency

(2 original documents with applicant's name and address not older than 3 months)

Signed: _____

Date: _____

Please return to address below or email it to: info@oakfieldproperty.com

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