

**ISKEM Ltd.
Tenancy Application**

Please complete a form for each person over 18 living in the house

Which property have you applied for?		
Full name		
Date of Birth		
NI number		
Passport details	Country of issue:	Number
When would you like to move-in?		
What is your current address?		
How long have you lived there?	From:	To:
Mobile telephone number:		
e-mail address:		
Names and date of birth of anyone under 18 who will be living at the house:		
Should you move into our house the tenancy deposit agencies require us to provide an alternative contact address. Please provide the address of a parent or other relative who would hold mail for you.		
What is your employment status? (employed/ self-employed/ on housing benefit)		
If you are employed, employers name, address and contact phone number		
Wage/salary		
Hours per week		
Length of service		
Current housing status (renting, home owner, etc)		

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Application

If you are renting, what is your current landlord's name, address and telephone number.		
What is your rent?	£	per week/calendar month
If you are on housing benefit how much do you receive per month	£	Case no.
What County Court Judgements do you have?		
What arrangements with Creditors do you have?		
What pets do you have?		

Guarantor; please ask your guarantor to complete the separate Guarantors form and return it to us with a copy of their passport.

Please confirm your acceptance of each of these terms by ticking the appropriate box:

- I confirm that I am over 25 years of age and the information I have provided is accurate.
- I agree to ISKEM Ltd making whatever enquiries they deem necessary in connection with this application for tenancy.
- I authorise my employer, my bank/ building society, a local authority (if I was previously in receipt of housing benefit or a council house tenant) and the personal referee named to provide information about me, any prior tenancy history and any employment/financial affairs as appropriate.
- I agree to Iskem Ltd disclosing my personal information in the following circumstances
 - Provide your name to utility companies and the council tax authority
 - Provide your forwarding addresses to utility companies and the council when you move out
 - Disclose your personal information when we have a legal duty to do so
 - Asking a letting agent or private landlord for references
 - Disclose information to a tracing agent or debt collection company if you have left without paying your rent or other obligations under the tenancy agreement
 - Inform joint tenants when another tenant has failed to pay their rent if that non-payment directly affects those tenants
 - Give your personal information, such as contact details, to a tradesman who needs to carry out maintenance.

Signed:

Name:

Application

Date:	
Check you are good to go	
Completed an application for each person over 18 who will be living in the house	<input type="checkbox"/>
Provided a copy of your current passport	<input type="checkbox"/>
Included your last two wage slips Or Last two bank statements showing details of income	<input type="checkbox"/>
You have read the T&C's on the next page and are happy with them	<input type="checkbox"/>
You have asked your guarantor to complete a guarantor form and send it to us	<input type="checkbox"/>

COMPLETED FORMS SHOULD BE E-MAILED TO MOULDING.IAN@OUTLOOK.COM OR POSTED TO

ISKEM LTD NFBO FOURELLE HOUSE CENTRAL CRESCENT SOUTHAMPTON SO40 4BJ

TERMS AND CONDITIONS OF PROPERTY RENTAL

We will provide a tenancy agreement which details our and your obligations during the time you live in the property. You should take time to read the agreement in detail before signing and **if any point is not clear seek professional advice**. The following main points are provided to help you decide if you wish to live in an ISKEM property.

- Rent is payable in advance i.e for the period 1st June to 30th June rent should be cleared into our account by the 31st May.
- The bond is the equivalent of five week's rent, payable at the time the tenancy agreement is signed. (This will be held in line with the requirements of the Tenancy Deposit Scheme)
- All rental payments must be made by standing order directly from your bank account.
- You will receive your housing benefit and are responsible for ensuring that the rent is paid to ISKEM Ltd each month, together with sufficient funds to make up any difference between benefit and rent due.
- We hope and expect any tenancy arrangements we enter into to run without problem. However should you miss a rental payment then we will pass on the additional cost that we incur in resolving this matter. The charges will be added to your total rent payable and may be deducted from your bond, if necessary, at the termination of your tenancy.
- The tenancy is an "Assured Short Hold Tenancy" for six months. This can be extended by mutual agreement
- You are responsible for all utility, telephone, water rates and council tax charges
- You are responsible for insuring personal contents
- Approximately ten days before the start of the tenancy we will need to receive your deposit.
- The day before we handover the keys your first months rent should be in our account.