

# Notes for new tenant Application

We are delighted that you want to join us! We aim to make the application process as painless as possible.

Here's the 3 things that you now need to do:

- ① Pay the holding deposit
- ② Complete the application form
- ③ Provide the supporting documents

We take a common sense approach to referencing new applicants rather than 'the computer says no' attitude. Each application is individually reviewed by a member of our team to help you secure a tenancy with us. We are a very nice team and are here to help. So please feel free to get in touch if you have any questions.

## ① Holding deposit

A holding deposit equivalent to 1 week's rent (monthly rent x12 months /52 weeks) is payable to start an application. Once the application has been approved the holding deposit then goes towards the 5 weeks deposit for the property.

If your application is unsuccessful the holding deposit will be returned via bank transfer to the account details provided on your application form. The holding deposit will not be refunded should you fail to provide requested documentation in the stated timeframe or withdraw your application.

Your holding deposit should be paid by bank transfer with your name as the reference. Our account details are:

Account name: **Very Nice Homes**

Bank: **Barclays Bank**

Account number: **20502820**

Sort code: **20-08-64**

If you are making a payment from an overseas account, you will also need the:

**IBAN: GB09 BUKB 20086420502820** and **SWIFT/SWIFTBIC: BARCGB22**

## ② Application form & supporting documents

The application form is designed to provide us only the information necessary to process your application.

It is important you are open and honest on your form and supporting documents. You will not be automatically declined if for instance you have a poor credit history. We will always look to understand your situation and sometimes it can be simply a matter of putting some additional measures in place to approve your application.

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What we need from you is:

- > **Application Form** – complete as paper, PDF or online using this link [www.VeryNiceHomes.co.uk/apply](http://www.VeryNiceHomes.co.uk/apply)
- > **ID** – Passport or Photo Driving Licence (ideally both), National ID card is acceptable for European applicants
- > **Bank Statements** – Last 3 months showing your address, salary payments and if relevant rent payments
- > **Employment** – Last 3 payslips or recent P60 or if starting a new job then a copy of the employment contract
- > **Visa** – For non-EU Nationals only

Before submitting please check your form is fully completed to avoid delays in your application. The more comprehensive supporting documents you can provide the faster we can get your application processed.

Don't worry if you are not able to provide some of the supporting documents. Send in what you have and let us know about the others. We will work with you to try and find a solution.

### ③ How to send the documents

Once you have completed the form please send it to us. Do not delay getting the form back to us. Even if you do not have all your supporting documents ready you should still get the form back to us ASAP. You can send photocopies or photographs of these documents. Please ensure they are clear colour copies with no information cut off. We may need to see the original documents later.

You can send these in one of 4 ways:

- ✓ Scan and email it to us ([apply@VeryNiceHomes.co.uk](mailto:apply@VeryNiceHomes.co.uk))
- ✓ Take a picture on your smart phone and WhatsApp it to us (07963 469649)
- ✓ Bring it into the office (by appointment only)
- ✓ Or, if you really want to, you can post it to us (VNH, PO Box 3000, Birmingham, B14 7WG)

### What happens next?

We aim to get your application processed as soon as possible. Delays are often caused by things that our outside of our control e.g. waiting for previous landlord references or waiting on requested supporting documents.

Our processing team will contact you and keep you updated on the progress and let you know if we require anything else such as, a guarantor.

Once your application has been approved you will then need to pay the balance of the deposit and rent. The balance needs to be paid in full before you move in. Our very nice team will work with you to arrange a suitable time and date for your move in.

If you have any questions or simply want an update you can call or text the processing team on **07963 469649**. If they are unavailable and your query is urgent you can call Zahra on 07969 095373.

We look forward to welcoming you into our family of very nice tenants living in very nice homes 😊

Please complete the form with as much information as you can.

### 1. Property To Be Let

**Property Address & Room Number (if applicable)**

**Proposed move in date**   **No of applicants**   **Monthly Rent**

     £

### 2. Applicants Details

**Title**   **First name**

 

**Last name**

**Nationality**   **Living in the UK since**

 

**Date of birth**   **Age**

/  /   

**Gender (Male or Female)**   **NI Number (or overseas equivalent)**

 

**Telephone number**

**Email address**

**Current address**

**Time at address**   **Reason for leaving**

years    months  

**Address status:**   **Owned/mortgaged**   **Rented**   **Family/friends**

       

If less than 3 years at this address then list previous addresses and the date you left covering the last 3 years

*Continue in section 7 if necessary*

### 3. Employment/Self-Employed Details

**Name of Organisation**   **Start date**

 

**Address**

**Position held**   **Net monthly salary (after tax)**

  £

**Managers name**   **Managers position**

 

**Managers Telephone**   **Managers Email address**

 

If less than 3 years with this employment then list all previous roles or studies with dates for the last 3 years

*Continue in section 7 if necessary*

### 4. Current Landlord or Agent

**Landlord/Agency name**

**Address of Landlord/Agent**

**Contact number**

**Email address**

## 5. Bank Details (To Setup DirectDebit)

Account holder name	Bank name	Account number	Sort code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bank branch address			
<input type="text"/>			
How long have you held this bank account?	Do you have a Credit or Debit Card?	Postcode of address registered with bank	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

## 6. Other Questions

Next of Kin (or person to be contacted in an emergency) Name:

Address:

Relationship:  Telephone:

Your car registration number:  Make & model of car:

Do you smoke?  Do you intend to keep any pets?

Do you have a criminal record?  Have you ever been bankrupt or had any County Court Judgements?

Have you ever been evicted from or asked to leave a property you were renting for any reason?

Do you have any credit history problems that may cause you to fail a credit check?  Use section 7 if you need to explain further

Name of your guarantor:  Relationship to your guarantor:

## 7. Additional Notes & Comments

Use this section to add any additional general information that you feel is relevant to this application (including any disability or health condition we should be aware of).

## 8. Authorisation

I hereby authorise Eclipse Property Enterprise Ltd T/A Very Nice Homes (VNH) to make any enquiries considered necessary to substantiate information supplied on this application, I authorise VNH or its assessment company to disclose any information about me and/or my company to any credit reference agency and/or any other tenancy database who may retain a record of such a search. The information will be used to help make credit, insurance, rental and property decisions and occasionally for fraud prevention or debtor tracing. Credit searches and other information which is provided to VNH and/or credit reference agencies, about me and those with whom I am linked financially and have associated records with, may be used by VNH and other companies if credit decisions are made about me or other members of my household. I give my permission to take up all necessary references and these may be shown to a Landlord and/or their agent. I understand that no explanation will be given should I not be accepted by VNH as a tenant. I understand that the holding deposit will not be refunded if I fail to provide requested documentation in the stated time frame or withdraw my application. I confirm I have received a copy of 'Notes for new tenant Application' and agree to the terms stated. **I confirm that the information supplied is to the best of my knowledge and belief, true.**

Signed	Date	PRINT Full Name
<input type="text"/>	<input type="text"/>	<input type="text"/>