

# COMPANY ASSESSMENT APPLICATION FORM

- Parts A and B are to be completed by the Company. The sections to be completed depend upon the constitution of the Company to be assessed and are indicated within the body of the Application Form.
- Please complete this Application Form in BLACK INK using BLOCK CAPITAL LETTERS.
- Once fully completed please return it to your local Jordan's branch. Details can be found at [jordansrentals.com](http://jordansrentals.com)
- We are unable to process this application without the application fee being paid by debit, credit card or cheque.
- REFERENCE FEE: £60 inc VAT per application.
- ADMINISTRATION FEE: £100 inc VAT per tenancy.

Thank you for choosing to rent your home through Jordan's.

Please note that Jordan's act as agents for the landlords of the properties they have on offer and are not the owners of such properties. If you are smokers or intend keeping pets at the property please check there are no restrictions in respect of these. All tenants will be required to enter into a tenancy agreement with the landlord. Before we can proceed further we need to take up references. Should your tenancy application be successful you are renting the property on an 'as seen' basis.

**[www.jordansrentals.com](http://www.jordansrentals.com)**

To be completed by the Agent

<b>Property Details</b>			
House/Flat Name/Number	<input type="text"/>		
Street	<input type="text"/>		
Town	<input type="text"/>		
County	<input type="text"/>	PostCode	<input type="text"/>
Total Rent (pcm)	<input type="text"/>	Tenancy StartDate	<input type="text"/>
Tenancy Period	<input type="text"/>		

**Part A – to be completed by the Company applying for the Tenancy**

Please state the full names of all occupiers of the property over the age of 18:

Occupier 1	<input type="text"/>	DOB	<input type="text"/>
Occupier 2	<input type="text"/>	DOB	<input type="text"/>
Occupier 3	<input type="text"/>	DOB	<input type="text"/>
Occupier 4	<input type="text"/>	DOB	<input type="text"/>
Occupier 5	<input type="text"/>	DOB	<input type="text"/>

Full Company Name

House/Flat Name/Number

Contact Name

Position Held

Company Address

PostCode

Telephone

E-Mail

The information contained within this application is being transmitted to and is intended only for the use of Jordan's. If the reader is not the intended recipient, you are hereby advised any dissemination, distribution or copy of this application is strictly prohibited. If you have received this application in error, please immediately notify us by calling 01625 445770.

**Part A – continued**

Public Ltd  Private Ltd  Partnership   
Sole Trader  Proprietor

Other (please explain)

If Private Ltd or PLC please provide registration no:

Year Incorporated

**Details of Accountant or Auditor** *(please authorise your Accountant/Auditor to provide a reference)*

Name of Practice

Contact Name

Address

Postcode

Telephone Number  E-Mail

**Details of Bank/Building Society**

Organisation Name  Tel No

Address

Post Code

Account Name  Sort Code

Account Number

**Partnership/Sole Trader/Proprietor Details**

Partner 1 (Name)

Address

Post Code

Telephone No

E-Mail

Partner 2 (Name)

Address

Post Code

Telephone No

E-Mail

**Part A – continued**

Trader Ref 1 - Name	<input type="text"/>	
Position	<input type="text"/>	
Address	<input type="text"/>	
<input type="text"/>	Post Code	<input type="text"/>
Telephone No	<input type="text"/>	
E-Mail	<input type="text"/>	
Trader Ref 2 - Name	<input type="text"/>	
Position	<input type="text"/>	
Address	<input type="text"/>	
<input type="text"/>	Post Code	<input type="text"/>
Telephone No	<input type="text"/>	
E-Mail	<input type="text"/>	

**Part B – to be completed by the Applicant Company**

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 Jordan's using a third party reference verification company which may involve using licensed credit reference agencies.

I consent to Jordan's and their associated companies searching information held by a credit reference agency and agree that Jordan's and their associated companies and the credit referencing agency will keep a record of the search and the results of the search. Such information may be used by other companies for the purpose of assessing other applications from me or for debt tracing and fraud prevention.

I understand the information supplied by me and the resulting verified information will be forwarded to the letting agency and/or to the prospective landlord. The information may also be accessed again if I apply for a tenancy in the future. I agree that information supplied by me and the results of the assessment process will be held in accordance with the Company's notification under the Data Protection Act 1998. I understand that I have the right to ask for a copy of the information held on 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 held be amended if it is found to be incorrect.

Jordan's and their associated companies and other selected businesses, may use this information to keep you informed by post, telephone, email or other means about products and services that may be of interest. If you do not want your information to be used for these marketing purposes, please signify by ticking the box.

Signed:  Name:  Date:

Position in Company

**Please contact us for your tenant's contents insurance requirements**

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## THE NEXT STEP

When you have completed the Application form(s) return them to us as soon as possible with the fee (see below). Submission of an application form does not reserve a property. Retain pages 1, 5 & 6 for your records. .

### References

Our Credit Reference Agency will give us a report as quickly as possible to assist us in obtaining references quickly please advise your employers and other referees to respond promptly. Applicants with no traceable credit or residency history in the UK or have insufficient income may be required to provide a suitable guarantor or to pay rent in advance for the period of the tenancy.

### GUARANTORS

Some applicants who are unable to meet our standard financial criteria, i.e. students on low income, applicants without a bank account or insufficient income, may be asked to provide a Guarantor, in which case a Guarantor form will need to be completed by your Guarantor, and the Guarantor will be required to sign the tenancy agreement before occupation of a property may be granted. Referencing of a Guarantor may incur an extra charge, please ask for details.

### WHAT ARE YOU GOING TO PAY?

With each application for a property we require a non refundable reference fee, as detailed on the front of this document, per applicant for the processing of the application and carrying out full references and credit checks. When you sign up for the tenancy there will be an additional charge, as detailed on the front of this document (administration fee per tenancy), for the inventory and preparation of the agreement. This fee can be paid by cheque, debit card or credit card.

### TO MAKE YOUR APPLICATION

If your application is on behalf of a company, please enclose a letter on company letterhead signed by an officer of the company confirming that you are authorised to sign the tenancy agreement on the company's behalf. On completion all forms, i.e. Individual Application or Company Application, and if necessary a Guarantors form should be sent immediately to the letting office you are dealing with together with your cheque for the application fee(s) if you are not paying by debit or credit card.

### Deposit

With most applications a deposit equal to one months' rent, subject to a minimum, is payable. This is held against the inventory/schedule of condition compiled at the commencement of the tenancy and is held by Jordan's as stakeholder. Stakeholder means that agreement must be reached between the tenant and the landlord/landlord's agent with regards to any dilapidations at the termination of the tenancy before any monies can be released. If it is felt appropriate then a portion of the deposit will be released back to the tenant until a full settlement agreement is reached. Deposits are held under

the rules of the TDS. See [www.thedisputeservice.co.uk](http://www.thedisputeservice.co.uk)

### IF YOUR APPLICATION IS SUCCESSFUL

Upon confirmation that your application is successful, and prior to your taking possession of the property (even if you are not expecting to start the tenancy for some weeks), you will be required to sign the Tenancy Agreement and pay the first months rent and a security deposit, which is made up of one months' rent which will be held in a non-interest bearing deposit account throughout the tenancy. The initial rent and the deposit must be made by cleared funds and can be paid by debit card, bankers draft or by credit card, subject to credit card surcharge. We do not accept cash.

### THE TENANCY AGREEMENT

You will be given a specimen copy of the tenancy agreement. Please read it carefully as it contains the obligations you are entered into. If you have any queries please ask.

### Identification

With all tenancy applications (including guarantors) photographic documentary proof of your identity will be required, such as EU photographic driver's licence or passport, as well as proof of your current address. Please note that copies of these will be taken and held on file.

#### To confirm your name

(any ONE of the following documents)

- Current full signed passport
- Current UK photocard driving licence (full or provisional)
- Residence Permit (issued by the Home Office to EU Nationals)

#### To confirm your address

(any ONE of the following)

- Drivers licence showing current address (full or provisional)
- Utility bill dated within the last three months (water, electricity, gas, landline phone)
- Council tax bill (valid until the end of June each year)
- Letter from employer on their company headed paper confirming applicant's current address
- Document confirming the applicant will be/is receiving Housing Benefit/Local Housing Allowance

### Pets

Where the landlord's consent is given to keeping a pet or pets in the property one further months rent as additional security deposit will be required, in addition to the above.

### More than three sharing

Where a property is to be rented by three or more unrelated persons the security deposit will be two months' rent.

### Insurance

You will need to insure your own possessions and freezer contents as these are NOT covered by the Landlord's insurance. Accidental damage to the Landlord's property,

fixtures, fittings and furniture could seriously affect your security deposit.

It is a condition of all Jordan's Tenancy Agreements that Tenants must insure their own contents in the property, together with Accidental Damage cover against damage to any of the Landlords fixtures and fittings to a minimum of £2500.00

Jordan's can provide details of suitable insurance for Tenants contents and Accidental Damage cover meeting all the requirements in the Tenancy Agreement. Please visit our website [www.jordansrentals.com](http://www.jordansrentals.com) for further details or call the Jordan's dedicated insurance hotline 0844 478 0202 or 01625 445770. A Certificate of Indemnity will be required if you choose to insure your contents and obligations with another insurer.

### HOW LONG DOES IT TAKE?

On receipt of your application and administration fee we can usually give approval within 3/4 working days and then you will be asked to sign the tenancy agreement and provide cleared funds before the tenancy can commence.

### SAFETY REGULATIONS

If there is a gas installation in the property which you wish to rent the landlord must provide you directly, or through his agent, a copy of a current Gas Safety Certificate **before** you take occupation of the property. Where appropriate, please ensure that you are provided with a copy of the Gas Safety Certificate before taking possession of the property.

### EPC (Energy Performance Certificates)

By law we are required to provide you with a certificate showing the energy rating of the home you are renting, make sure you get yours.

### UTILITY SERVICES

Gas, electricity and water supplies should already be turned on before you move into the property and the meters will have been read. It is your responsibility to make application for the continuation for the supply of these services including the water, whether the water is metered or not. You will be contacted by our preferred supplier of Gas and Electricity - Spark Energy, check out their great rates at [sparkenergy.co.uk](http://sparkenergy.co.uk)

### COUNCIL TAX

You will be responsible for the payment of council tax on the property during the period of your tenancy and you will need to make application to the appropriate Local Authority for any discounts to which you may be entitled.

### TELEPHONE AND TV LICENCES

Telephone companies will not allow us to make an application for a telephone on your behalf. Please apply to them direct for the line to be put into your name. Do not have the number changed or the service disconnected. You will need a TV licence for your new home. This can be obtained from the Post office.

### BEDDING, LINEN, TV AND AUDIO

Please note that Landlords do not normally supply sheets, blankets, quilts, duvets, pillows, towels, TV and audio.

### FUTURE PAYMENT OF RENT

The rent is due monthly in advance and must be paid by **standing order** on the same day of each month as the day on which the tenancy commenced. A **standing order** form will be available for you to sign with the tenancy agreement. Please ensure that you have your Bank details available for completion of the standing order as without it the tenancy cannot start.

### GARDENING

You will be responsible for the upkeep of the garden. We find many of our tenants prefer to use our Garden Maintenance service to allow them to have the benefit of enjoying the garden without the burden of looking after it. In some cases the cost of garden maintenance can be added to your rent, please indicate if you would like a quotation.

### THE DATA PROTECTION ACT

Information supplied by you will be held on our computer records in accordance with the Companies registration under the Data Protection Act 1998. We may use this information, or share it with other letting agents, for account administration (including debt tracing and collection), credit referencing, insurance, property and rental decisions (see foot note of your tenancy application).



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