

The Hospital of the Holy and Undivided Trinity
(Registered Charity No.231984)

Application Form for Residential Lettings

Private and Confidential

Details	
Name of applicant	
Property requested	

Please note: in the case of joint applicants each must complete a separate form. Please complete all relevant sections of the form.

Please return this form to:

Trinity Hospital Estates
Estate Office
58B Bridgegate
Retford
Notts
DN22 7UZ

Enquiries, please contact

Mrs Liz Kirton
01777 703718

Or by fax to 01777 711810

NOTES FOR APPLICANTS

- 1 Applicants will be interviewed. No decision will be made at the interview, and applicants are advised not to assume that a tenancy will be granted. In the event of an application not being accepted, we do not enter into discussion or correspondence about the reasons for the decision.
- 2 References are required, including a financial reference, a personal character reference, and, where applicable, a reference from a former landlord or employer. Please ensure that you complete the Financial Status Enquiry section of this form authorising your bank to confirm your financial status. We may make enquiries through a credit reference agency. We will also contact your employer for confirmation of the information you provide on this form.
- 3 Trinity Hospital Estates properties are held as fixed term tenancies, under which you are committed for the full term of the tenancy. There will be no provision for you to give notice to end the tenancy during the term. After the initial six-month term, tenancies continue with two months' notice required from landlord or tenant.
- 4 If your application is accepted you will be required to pay a Bond, or Deposit, which will be held in a special bank account and will be repaid to you at the end of your tenancy less any sums due to the landlord. Trinity Hospital Estates reserve the right to retain any interest or benefit from such funds held in the special account. We are required by law to operate a Tenancy Deposit Protection Scheme. At the end of the tenancy the landlord and tenant agree what happens to the deposit. If there is a dispute, the deposited amount is lodged with the Scheme Administrator, who pays the agreed sums when the dispute is resolved by agreement, dispute resolution or court order. A Deposit Protection Scheme fee of £30 is paid by the tenant for this service.
- 5 At the signing of the Tenancy Agreement you will be required to pay
 - the Bond, which is the equivalent of one month's rent
 - one month's rent
 - a Deposit Protection Scheme fee of £30
 - an administration fee of £70.
- 6 Pets are not normally allowed in our properties.

Personal details	
Surname	*Mr/Mrs/Miss/Ms
First name(s)	
Address	
Telephone	*Home *Work *Mobile
Email address	
Date of birth	
Marital status	*single/married/divorced/separated
Children: (give names, ages and male or female)	
Total number of intended occupants	
Previous address, if you have moved in the last 3 years	
Is your present home	*owned by you/rented/other If other, give details:
If you have rented accommodation in the last 3 years, the name and address of your previous landlord	

* Delete as applicable

Personal details (continued)	
Have you ever been bankrupt or had a court order for debt registered against you?	*Yes/no If yes, give details:
Have you ever had a criminal conviction?	*Yes/no If yes, give details:
Do you have any other regular financial commitments in excess of £50 per month?	*Yes/no If yes, give details:

Employment <i>Complete this section if you are employed</i>	
Name of employer	
Address of employer	
Occupation	
Length of this employment	
Basic wage	*per week/month/year
Average commission/overtime	*per week/month/year

**Delete as applicable*

Self-employment

Complete this section if you are self-employed, and enclose with your application two years' audited accounts.

Name of business	
Business address	
Nature of business	
How long established	

Partner's details

Complete this section if you have a spouse or partner.

Partner's surname	*Mr/Mrs/Miss/Ms
First name(s)	
Partner's address	
Is your partner employed?	*Yes/no If employed, state occupation and length of time in this employment:

References

Give details of someone who can give a personal character reference.

Name	
Address	
Telephone	
Email address	

Declaration

I apply for a tenancy.

I confirm that I have read and accept the terms and conditions detailed above.

I declare that the information given on this form is complete and correct, and I understand that it is an offence to make a false declaration.

Signature	
Date	

Date

FINANCIAL STATUS ENQUIRY

So that we can judge your ability to meet your commitment to pay rent, you are required to authorise your bank to give us their judgment of your financial status. The charge for this service is met by you.

Please complete Sections A and B only

A. Bank details	
Bank name:	
Bank address:	
Sort code:	
Account number:	

B. Consent	
I/we authorise the bank named above to provide a banker's opinion as stated below	
I/we request the bank to debit the administrative charge for this enquiry from my/our account	
Signed:	
Full name (s):	
Date:	

C. Status enquiry <i>For office completion</i>	
Please provide your opinion concerning the capacity of your customer(s) to meet a financial commitment of:	
Amount per calendar month:	
Over a period of:	
Signed:	
Position held:	
Date:	