



**hrt**

herbert r thomas

*Rental  
Application  
Form*

# Please complete sign and return with your photographic ID and proof of address

To apply for a property you must first read the Rentals Information Guide. This can be found at **[hrt.uk.com](http://hrt.uk.com)**.

Photographic ID and proof of your current address must be returned with your application form.

Once the application, required ID and proof of address are received, your application will be put forward to the landlord.

The application, ID and proof of address can be returned to **[rentals@hrt.uk.com](mailto:rentals@hrt.uk.com)**.

If you require any assistance, please call **01446 776374**.

## The Holding Deposit is refundable in the following circumstances:

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### Full Refund

1. The offer is not accepted by the landlord prior to the references company being instructed.
2. The landlord withdraws the property from the market after the references company have been instructed.
3. The prospective Contract Holder withdraws the offer prior to the instruction of the referencing company.

## The Holding Deposit is non-refundable in the following circumstances:

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### Non-refundable

1. If HRT / Landlord determine the reference replies are unsatisfactory. E.g., Failure of references, Adverse credit.
  2. If HRT / Landlord are unable to obtain replies to reference requests within 14 days, the holding deposit will be used to cover reasonable time and expenses. **(An extension can be requested by the Contract Holder or HRT which must be made in writing)**.
  3. If the prospective Contract Holder provides false or misleading statements on the application or to the referencing company.
  4. If the prospective Contract Holder withdraws the offer after the commencement of the reference checks.
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## Application Details

<b>Full address of the property you are applying for</b>	
<b>Rent</b>	
<b>Length of the contract required (the length of contract is subject to the landlords' agreement)</b>	<div style="display: flex; justify-content: space-around; align-items: flex-start;"> <span>6 Months</span> <span>12 Months</span> <span>Other</span> <span>If other, please provide details:</span> </div>
<b>Do you have any pre contract requests?</b>	
<b>Preferred start date of contract</b> (This date is subject to acceptable references being completed and the landlords agreement)	
<b>Full names and titles of anyone over the age of 18 who will be living permanently at the property</b>	
<b>Date of Birth/s</b>	
<b>Current Address</b>	
<b>Contact Numbers</b>	Mobile _____ Home _____ Work _____
<b>Email Address/s</b>	

<b>Residency Status</b>	Renting                      Homeowner                      Living with Family/Friends                      Other  Details if other:
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<b>Financial Credit History:</b>  Do you have any County Court Judgements, Court Decrees, Bankruptcy, Administration Orders, Individual Voluntary Arrangements, or any other adverse credit history whether settled or not? Failure to disclose will affect your application.	Yes                      No  If yes, please provide full details below including amounts and dates:
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## Employment/Income Details

<b>Status</b>	Employed                      Self-Employed                      Retired  Unemployed                      Student                      Independent means
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<b>If the income is from pensions/independent means, please confirm the amount received or in savings</b>	
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<b>Employment Status</b>	Full time                      Part time  Temporary                      If on a temporary contract, please confirm the length of the Contract:
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<b>Company Details and Address of our Employer</b>	
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<b>Job Title</b>	
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<b>Basic Salary and any Commission/Bonus received per annum</b>	
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<b>If self-employed, please provide:</b>	Company name:  Income received P/A:  How long have you been self-employed?:  Accountant details:
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## Current Landlord/Agent Details

Landlord/  
Agent name

Landlord/  
Agent Address

Contact Numbers

Mobile \_\_\_\_\_

Home \_\_\_\_\_

Work \_\_\_\_\_

Email Address

Current Rent Paid

Current Tenancy Length

(Please provide details of  
where you have lived in  
the last 3 years)

Previous Landlord(s)  
Name

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Previous Landlord(s)  
Contact No

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

<b>Previous Tenancy Address</b>	1. _____ 2. _____ 3. _____
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**If a Guarantor is required, please complete the below:**

<b>Name of the applicant/s to be guaranteed</b>	
<b>Full Name/s of Guarantor/s</b>	
<b>Date of Birth</b>	
<b>Relationship to Applicant/s</b>	
<b>Contact Numbers</b>	Mobile _____ Home _____ Work _____
<b>Email Address/s</b>	
<b>Full Correspondence Address</b>	
<b>Residency Status</b>	Renting                  Homeowner                  Living with Family/Friends                  Other  Details if other:

<p><b>Financial Credit History:</b></p> <p>Do you have any County Court Judgements, Court Decrees, Bankruptcy, Administration Orders, Individual Voluntary Arrangements, or any other adverse credit history whether settled or not? Failure to disclose will affect your application.</p>	<p>Yes                      No</p> <p>If yes, please provide full details below including amounts and dates:</p>
<p><b>Status</b></p>	<p>Employed                      Self-Employed                      Retired</p> <p>Unemployed                      Student                      Independent means</p>
<p><b>If the income is from pensions/independent means, please confirm the amount</b></p>	
<p><b>Employment Status</b></p>	<p>Full time                      Part time</p> <p>Temporary                      If on a temporary contract, please confirm the length of the Contract:</p>
<p><b>Company Details and Address of our Employer</b></p>	
<p><b>Job Title</b></p>	
<p><b>Basic Salary and any Commission/Bonus received per annum</b></p>	
<p><b>If self-employed, please provide:</b></p>	<p>Company Name:</p> <p>Income received P/A:</p> <p>How long have you been self-employed?:</p> <p>Accountant details:</p>

## Additional Information

<b>Marital Status</b>	Single	Married	Divorced	Other
<b>Children (who will be living at the property)</b>	Yes	No	Ages:	
<b>Pets</b>	Yes	No	If yes, please provide full details i.e breed, age, how many?	
<b>Smokers</b>	Yes	No		

## Next of Kin Details

(This must be someone who will not be living at the property)

<b>Full Name Incl. Title</b>	
<b>Address</b>	
<b>Contact Numbers</b>	Mobile _____ Home _____ Work _____
<b>Email Address</b>	
<b>Relationship to you</b>	

I consent to HRT contacting my next of kin in the event of an emergency or any situation requiring immediate attention.

I consent to HRT passing the details I have provided in the application form to the Landlord, Referencing Company, Utility suppliers, Water provider and Council Tax Authority.

Please tick this box if you agree to HRT providing your details to Just Move In who arrange and deal with the handover of utilities, council tax, water, and broadband.



# Declaration

I confirm I have read and understand the Rentals Information Guide.

I confirm the information I have provided is true and accurate.

I understand failure to disclose/provide correct information will result in my application being refused/declined.

I understand the holding deposit may not be refunded after 14 days if I don't provide the required information or ask for an extension in writing.

I further understand that my details will be provided to an external credit reference agency, utility providers, council tax, water providers, and Just Move In. The landlords will be provided full disclosure of the information you have provided so they can make an informed decision before agreeing to proceed with your application.

I agree the information I have provided may be stored by HRT and used for their purposes where required.

<b>Applicant Signature</b> I acknowledge receipt of the document HRT Contract Holder Terms and conditions and i/we understand the clauses included.	By ticking this box I sign/confirm the terms above.
<b>Guarantors Signature</b>	By ticking this box I sign/confirm the terms above.
<b>Print</b>	
<b>Date</b>	
<b>Date holding deposit received</b>	

\*office use only\*

SAVE FORM

## Complaints Procedure

HRT operates a formal Complaints Handling Procedure to deal with complaints from clients and from anyone from whom an "Established duty of care is owed". A copy is available either on request or from our website.

Property freehold & leasehold  
Valuation for all purposes  
Landlord & Tenant Advice  
Compulsory Purchase &  
Compensation  
Expert witness work  
Planning  
Rating Sales & Lettings Auctions

[hrt.uk.com](http://hrt.uk.com)



**Cardiff Office**

11-12 Jellicoe Court, Atlantic Wharf, Cardiff,  
CF10 4AJ

**02922 671555**

*cardiff@hrt.uk.com*

**Cowbridge Office**

59 High Street, Cowbridge, CF71 7YL

**01446 772911**

*rentals@hrt.uk.com*

**Bridgend Office**

The Toll House, 1 Derwen Road,  
Bridgend, CF31 1LH

**01656 660036**

*bridgend@hrt.uk.com*

**Neath Office**

33 Alfred Street, Neath, SA11 1EH

**01639 639541**

*neathrentals@hrt.uk.com*

**hrt** Est. 1926