



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.

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.

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

The Holding Deposit is refundable in the following circumstances:

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:

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

Full address of the property you are applying for

Rent

Length of the contract required (the length of contract is subject to the landlords' agreement)

6 Months

12 Months

Other

If other, please provide details:

Do you have any pre contract requests?

Preferred start date of contract

(This date is subject to acceptable references being completed and the landlords agreement)

Full names and titles of anyone over the age of 18 who will be living permanently at the property

Date of Birth/s

Current Address

Contact Numbers

Mobile _____

Home _____

Work _____

Email Address/s

Residency Status	Renting <input type="checkbox"/> Homeowner <input type="checkbox"/> Living with Family/Friends <input type="checkbox"/> Other <input type="checkbox"/> Details if other:
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Financial Credit History:	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide full details below including amounts and dates:
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.	

Employment/Income Details

Status	Employed <input type="checkbox"/> Self-Employed <input type="checkbox"/> Retired <input type="checkbox"/> Unemployed <input type="checkbox"/> Student <input type="checkbox"/> Independent means <input type="checkbox"/>
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If the income is from pensions/independent means, please confirm the amount received or in savings	
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Employment Status	Full time <input type="checkbox"/> Part time <input type="checkbox"/> Temporary <input type="checkbox"/> If on a temporary contract, please confirm the length of the Contract:
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Company Details and Address of our Employer	
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Job Title	
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Basic Salary and any Commission/Bonus received per annum	
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If self-employed, please provide:	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. _____

Previous Tenancy Address	1. _____ 2. _____ 3. _____
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If a Guarantor is required, please complete the below:

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

<p>Financial Credit History:</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 <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please provide full details below including amounts and dates:</p>
<p>Status</p>	<p>Employed <input type="checkbox"/> Self-Employed <input type="checkbox"/> Retired <input type="checkbox"/></p> <p>Unemployed <input type="checkbox"/> Student <input type="checkbox"/> Independent means <input type="checkbox"/></p>
<p>If the income is from pensions/independent means, please confirm the amount</p>	
<p>Employment Status</p>	<p>Full time <input type="checkbox"/> Part time <input type="checkbox"/></p> <p>Temporary <input type="checkbox"/> If on a temporary contract, please confirm the length of the Contract:</p>
<p>Company Details and Address of our Employer</p>	
<p>Job Title</p>	
<p>Basic Salary and any Commission/Bonus received per annum</p>	
<p>If self-employed, please provide:</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

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

Next of Kin Details

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

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

- 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.

Applicant Signature I acknowledge receipt of the document HRT Contract Holder Terms and conditions and i/we understand the clauses included.	
Guarantors Signature	
Print	
Date	
Date holding deposit received	

office use only

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.

Regulated by RICS





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

hrt.uk.com  **RICS**



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

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