# *Re:Locate*

# *Application Form*



Please complete this form to apply.

**Important to note:**

* Only when this form is fully completed and the holding deposit is sent can the room be reserved to allow an application to pass. See terms on p2 for T&C’s
* By filling in the information, you agree that the data can be used for a credit and reference check and that Notts Relocate Ltd have permission to contact the people listed.
* For employed people we can **accept monthly payments.**
* For student applications we would expect a **full three months** upfront.
* For security we can accept a homeowner as guarantor or you can pay a £200 deposit.

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| --- |
| **1. Details** |
| Full name: Date of birth: |
| Phone number: Mobile phone: |
| Email: NI:  |
| Photo ID to be Provided Separately by email\*: |
| *\* = Please take a picture of your Photo ID (Drivers Licence/Passport) and email it to* *relocatenotts@gmail.com* *separate to this form..* |
|  |
| **2. Property You Are Applying For** |
| *Which room/property do you want to apply for?*  |
| *Which date would you like to move in?*  |
|  |
| **3. Current & Previous Addresses***Please provide addresses for the last 3 years* |
| Current address:  |
|  |
| How long have you lived there? Years: Months: |
|  |
| Previous Address:  |
|  |
| How long have you lived there? Years: Months: |
|  |
| Previous Address: |
|  |
| How long have you lived there? Years: Months: |
|  |
| **3. Current Landlord’s Reference** *Please provide your current landlord’s name and contact details,* ***the landlord must be the legal owner or a recognized agent for the above current property.***  |
| Landlord/Managing Agent’s Name:  |
| Landline: Mobile: |
| Email: |
| *By providing these details you agree to give consent for us to carry out a landlord’s reference.* |
| *The landlord must be the owner of the property, which will be verified using records.* |
|  |
| **4. Student Applications – Students Only** |
| *Please email* *relocatenotts@gmail.com* *proof of your study. For no EU students we will also need your Tier 4 card.* *Note: For student applicants we expect 3 month’s rent upfront.* |
| **5. Employment – Fill in if an employed applicant** *Please provide your FUTURE EMPLOYMENT details. It must* ***not be your past employer*** *or your current employer if you are going to be starting a new job, it* ***must be the new job.*** |
| Workplace: |
| Job Title:  |
| How Long Have You Worked There? Months Years |
| Net Salary Per Month (I.e. After Deductions):  |
| *The below contact details must be provided under every circumstance even if bank statements are used to verify income.* |
| Manager’s / HR’s / Accountant’s Name\*: |
| Work Email\*: *If using a reference this must be provided.*  |
| Landline Number of Work/Accountant\*:*We cannot accept mobile numbers for a work reference.*  |
| **5. Next of Kin***Please provide next of kin information.* |
| Name: |
| Address:  |
| Telephone Number: |
|  |
| **6. Deposit / Guarantor** |
| Do you want to pay a £200 deposit or use a homeowner as guarantor? |
| **6a. Guarantor Information (If not paying £200 deposit)** |
| Name: |
| Landline: Mobile: |
| Email: |
| Address of owned property: |
| *NB: To be accepted as a guarantor,* ***the guarantor******must own a UK property*** *this will be checked using a database and they must sign and provide ID to guarantee all rental payments. If unsuccessful you will be asked for a £200 deposit as security.* |

**Terms & Conditions***:*

1. The holding deposit is not a fee but can contribute towards rent or the deposit once the applicant is successful.
2. If a full and frank disclosure is made and Notts Relocate decide not to proceed, then the holding deposit will be returned in full.
3. The holding deposit can be kept by Notts Relocate Ltd if the applicant chooses to pull out OR fails to disclose information that could affect the application, such as falsified income or fake or inappropriate references such as a previous and not a future employer. If in doubt, please discuss prior to applying, honesty is the best policy.
4. No offer of accommodation is made until the application process is completed to Notts Relocate Ltd’s satisfaction (i.e. until the room key is passed) and we reserve the right to withdraw an application at any stage at our digression, no reason has to be given.
5. Viewings will continue until the holding deposit is paid to Notts Relocate. Once the fee is received the room will be marked as reserved for 5 days to allow for an application to progress.
6. Under no circumstances can keys be issued unless the application full first month’s rental income and fees have been paid in full and have cleared on our system.
7. If an applicant turns up on a move in date without adequate funds, Notts Relocate Ltd will not proceed with the application and reserve the right to keep the full deposit.
8. The applicant has a responsibility to ensure that they do not give up their current accommodation until keys have been passed and agree that no contractual relations OR offer has been made, until the room key is physically passed to the applicant.
9. We also reserve the right to ask for additional security and an increased deposit or a guarantor in some cases.

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ accept the terms and conditions of the application and I hereby give permission for you to contact my references and for them to talk to Notts Relocate Ltd.

**SIGNED:**

**DATE:**

**Payment Methods**

Please pay using the online invoice we have sent OR pay to the below account

Barclays Bank

Notts Relocate Ltd

20-45-45

If you send via bank transfer email us relocatenotts@gmail.com to inform us.