

# Broomheads Estate Agents

ESTATE AGENTS

COMMERCIAL AGENTS

LETTING AGENTS

The Sign of Success

Established 1981

## What to do next.....

1. Arrange a viewing by contacting us on 01253 292222, 01253 403000 South Shore office, Knott End office 01253 813814.
2. Once viewed and you wish to apply for the property, complete an application form, these are obtained from our agent at the viewing, collect from our office or you can download one from [www.broomheads.com](http://www.broomheads.com) website.
3. Complete the application form and bring into our Church Street office together with the information overleaf.

**Please note** - We take on more than one application for each property - Please ask if there are any applications on that property when applying.

4. Once all information is received and the application is complete it will be sent to the landlord of that property and their decision is final.
5. If application is successful then a moving in date will be arranged and all advance rent, deposit and remainder of the application fee will become payable upon moving in date.
6. If unsuccessful the completed application can be moved over to another property (once viewed) and is valid for 3 months.

01253 292 222  
274 Church Street Blackpool FY1 3PZ  
01253 403 000  
119 Highfield Road Blackpool FY4 2JE  
01253 813 814  
56 Lancaster Road Knott End FY6 0AQ

Email: [mail@broomheads.com](mailto:mail@broomheads.com)  
[www.broomheads.com](http://www.broomheads.com)  
Partners J L Broomhead, S J Broomhead



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## **Application Information Required**

1. All applicants 18 years and over, who will be living in the property must complete an application form.
2. 3 months current bank statements per applicant.
3. Three references: -
  - Current landlords address, phone/fax number, email details.
  - Employers/Accountants address, phone/fax number, email details.
  - Character – (not a relative and different if more than one applicant)
4. Copies of benefits received.
5. Any other information which may help your application.
6. £30.00 per applicant to apply (non-refundable)

A credit check is done using Equifax Credit Reports. If your credit score comes back lower than the pass score you must provide a guarantor.

## **Guarantor Information Required**

1. An application form must be completed as above.
2. 3 months current bank statements, wage slips and any other accounts that show sufficient funds in them.
3. Two references: -
  - Employer or Accountants address, phone/fax number, email details.
  - Character – (not a relative and different from applicants)
4. Please inform us if you are a home owner and if there is a mortgage on your property.
5. Photo identification and any other information to aid the application.
6. £30.00 application fee (non-refundable)

The guarantor must be able to prove their income is sufficient to pay the monthly/four weekly rent repayments after paying all of their own expenses on an ongoing basis. The guarantor will be required to be on the Tenancy agreement for the duration and will be liable if the rent is not paid by the tenant within 7 days of the due date.

The guarantor must pass the credit check.

## **Other Information**

The application takes approximately 10-14 days to complete, missing information will delay the application.

The application fee is £100 payable as follows - £30 per applicant when application handed in, same with guarantor and balance to be paid upon being accepted.

If a guarantor cannot be provided we would ask for at least 3 months advance rent.

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## **BENEFITS**

### **Local Housing Allowance (LHA) Rent Levels BLACKPOOL AREA until April 2013**

**Shared Rate £58.50**

**1 Bedroom Rate £ 86.54**

**2 Bedroom Rate £114.23**

**3 Bedroom Rate £130.15**

**4 Bedroom Rate £160.00**

The LHA that is used to work out your benefit will depend on how many people are in your household.

Use the table below to work out how many rooms you qualify for.

#### One bedroom allowed for:

- Every adult couple or single adult
- Any other adult aged 16 or over
- Any two children of the same sex
- Any two children who are younger than 10
- Any other child (a 'child' is someone under 16)

#### Shared Rate:

- Single claimants under 35 years old will get the shared rate no matter what size property they choose to live in
- Single claimants and couples over 35 years old with no dependent children will get the shared rate if they live in shared accommodation unless they have two or more rooms (bedrooms or living rooms) that no one else can use

You can also check online by visiting Blackpool Council Website [www.blackpool.gov.uk](http://www.blackpool.gov.uk) choose option Advice and Benefits, Choose option Benefits, Choose option Housing and Council Tax Benefit Claims and then use this link to view our Benefit Calculator. If you answer all the questions at the end this will give you the total of the Housing Benefit that you should receive. Please print this information off and send with your completed application.

Benefits, PO BOX 50, Town Hall, Blackpool FY1 1NF

Telephone: (01253) 478847 Fax: (01253) 478900

Email: [Benefits@blackpool.gov.uk](mailto:Benefits@blackpool.gov.uk)

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NUMBER OF APPLICANTS

RENT PER WEEK £

LHA Figure

£

**ADDRESS OF PROPERTY OF WHICH YOU ARE APPLYING FOR TENANCY**

## Main Applicant

Title	
First Name	
Surname	
Date of Birth	No. of Children

Age & Sex of Children	
Tel No.	
Email	

Details of any pets	
---------------------	--

Give details of any Criminal record	
-------------------------------------	--

Address	
	Post Code

**If Less Than 3 Years - Please Give Previous Address**

Address	
	Post Code

Are you claiming any Benefits If so please give Housing Benefit Ref No.	
--	--

## Joint Applicant

Title	
First Name	
Surname	
Date of Birth	No. of Children

Age & Sex of Children	
Tel No.	
Email	

Details of any pets	
---------------------	--

Give details of any Criminal record	
-------------------------------------	--

Address	
	Post Code

**If Less Than 3 Years - Please Give Previous Address**

Address	
	Post Code

Are you claiming any Benefits If so please give Housing Benefit ref No.	
--	--

**DATE OF DEPARTURE FROM YOUR CURRENT ADDRESS AND REASON FOR LEAVING?**

**NAME AND ADDRESS OF YOUR EXISTING LANDLORD, LETTING AGENT OR COUNCIL IF YOU ARE A COUNCIL TENANT?**

Name	
Address	
	Post Code
Tel No.	
FAX No.	
Email:-	

Name	
Address	
	Post Code
Tel No.	
Fax No.	
Email:	

**If Self Employed, Complete Accountants Name & Address at Employers Details**

**EMPLOYERS DETAILS or ACCOUNTANTS**

NAME
Address
Tel No.
Fax. No.
E-Mail:
Annual Salary
Payroll Number

**EMPLOYERS DETAILS or ACCOUNTANTS**

NAME
Address
Tel No.
Fax. No.
E-Mail:
Annual Salary
Payroll Number

**PAST EMPLOYERS DETAILS (IF LESS THAN 6 MTHS WITH PRESENT EMPLOYER)**

NAME
Address
Tel No.
Fax. No.
E-Mail:

**PAST EMPLOYERS DETAILS (IF LESS THAN 6 MTHS WITH PRESENT EMPLOYER)**

NAME
Address
Tel No.
Fax. No.
E-Mail:

**CHARACTER REFERENCE (NOT A RELATIVE)**

NAME
Address
Tel No.
Fax. No.
E-Mail:

**CHARACTER REFERENCE (NOT A RELATIVE)**

NAME
Address
Tel No.
Fax. No.
E-Mail:

**ADDRESS WHERE WE CAN CONTACT YOU ONCE YOU HAVE VACATED THE PROPERTY THIS IS REQUIRED FOR TDS (TENANCY DEPOSIT SCHEME)**


**ADDRESS WHERE WE CAN CONTACT YOU ONCE YOU HAVE VACATED THE PROPERTY THIS IS REQUIRED FOR TDS (TENANCY DEPOSIT SCHEME)**


**NEXT OF KIN DETAILS IN CASE OF AN EMERGENCY**


**NEXT OF KIN DETAILS IN CASE OF AN EMERGENCY**


**Tenant verification declaration**

I/we confirm that the information that I/we have given in this application form is true, accurate and not misleading to the best of my knowledge. I/we consent to this information being verified by fair and lawful means, which I understand may involve, contacting, references including my existing/previous employer, landlord or accountant and licensed credit references agencies for the purpose of assessing my tenancy application during the tenancy selection process. If fraud is identified during the verification process, the information and decision will be retained for future use on systems used by Broomheads Property Management.

I/we give consent to Broomheads Property Management searching information held by the credit reference agencies and understand that a record of this search will be kept and shared with the landlord, and/or an intermediary. The information may also be accessed again if I apply for/guarantee a tenancy in the future, I understand that you may also use credit scoring or other automated decision-making systems when assessing this application. The information will be processed in accordance with the Data Protection Act 1998 .No explanation or details will be provided should we be unable to arrange a tenancy for you

I/We understand that a fee of £30 per applicant is payable with this application which is non refundable. However if I/we are successful in my/our application for a property this will be deducted from the agreement fee payable of £100.00 Inc. V.A.T. (You must have VIEWED the property before submitting your application)

Signed By 1st Applicant

Signed By 2nd Applicant

Dated

Dated

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