

**ABACUS ESTATES MANAGEMENT LTD
116 CHESTER STREET
BIRKENHEAD
WIRRAL
CH41 5DL
TEL/FAX 0151 652 8451/ 653 6321
MOBILE 07973 262 896**

APPLICATION FOR TENANCY

YOUR DETAILS

FULL NAME

PRESENT ADDRESS

.....

..... POSTCODE

TELEPHONE No..... MOBILE No.....

NATIONAL INSURANCE NUMBER.....

DATE OF BIRTH.....

HOW LONG AT THIS ADDRESS?..... YEARS..... MONTHS
(If less than 3 years, please give previous address)

.....

.....

DO YOU RENT THE PROPERTY WHERE YOU LIVE NOW? YES/NO
(If so give name, address and telephone No of Landlord.)

NAME.....

ADDRESS.....

POSTCODE..... TELEPHONE.....

HAVE YOU EVER HAD A PROBLEM WITH RENT ARREARS WITH ANY PREVIOUS LANDLORD?
If yes please give details

HAVE YOU EVER BEEN KNOWN BY ANY OTHER NAME? YES/NO
If yes please give details

DO YOU HAVE ANY DEPENDANTS LIVING WITH YOU YES/ NO
If so please give their names and ages.....

.....

DO YOU HAVE ANY PETS? YES/NO
If so give details

YOUR NEXT OF KIN (who do we notify in case of emergency).

NAME RELATIONSHIP

ADDRESS.....

POSTCODE.....

TELEPHONE NUMBER.....

YOUR EMPLOYER

NAME

ADDRESS.....

..... POSTCODE

TEL No YOUR POSITION.....

HOURS OF WORK (per week)

HOW LONG HAVE YOU BEEN EMPLOYED THERE..... YEARS MONTHS

YOUR PARTNERS DETAILS

NAME.....

ADDRESS.....

.....

YOUR PARTNERS EMPLOYER

NAME

ADDRESS.....

..... POSTCODE

TEL No POSITION HELD.....

HOURS OF WORK (per week)

HOW LONG BEEN EMPLOYED THERE..... YEARS..... MONTHS

YOUR GUARANTORS DETAILS (must be in full time employment and or a home owner)

NAME

ADDRESS.....

..... POSTCODE

TELEPHONE NUMBER.....

**YOU WILL BE REQUIRED TO PROVIDE TWO WRITTEN REFERENCES FROM PERSONS WHO KNOW YOU.
YOU MAY BE REQUIRED TO HAVE A SIGNED AND COMPLETED LEGALLY BINDING GUARANTORS AGREEMENT. (Agreement provided by ourselves if applicable).
ADDITIONALLY A WRITTEN EMPLOYERS REFERENCE WILL BE REQUIRED.
REFERENCES AND GUARANTOR WILL BE CHECKED BEFORE YOU WILL BE PERMITTED TO SIGN THE TENANCY AGREEMENT.**

If you will be applying for housing benefit in respect of your tenancy you will need to have a pre-tenancy determination carried out before you can take the tenancy. You can obtain forms from the HBO for completion and submission. This must be carried out as soon as possible as the result can take 7 days. A pre-tenancy determination will tell you the MAXIMUM amount of housing benefit you can expect in relation to your occupation of the property. This does not take into account, earnings and or other benefits which may reduce your eligibility to full benefit.
You must be aware that the housing benefit to be paid may not cover all the rent. You must understand and give an undertaking before you sign the tenancy agreement that any shortfall between housing benefits and rent payable must be paid by you the tenant every week. Failure to pay the rent in full on the dates due may result in your tenancy being terminated.
It is a condition upon our offer of tenancy that all housing benefits are made payable direct to ourselves.

I/we certify that I/we do not have any COUNTY COURT JUDEMENTS against us, OWE MONEY to any HOUSING BENEFIT DEPARTMENT or LOCAL AUTHORITY; OWE MONIES to any PREVIOUS LANDLORD or HAVE SUBSTANCE or ALCOHOL PROBLEMS.

I/we hereby authorize all persons listed in this application to disclose all information relevant to this application for tenancy either in writing or verbally, upon request by any representative of Fosterfam Ltd.

Signed **Signed**

Dated **Dated**

IF YOU KNOWINGLY SUPPLY FALSE INFORMATION IT MAY BE USED BY THE LANDLORD OR HIS AGENT TO SEEK POSSESSION OF YOUR PROPERTY UNDER GROUND 17 OF SECTION 8 OF THE HOUSING ACT 1996.

PLEASE NOTE NO KEYS AND MOVING IN DATE WILL BE READY UNTIL ALL FORMS AND DOCUMENTS HAVE BEEN CORRECTLY FILLED OUT.

PROPERTY

..... **(Payable in advance of documents being prepared)**

RENT £ **PER WEEK/MONTH**