



Email: info@csproperties-cardiff.co.uk

Contact Number: 02920 482862

New Applicant Declaration Form

Your application to rent a property with CS Properties is dependent on successful application outcome for all persons over the age of 18 who are required to be named on the Tenancy Agreement.

The holding deposit will place the property on hold until the application process is complete. The holding deposit is equivalent to one weeks' rent and is to be paid to CS Properties. This can be calculated by dividing the monthly rental amount by 4.35. Please note that should your application fail due to an unsatisfactory outcome with our chosen Tenant Referencing Company or if you know of any reason why your application may be unsuccessful, please advise your Lettings Negotiator immediately as the holding deposit is non-refundable in the event that your application is rejected by the landlord or agent. Examples of some reasons an application may be unsuccessful are detailed below, however please note that these reasons are not restricted as situations may vary.

1. Failure to complete and submit the online application forms for all applications within the maximum 7-day period allowed or the proposed moving in date, whichever is sooner.
2. Failure to have an accepted Credit Report provided by the Tenant Referencing Company to CS Properties by the proposed moving in date.
3. Failure to respond to CS Properties requests for information (either via email or telephone) for 3 continuous days or move.
4. Failure to provide satisfactory written references from a previous landlord/agent or unsatisfactory replies from previous landlord / agent if required.
5. Failure to provide photo identification (e.g. Passport) & proof of address (e.g. utility bill dated within 3 months)
6. Unsatisfactory Guarantor Credit Report & or references which does include affordability calculations (only applies in circumstances where a guarantor has been agreed).
7. Failure to provide written employment references as per the information already given to CS Properties.
8. Providing false information intentionally or unintentionally.
9. Failure to pay the required advance rent and deposit within the time required or move in date, at the latest.
10. Failure to provide any other information relevant to the applications deemed necessary by CS Properties.





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Please Note.

Any exceptions to the above which have been agreed with the applicants & CS Properties staff members must be confirmed in writing/email to the application from CS Properties to be legal and binding.

Once the rental application is complete and the holding deposit is paid, references and credit checks will be sought and put forward to the landlord for approval. Unsuccessful applicants may be given the opportunity to provide a guarantor, dependant on the information contained within the references and/or credit checks. Successful applicant will receive copies of all tenancy documentation via email, including a statement of account showing the re-allocation of the holding deposit and balance of monies payable.

Please read these legally binding documents carefully and contact your lettings negotiator immediately if you have any queries. At this point, please contact us to arrange a convenient time to come into the office and sign the paperwork required to secure the tenancy and pay the balance of your deposit. The rent in advance must be paid and cleared on or before your moving in date. Please note Tenant Referencing Checks are carried out using an external referencing company – Vouch.

CS Properties is a registered data controller under the Data Protection Act 1998 in the UK
Registration NO: ZA195975 as members of the TPO (The Property Ombudsman) CS Properties adhere to the following points which all should be aware of.

1. As an agent, acting on behalf of the landlord, CS Properties share all personal data held for the applicant with the landlord.
2. Letting Agents are not authorised to disclose the Credit Report to the applicants.
3. Applicants wishing to obtain further information on the outcome of their Credit Report should contact the relevant tenant referencing company being used to obtain information on how this can be done.
4. By completing and submitting the online or written application form, all applicant(s) understand and agreed to the terms as detailed within this document (providing it has been sent to the applicant(s) prior to application completion) & in relation to the holding deposit paid by the applicant to secure the property for the duration of the process.
5. All applicants authorise any person/company or organisation detailed within their application to share information with CS Properties for the purpose of tenant referencing and credit reports relating to the rental application.

Guarantor

When a UK Guarantor is required, they will be responsible for the rent payments for the duration of the tenancy agreement, should the tenant fail to make any payments. The Guarantor will agree to make prompt payments for any amount owed. They will undergo the 'Vouch' Guarantor referencing process which includes a credit check, Employment reference, Right to Rent and in addition they will also have to provide proof of ownership of their property.





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Holding deposit paid: £_____ (Equivalent to 1 weeks' rent. Monthly rent divide by 4.35)

Date of Payment: __/__/____

Proposed Rental Property Address:

Proposed Occupation Date: __/__/____

Agreed Rental Amount: £_____

Agreed Rental Period: ____ (6 or 12 Month Tenancy agreements are available)

Tenancy Security Deposit Amount: £_____ (equivalent to one months' rent)

Please state below any additional contract terms or proposed modifications or exclusions to fundamental or supplementary terms.

Guarantor Requirement: Must be a UK homeowner and in full time employment.

Guarantor's Full Name:

Guarantors Contact number: _____

Guarantors Email Address: _____

CS Properties will carry out referencing checks all tenants moving into the rental property. These checks will include a credit check, Employment references, landlord references and a tenants' right to rent in UK.

Tenant(s) Name: _____

Tenant(s) Contact Number: _____

Tenant(s) Email Address: _____

Tenant(s) Sign: _____

Date: _____

