

# STANDARD CONTRACT APPLICATION FORM

*In order that this form may be processed quickly, please ensure that it is completed in full.*

*If there is to be a joint application for the Contract, a separate Application Form should be completed for each Applicant. Any Guarantors will be also required to complete an Application Form.*

1. LANDLORD'S AGENT DETAILS	
Please return the completed form to:	
Landlord's Agent Name and Address	Cooke & Arkwright 7/8 Windsor Place Cardiff CF10 3SX
Telephone	02920 346328
Mobile	07767815434
Contact	Paul Mantle
Email	paul.mantle@coark.com

2. PROPERTY DETAILS	
Address of Rental Property	The Little Rock
	Crofft y Genau Road
	St Fagans
	Cardiff, CF5 6DU
Rent Payment Period	Monthly
Rent Payment Method	Standing Order
Initial Contract Term	6 months Please discuss with agent if you seek a different period. After six months the Contract will continue on a month to month basis unless terminated by either party.
Contract Start Date	
Contract Type	Standard Contract
Rent per Calendar Month (PCM)	£1,500
Deposit Amount if Applicable	£2,250 (to be registered with TDS) (one and a half times the monthly rent)
Please Confirm Whether you Would be Happy to Receive your Rent Invoices by email	YES / NO
Please Confirm Whether you Would be Happy to Receive Notices by email	YES / NO
Who is Responsible for Council Tax, Utilities and other outgoings?	Contract Holder

### 3. IDENTITY DETAILS

A copy of one document from each section below must be provided with your Application Form.

#### Identity Documents

Please attach a copy of one of the following as proof of identity :-

- Current signed Passport
- Current full UK/EU Photo Card Driving Licence
- Current full UK Driving Licence (old style)  
(Provisional Driving Licence will not be accepted)
- Resident Permit issued by the Home Office to EU Nationals
- Inland Revenue Tax Notification
- Firearms Certificate

#### Evidence of Address

Please attach a copy of one of the following as proof of current address :-

- A utility bill issued within the last 3 months (but not mobile phone bills).
- Local Authority Tax Bill (valid for the current financial year).
- A recent Bank or Building Society statement containing a current address.
- The most recent original mortgage statement from a UK Lender.

### 4. APPLICANT DETAILS

Title	
Full Name	
Any Previous Names in Full	
Date of Birth	
Place / Country of Birth	
National Insurance Number	
Present Address including Post Code	
Time at this address?	Years <span style="float: right;">Months</span>
Status:	<input type="checkbox"/> Furnished Tenant <input type="checkbox"/> Unfurnished Tenant <input type="checkbox"/> Own Home <input type="checkbox"/> Living with Parents <input type="checkbox"/> Other
Marital Status	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Widow(er)
Home Telephone Number	
Mobile Number	
Work Telephone Number	

Email address	
Are you a Smoker?	YES / NO (Smoking is not permitted at the property)
Do you have any Pets? If Yes, please give details	YES / NO (Please discuss with agent if you have a pet)
Are you the subject of any adverse County Court Judgements, Criminal Convictions or Bankruptcy? If Yes, please discuss with agent.	YES / NO (If "Yes" please discuss with agent)
Have you previous been evicted from a property?	YES / NO (If "Yes" please discuss with agent)
Are you Disabled?	YES / NO (If "Yes" please discuss with agent)
Do you intend to seek housing benefit to assist you to pay the rent?	YES / NO (If "Yes" please discuss with agent)

5. ADDITIONAL RESIDENTS – PLEASE USE AN ADDITIONAL SHEET IF NECESSARY	
Full Names of Additional Resident 1	
Current Address of Additional Resident 1	
Relationship to Applicant	
Date of Birth	
Full Names of Additional Resident 2	
Current Address of Additional Resident 2	
Relationship to Applicant	
Date of Birth	
Full Names of Additional Resident 3	
Current Address of Additional Resident 3	
Relationship to Applicant	
Date of Birth	
Full Names of Additional Resident 4	
Current Address of Additional Resident 4	
Relationship to Applicant	
Date of Birth	
Full Names of Additional Resident 5	
Current Address of Additional Resident 5	
Relationship to Applicant	
Date of Birth	

## 6. PREVIOUS ADDRESS (FOR THE LAST 6 YEARS)

Previous Address 1 with Postcode Include the date you left this address	
	Date Vacated
Previous Address 2 with Post Code Include the date you left this address	
	Date Vacated
Previous Address 3 with Post Code Include the date you left this address	
	Date Vacated

## 7. EMPLOYMENT

Name of Employer	
Address of Employer	
Employer Contact Name	
Employer Contact Telephone Number	
Employer Contact E-mail Address	
Your Position	
Your Employment Status	<input type="checkbox"/> Senior Management <input type="checkbox"/> Management <input type="checkbox"/> Supervisor <input type="checkbox"/> Semi-skilled <input type="checkbox"/> Skilled <input type="checkbox"/> Junior <input type="checkbox"/> Unskilled <input type="checkbox"/> Other <i>please state</i> _____ <input type="checkbox"/> Not Applicable
Are you (Please tick as appropriate)	<input type="checkbox"/> Full Time Employed <input type="checkbox"/> Part Time Employed _____ hours per week <input type="checkbox"/> Temporary/Contract

	<input type="checkbox"/> Unemployed <input type="checkbox"/> Retired <input type="checkbox"/> Housewife/Home-maker <input type="checkbox"/> Student <input type="checkbox"/> Self Employed (If "Yes", please provide evidence of earnings)
Employment Commencement Date	
Gross Salary / Pension per annum	£
Payroll / Service / Pension No	
Is the Position Permanent	YES / NO
Is your employment likely to change in the near future?	YES / NO (If "Yes" please discuss with agent)

### 8. CHARACTER REFERENCES

Name of Referee	
Address of Referee	
Telephone Number	
Mobile Number	
E-mail Address	
Name of Referee	
Address of Referee	
Telephone Number	
Mobile Number	
E-mail Address	

### 9. GUARANTOR – ONLY COMPLETE THIS SECTION IF YOU PROPOSE A GUARANTOR

Name of Guarantor	
Address of Guarantor	
Telephone Number	
Mobile Number	
E-mail Address	
NOTE: The Guarantor will need to complete a separate form.	

**10. NEXT OF KIN**

Name of Next of Kin	
Address of Next of Kin	
Telephone Number	
Mobile Telephone Number	
Relationship	

**11. BANK / BUILDING SOCIETY**

Name of Bank	
Address of Bank	
Account Name	
Account Number	
Sort Code	

**12. ADDITIONAL INFORMATION YOU WISH TO PROVIDE IN SUPPORT OF YOUR APPLICATION**

### 13. GENERAL GUIDANCE

**Applicants:**

Applicants are advised to read the Welsh Government’s publication “A Home in the Private Rented Sector – A Guide for Tenants” which is available at [www.rentsmart.gov.wales](http://www.rentsmart.gov.wales). Cooke & Arkwright can provide a paper copy on request.

The details supplied here will be checked using recognised credit reference agencies for applicant selection purposes.

This process will be in no way affect an applicant’s record or ability to obtain credit in the future and all information obtained will be kept secure and confidential in accordance with the UK Data Protection Act and international privacy laws.

Applicants can obtain copies of their own credit records by application to the main credit reference agencies.

To avoid delays applicants should provide full contact details and get prior consent from referees and guarantors (if applicable) – at least 2 referees will be required for Comprehensive Checks.

Applicants should be aware that defaulting on their Contract obligations could mean that information is sought or released (per s35 DPA 1998), including Housing Benefit enquires, if required by the courts or those authorised and could affect any future applications for tenancies, finance or insurance.

All personal information supplied will be held securely by the agent in accordance with the General Data Protection Regulations (GDPR). A copy of our Privacy Policy is available at <https://www.coark.com/privacy-policy/>

Cooke & Arkwright will use TenantVERIFY® to check the applicant’s details and carry out credit referencing checks. TenantVERIFY® is registered under the Data Protection Act 1998 – Registration Number Z1213790. TenantVERIFY® is a SafeBuy Member – Web Code of Practice. TenantVERIFY® uses COMODO Secure Socket Layer (SSL) Authentication. TenantVERIFY® uses NetBanx Payment systems.

### 14. DECLARATION AND AUTHORISATION

I apply for a Standard Contract as per this Application. I confirm that the information provided is true and accurate, and I authorise the Landlord or Agent and TenantVERIFY® to seek additional information and carry out credit checks and referencing by contacting agencies, organisations and individuals as necessary including references from my current landlord, my bank, my employer and the referees that I have stated on this Application Form. I confirm that I have raised any concerns with the Landlord or Agent and I understand that tenancies obtained with false information can be terminated. Completing this application does not commit the Landlord or Applicant to a Contract.

In the event that my application for the Contract is successful, I authorise Cooke & Arkwright on behalf of the Landlord to register my occupation of the property with the Local Authority and statutory undertakers and in accordance with the Water Industry (Undertakers Wholly or Mainly in Wales) (Information about Non-Owner Occupiers) Regulations 2014.

Your Signature	
Print Your Name	
Date	

**Please return this form to:**

**Cooke & Arkwright, 7/8 Windsor Place, Cardiff, CF10 3SX**

Cooke & Arkwright is a trading name of Cooke & Arkwright Limited. Registered in England and Wales No: 2618062.

Registered Office: 7/8 Windsor Place, Cardiff, CF10 3SX

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Cooke & Arkwright is a Member of The Property Redress Scheme.

Cooke & Arkwright is a Member of The Tenancy Deposit Scheme