

Direct Let Application Form

Scheme Applied for: DEAN CLARKE LOFTS EXETER DEVON

*Note to applicant: Please complete all sections. If questions require a* Yes [ ]  *No*  [ ]

*please select appropriate box by clicking the box. Where there is an \*, please delete those options which do not apply.*

If you need any help to complete this form then please contact us. Contact details are given at the end of this form.

1. **Personal Details**

|  |  |  |  |
| --- | --- | --- | --- |
| Forename |            | **Surname** |  |
| Status (Click on drop down box) |  |  |  |
| Date of Birth |       | N.I Number:(if applicable) |       |
| Current Address |      Postcode:      |
| Telephone Number |       |
| Mobile Number  |       |
| Email Address  |       |
| Student ID Number  |       |

**2. University Details**

Which University you will be attending:

Course Start Date:

1. Current and previous addresses

Please provide details of your current and previous addresses during the last 5 years.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Address of property(starting with present address) | From | To | Landlord’s name, address and phone number(if living with family please state) | Reason for leaving |
| Current address as Section 1 |       |       |       |       |
| Address 2 |       |       |       |       |
| Address 3 |       |       |       |       |
| Address 4 |       |       |       |       |
| Address 5 |       |       |       |       |

If you rent your current home please give details of:

|  |  |  |  |
| --- | --- | --- | --- |
| Weekly/Monthly rent | £       | Amount of rent arrears outstanding, if applicable | £       |

Within the last five years has there been any legal action against you or your household, following a breach of the terms and conditions of your tenancy agreement?

Yes [ ]  No [ ]

If yes, please provide details

1. Employment Details

Employers Name:

Employers address:

Job Title:

Commencement date of employment:

Remuneration: (£ p.a. gross):

Reference Contact:       Reference Tel:

Reference email:

1. Guarantor Details

|  |  |  |  |
| --- | --- | --- | --- |
| Forename |            | **Surname** |  |
| Status (Click on drop down box) |  |  |  |
| Date of Birth |       | N.I Number:(if applicable) |       |
| Current Address |      Postcode:      |
| Telephone Number |       |
| Mobile Number  |       |
| Email Address  |       |
| Employers Name |       |
| Employers address |       |
| Job Title |       |
| Reference Contact |       |
| Reference Tel. No. |       |
| Reference**email** |       |

1. Residency status

Are you or members of your household seeking rehousing as Asylum Seekers under the Immigration and Asylum Act 1999? Yes[ ]  No[ ]

Have you or members of your household moved from one of the following (A8) Countries since 1st May 2004 – Cyprus, Malta, Poland, Lithuania, Estonia, Latvia, Slovenia, Slovakia, Hungary, Czech Republic?

 Yes[ ]  No[ ]

If you have answered yes to either of the questions above, Academy will require copies of the documents from the Home Office, which confirm your status in the United Kingdom.

Are you a UK Resident Yes[ ]  No[ ]

Please note that all International Students will be required to provide a copy of your student visa.

1. **Other information**

Do you have any previous Criminal Convictions? Yes[ ]  No[ ]

If yes, please give details below details of any violence, arson and sex offences

|  |  |  |
| --- | --- | --- |
| **Nature of Offence** | **Dates** | **Result** |
|       |       |       |
|       |       |       |
|       |       |       |
|       |       |       |

 Do you or have you ever had any drug or alcohol problems? Yes[ ]  No [ ]

If yes, please give details of any support needs that you have?

1. **Medical details**

Do you have illness that affects where you can live?  **Yes****[ ]  No****[ ]**

If yes, please provide details

Are you registered disabled? **Yes****[ ]  No****[ ]**

Do you need facilities for a wheelchair? Yes[ ]  No[ ]

Is ground floor accommodation essential? Yes[ ]  No[ ]

1. **Any other relevant information**

# Declaration

I understand and agree with notes 1, 2 & 3 below and confirm that the information provided on this form is correct to the best of my knowledge.

NOTE:

1. If any false information is supplied in connection with this application, the application may be cancelled
2. Legal action may be taken against any person who obtained accommodation as a result of giving false or misleading information
3. Academy may contact other persons/organisations to obtain verification of any details you have provided or to obtain further information relevant to this application.

**Data Protection**

The information that you give on this form will be treated as confidential in accordance with relevant UK Data Protection legislation. In certain circumstances Academy may need to disclose all or part of it to a properly made request. By signing this form you will be deemed to have consented to the disclosure.

**Where there is any information about any other person (over 18) within this application form, they must also sign here to consent to the processing of personal data as described above.**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** (Applicant(s))

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

### Date:

**Please return this form to Academy Property Consultants Limited at the address below:**

**Dean Clarke Lofts**

**Southernhay Gardens**

**Exeter**

**Devon EX1 1SG**

**UK**

**or email us:** **info@deanclarkelofts.co.uk**

**or call us: 08453 191 600**

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