



# COSTELLO LETTINGS

## Important – please read this before completing

This must be returned within 24 hours of viewing or the property will be continually viewed and marketed. Also if page two is not signed we cannot proceed with referencing. Please note your move in date will be subject to satisfactory references being obtained.

At such point, your move in date will be confirmed. Missing information will result in delays. If references prove unsatisfactory, or for any reason you withdraw your application your hold fee will NOT be refunded.

## PLEASE PROVIDE THE FOLLOWING

- Last 3 months bank statements.
- Copy of your current driving license or passport.
- Copy utility bill dated within the last three months.
- If you are a foreign student, studying or working we will need a copy of your current visa along with all passport details.

## OUR FEES EXPLAINED

Holding deposit for Administration: NON REFUNDABLE one week; this must be paid in cleared funds only; this guarantees the property will be held for you and so we can start referencing, in the meantime we will stop advertising. Once your references are completed this will be deducted from the Initial Invoice.

## Referencing

Referencing is out sourced to Van Mildert who will contact you directly to complete referencing.

## Partnered with GFP UK

We are delighted to be able to offer you rent protection insurance to protect you against illness, injury or ultimately death. By ticking the box you are permitting us to pass your details to GFP UK for them to contact you directly.

☐

## DEPOSITS

- A deposit of five-weeks rent will be collected in cleared funds only. (Some deposits may vary with differing Landlords).
- We will hold the deposit for the term of the tenancy in a client deposit account.
- At the end of your tenancy, 30 days' notice to quit must be given in writing by recorded delivery; tenants must check to ensure this has been received.
- Deposits will not be released until receipt of final payment receipts for utility and council tax bills, check out reports carried out and any dilapidations made good.
- All Deposits will be registered with Costello Lettings Ltd.
- Costello Lettings Ltd will require an alternative address for you in the event of a dispute after you have vacated the property you are applying for.

## Please provide your alternative UK address

We must have the correct postcode in order to be able to register the deposit. In the case of joint tenancies both applicants must complete the enclosed Deposit Protection for Joint Tenancy Agreements form as well.

## ALTERNATIVE ADDRESS

Property Address:	<input type="text"/>	Postcode	<input type="text"/>
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## NOMINATED TENANTS CONTACT DETAILS

Name:	<input type="text"/>	Work No.	<input type="text"/>
Fax or email:	<input type="text"/>	Home No.	<input type="text"/>
		Mobile No.	<input type="text"/>

## Move in

On completion of the Tenancy Agreement, we will ask you to sign all paper work at which point keys will be handed to you and you have seven days to agree with the inventory following move in. The day before the agreement commences you will pay by BACS.

- One-month rent or pro rata sum of the same.
- Full Deposit.
- Minus hold deposit held on file

**FROM THIS POINT RENT WILL BE COLLECTED ON THE 1ST OF EVERY MONTH BY STANDING ORDER ONLY.**

Signed:	<input type="text"/>	Date:	<input type="text"/>
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**WE DO NOT PERMIT SMOKING IN ANY OF OUR PROPERTIES  
PETS ARE NOT PERMITTED UNLESS OTHERWISE NEGOTIATED**

Costello Lettings 17 West Street, Blandford, Dorset DT11 7AW.

**Tel:** 01258 455 501 **Fax:** 01258 456 350 **Email:** info@costellolettings.com **Web:** www.costellolettings.com

To enable us to keep all pages of the application together please supply applicant's name here:

## ADDITIONAL DETAILS

### Do you have any of the following:

County Court Judgments ☐

Adverse Credit ☐

Debt Management Plan ☐

### Pets – Please provide information on pets below:

A monthly pet rent will be charged by a separate agreement:

1 dog/ 1 cat - £10 PCM  
2 dogs/ 2 cats - £20 PCM

### Consent to contact you by:

Phone

☐

Email

☐

Post

☐

Text

☐

OR

### Do not solicit by:

Phone

☐

Email

☐

Post

☐

Text

☐

## Privacy Statement

The data for the tenancy is held by us on a letting management system, Jupix, it will only be shared with the landlord of the property and it will be held in secure storage until 3 years after the end of the tenancy, in case of any queries, and it will then be destroyed. A full Privacy Statement is available on our website. Your name and contact details only will be passed to Hinch Property Management for the purposes of your Check In and Check Out and our Tradesmen to arrange access for maintenance. At the commencement and at the end of each tenancy we will advise the appropriate Council Tax office, the local water board and the utility company (ies) of your move in and move out date and appropriate meter readings.

Referencing and Credit Checks will be out-sourced to Van Mildert who will contact you directly for more information.

Applicant signature:

Date:

## DECLARATION

I confirm that the information supplied is to the best of my knowledge and belief, true. I have no objection to this information being verified by fair and lawful means, which will involve contacting the referees supplied and a search of the files held by a credit referencing agency who will keep a record of that search. Details may be held for occasional debt tracing. All information will be treated as confidential. If this form is completed electronically the applicants signature is not required, however they must complete their name in Section 8. This confirms they have read the declaration and privacy statement and agree to us processing their personal information. This does not apply to hand written applications which must be signed by the applicant.

Print  
name:

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