



Dereham Accommodation Agency Ltd

Property Management and Lettings

Registered Address:

9 Norwich Street, Dereham, Norfolk, NR19 1BX

V.A.T. Registration 181 4465 05

Telephone/Fax: (01362) 691631

Email: derehamaccommodationagency@hotmail.co.uk

Website: www.derehamaccommodationagency.co.uk

PROPERTY MANAGEMENT

LETTING SPECIALISTS

SHORT OR LONG TERM

REQUIREMENTS FOR APPLYING FOR A TENANCY THROUGH OUR AGENCY

APPLICANTS MUST BE OVER 18 YEARS OLD

(under 21 must have a guarantor)

CREDIT CHECK (payment of £20.00 each before we can proceed)

Latest 3 bank or building society statements

FOR EACH PERSON NAMED ON THE TENANCY

(the following are required)

- 1 FORM OF I.D (e.g Driving license or passport)
- NATIONAL INSURANCE NUMBER
- EMPLOYERS REFERENCE ON HEADED PAPER
- If current employment is less that 1 year, previous employers reference
- Reference from current landlord
- Proof of address

FINANCIAL REQUIREMENTS

- ONE MONTH RENT DEPOSIT
- FIRST MONTHS RENT
- **Maximum £175.00 + VAT @ 20% ADMIN FEE / DRAWING UP TENANCY AGREEMENT**



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APPLICATION FORM

Date (dd/mm/yy).....

Date property required (dd/mm/yy)	<u>Term Required</u> 6 MONTHS / 12 MONTHS / LONG TERM
Max rent payable £	Furnished Part Furnished Unfurnished (Please circle as appropriate)
Size of Property Required	Location of Property
Applicant 1 Mr Mrs Miss Ms Full Names	Applicant 2 Mr Mrs Miss Ms Full names
<u>Current address</u> How long have you lived at this address? Owned / Rented (please circle appropriate) If rented name of agent/Landlord	<u>Current address</u> How long have you lived at this address? Owned / Rented (please circle appropriate) If rented name of agent/Landlord
Home Tel Number: Mobile Tel Number: Next of Kin details	Home Tel Number: Mobile Tel Number: Emergency contact Name: Number:
Previous Address if current under 2 years	Previous Address if current under 2 years
Email address:	Email Address:
Date of Birth (dd/mm/yyyy)	Date of Birth (dd/mm/yyyy)
Children under 18 Name DOB	Smokers yes/no Please circle appropriate

Directors: Mr. Richard Sturman & Miss Nicki Garrard
Company Registered in England and Wales- No 8874082



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Name DOB Name DOB	Pets yes/no If you have a dog, age & breed
Employers Details Applicant 1 Occupation Employer Name: Employer Address: Work Tel Number: Contact Person: Fax or e-mail Duration of employment	Employers Details Applicant 2 Occupation Employer Name: Employer Address: Work Tel Number: Contact Person: Fax or e-mail Duration of employment:
National Insurance Number	National Insurance Number
Bank Details Bank name: Address: Account Number: _____ Sort code: _____	Bank Details Bank name: Address: Account Number: _____ Sort code: _____
Credit History Current CCJ's Previous CCJ's Other information	Credit History Current CCJ's Previous CCJ's Other information
Guarantor details (if requested) Name: Date of Birth Address	