



**MICHAEL G. LEWIS & SON**  
**Residential Letting Agents & Property Managers**  
**54 Mansel Street, Swansea Tel: 01792 456871**

**Email [applicant@mglewisandson.co.uk](mailto:applicant@mglewisandson.co.uk)**

## **Applicant Information**

Please detach and retain this double sided sheet BEFORE returning application form

This application form does not in any way form part of any legal document or tenancy agreement. **Michael G. Lewis & Son** will not be liable for any expenses incurred by applicants on account of the property being let to another party, sold or withdrawn from the market. All negotiations are strictly **Subject to Contract until a tenancy agreement is signed**

The issue of this form does not give or imply that consent to the proposed letting will be given.

Your application will be referenced through MARAS. You will be charged £35.00 per applicant for this. We will not be able to process your application until this charge is paid.

You can check the progress of your application through **MARAS** direct on **020 844 2220** quoting reference **L12080** and giving your name and date of birth, or on [www.maras.co.uk](http://www.maras.co.uk) entering the same details.

### **Letting Process for applicants**

1. Complete one application form per applicant and return to Michael G. Lewis & Son with reference fee of **£37.50 (inc VAT) per applicant**. In the case of joint tenancies all applicants are to be referenced
2. Michael G. Lewis & Son will take up references via MARAS reference agency
3. Process should take 3 to 4 working days to complete (please allow 1 week) for this.
4. If requested for a guarantor a further form will be issued (free of charge) this must be returned as soon as possible
5. Once referenced Michael G. Lewis & Son may contact the landlord to discuss the application and seek instructions to proceed to tenancy unless already instructed otherwise.
6. If accepted for the tenancy, you will be asked to arrange an appointment to call at our office to read and accept the terms of the Tenancy (if you have not already had sight of the agreement). After having the opportunity to read the tenancy you will be asked to sign it. Thereby **legally binding you** to the terms of the agreement.
7. You will be required to pay 1 month's rent in advance, a damage deposit/bond together with our administration charge which equates to 1 week's rent, plus VAT (Min £117.50 inc VAT)
8. **If paying by cheque, keys will not be available until the cheque has cleared – please do not ask for them as the request will be denied.**
9. If paying by cash, keys are normally given at the time of signing, unless a delayed commencement date of the tenancy, when keys would be given the day before the commencement date.
10. **We do not have facilities for credit or debit cards**
11. A standing order will be required for future rental payments

In the view of the confidential nature of the information, we regret to inform you that no explanation may be given if we are unable to provide you with the tenancy you require.

In the event of you not being successful in being granted the tenancy, your application and subsequent reference information will remain on file for administration purposes.

**Independent Legal Advice should always be sought before entering into any tenancy agreement.**

By providing the information to Michael G. Lewis & Son, you are confirming that you have no objection to the verification of this information and that it can also be disclosed to parties related to the tenancy, such as the landlord, the agent or other advisor. The information will also be used during the tenancy for utility companies, debt or legal agencies, professional bodies for compliance.

**Please note that there may be other applications for the property you are interested in. We reference all applicants (unless otherwise instructed) and submit these to the landlord. If we have not taken up references, the £37.50 will be refunded. Therefore we cannot guarantee that you will be successful in your application.**

Unfurnished properties are usually with carpets. Some may have curtains and/or electrical appliances (these will be stated in any advert or details).

**Once the tenancy is signed you will be bound by contract, if you have negotiated any amendments to the property or tenancy with the landlord, these must be in writing from the landlord prior to the tenancy commencing. If not, we may not be able to deal with your requests after, and you will be contracted by tenancy to the landlord for the period of that tenancy.**

The minimum term of rental is **SIX** months, all utilities will be payable by the tenant.

**It is recommended that you carefully read the tenancy before accepting the terms of the tenancy agreement by signing it, as the terms and conditions will legally bind you. There will be no cooling off period once executed (dated) even if the commencement date of the tenancy is for a later date.**

**A draft tenancy agreement is available in our office during normal business hours. Independent legal advice should be sought if you do not understand any of the terms or how they will affect you.**

**Foreign nationals should seek help from an advice centre on British Housing Law.**



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## Notice to Applicants

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The issue of this form does not give or imply that consent to the proposed letting will be given.

**The application form is specific to the property detailed overleaf.**

This form must be returned to **Michael G. Lewis & Son** together with the sum of **£37.50 (inc. VAT)**. This sum is payable per applicant/property and is for the purpose of referencing only. The amount is **non-refundable** as we are charged for each application regardless of acceptance or non-acceptance. Without the fee, we will not process the application.

I agree for **Michael G. Lewis & Son** to make a credit search through a registered reference agency, bank, building society or other finance house. The information received will be only used for the purpose of this tenancy application and is in strict confidence. **Michael G. Lewis & Son** cannot give you details of the reference obtained. However, you can contact the reference agency, **MARAS** direct on **020 844 2220** quoting reference **L12080** and giving your name and date of birth, or on [www.maras.co.uk](http://www.maras.co.uk) entering the same details. In the view of the confidential nature of the information supplied, we regret to inform you that no explanation may be given if we are unable to provide you with the tenancy you require.

**Independent Legal Advice should always be sought before entering into any tenancy agreement. I understand that a draft copy of the tenancy is available for inspection by me, during normal business hours of Michael G. Lewis & Son to give me an opportunity to discuss any of the clauses in the tenancy agreement. Should I not seek independent legal advice I agree to abide by the terms under that tenancy agreement (this would not affect any of my legal rights).**

I confirm that the information supplied by me is, to the best of my knowledge and belief, true and accurate. I have no objection to **Michael G. Lewis & Son** or their agents verifying this information by any reasonable means. I confirm that I have never been personally bankrupt and that I am not a member of any terrorist group or military party and also confirm that I have not been convicted of any terrorist activity or serious crime whatsoever.

**If the tenancy is granted, and I sign the Tenancy Agreement, I agree to pay the agency charge equivalent to one week's rent plus VAT (Min of £117.50 inc VAT) upon the signing of the Agreement. If I decline the option to take up the tenancy no agency charge will be made except the reference charge, which has already been paid.**

**Data Protection Act** – For the Purposes of the Data Protection Act 1998, the Data Controller in relation to any personal data you supply is Robert J. Lewis.

**Letting Administration** - I hereby expressly consent to my personal details including any forwarding address at the end of any tenancy being passed to the landlord and / or to the utility companies and / or to the local authority. The Agent may use information I supply for the purposes of letting administration. It may be disclosed to regulatory bodies for the purposes of enforcing the agent's compliance with any regulatory rules/codes.

A copy of this information has been retained by me via a detachable sheet

Signed by applicant \_\_\_\_\_

Dated \_\_\_\_\_