

Tenancy Application

Please complete fully all areas of the form, in block capitals, where applicable. Attach an additional form where there is more than one applicant

Prospective Tenant Details:

Title: Mr Mrs Ms Dr Revd: _____ Last Name: _____
First Name: _____ Middle Name/s: _____
Any Previous Name/s in Full: _____
Previous Address: _____
Post Code: _____
Time spent at this address: Years: _____ Months: _____
Tel: Home: _____ Work: _____ Mobile: _____
e-mail address: _____

Identification (Please supply N.I. number with driver's licence or passport, plus photocopy showing your photo)

Date of Birth: National Insurance Number: _____
Driver's Licence Number: Passport Number: _____

Status: Single Married Divorced Widowed Living with Partner (tick box)
House owner Council Tenant Private Tenant Lodger
Living with relatives or friends Employment Accommodation (tick box)

Answer clearly – write Yes or No?

Smoker? _____ Pets? _____ County Court _____ Judgements? _____
Court Decree? _____ Bankruptcy? _____ Evictions? _____ Administration Orders? _____
If yes to any of these, please give full details _____

Previous Addresses – full addresses for last **three years** including postcodes, dates, and reasons for moving – _____

Present Landlord or, Letting Agent Solicitor Estate Agent

Name: _____ Telephone: _____

Full Address: _____

Post Code: _____

Present Occupation: Employed [] Self-Employed [] On-Contract [] Retired []

Un-employed [] Student [] Independent Means [] (tick box)

Employer:

Line Manager or other contact: _____

Address: _____

Post Code: _____

Date started this employ: _____ Employer Telephone: _____

Fax: _____ Email: _____

Employee Ref No: _____ Position Held: _____

Gross Annual Earnings £

Is your employment permanent? _____

Do you plan to change employment soon? _____

Bank or Building Society Details:

Bank Branch Name: _____

Bank or Society Current A/c Name: _____

Bank Address: _____

Post Code: _____

Account Number: _____ Sort Code: _____

Vehicle/s to be kept at the property (include cycles, motor cycles and caravans)

Make: _____ Model: _____

Reg. No: _____

Next of Kin / Emergency Contact (not spouse or live-in partner)

Full Name: _____

Occupation: _____

Address: _____

Post Code: _____

Telephone: _____

I apply for a **Tenancy** at: (full description and address of property)

For a period of: _____

The rental amount is £ _____ per _____:

payable by Cash / Cheque / Standing Order (delete as appropriate)

I will be directly responsible for Council Tax, and for opening accounts with service providers and paying directly to them for **all** services to the property.

I will pay one month's rent in advance plus a security deposit of £ _____

I believe the information provided here to be true and authorise the landlord or agent to:

Carry out credit searches and reference checks and to contact employers, banks, referees, guarantors and credit reference agencies as appropriate.

Use the information obtained with third parties to assess credit ratings, make insurance decisions, for fraud prevention and tracing / debt collection.

Handle all information obtained in strictest confidence and in accordance with the principles of the Data Protection Act 1988.

I understand that I can request the details of any credit reference agencies used so that I can verify with them the information provided.

I understand that if I default on my tenancy obligations, this information may be released (per S35 DPA 1988) to authorised debt recovery agencies and could affect any future applications I make for tenancies, credit and insurance.

Completing this form does not commit the prospective tenant or landlord to a tenancy. A shared or single tenancy will not be created until **all** applicants have been qualified and have signed the tenancy agreement.

I can confirm that I have read the above and have raised any concerns with the company. Prospective tenants should be aware that any false statement made could result in early termination of the tenancy under ground 17 of the Housing Act 1996.

Signature of Applicant: _____

Date: _____

Print full name in block capitals: _____