

APPLICATION FOR TENANCY

Property Address: _____

Rent Amount: _____

A. Applicants Details

1. Number of Applicants (each applicant to complete a application form): _____
2. Relationship of any Joint Applicants to you: _____
3. Proposed Start Date: _____
4. Do you have Children? How many and their ages?: _____

5. Do you have any pets? If so please specify?: _____
6. Are you a smoker?: _____

B. Personal Details

1. Full Name (including title): _____
2. Maiden Name & Marital status: _____
3. Date of Birth: _____
4. Telephone Number (landline): _____
5. Telephone Number (mobile): _____
6. Email Address: _____

Where do you currently reside?

1. Current Address (including Postcode): _____

2. **Status:** homeowner private tenant living with relative's other

If renting current rent _____ **Per** Week Month

3. Dates at current address: from _____ to _____
4. **If less than 3 years** please provide previous addresses & dates of residence for last 3 years: _____
 1. Address (Including Postcode), Dates from & to: _____

 2. Address (Including Postcode), Dates from & to: _____

 3. Address (Including Postcode), Dates from & to: _____

 4. Address (Including Postcode), Dates from & to: _____

C. Current Landlord

1. Name of Current Landlord: _____
2. Address of Current Landlord: _____
3. Private or via Letting Agent? _____
4. Telephone Number: _____
5. Email Address: _____

D. Current Employment Details (If self-employed please go to E)

1. Company Name: _____
2. Address of Current Employer: _____

3. Telephone Number: _____
4. Email Address: _____
5. Position Held: _____
6. Your Salary (including bonuses, tips etc): _____
7. Date Employment Commenced: _____
8. Is your Employment Permanent or Temporary _____
9. Contact Name & Position: _____

10. Employment Type: full time part time contract self-employed

E. Company Lets or Self-employed Tenants Only (otherwise leave blank)

1. Accountant's or Solicitor's Name: _____

2. Address: _____

3. Telephone Number: _____

4. Email Address: _____

F. Other Income

Are you in receipt of any of the following?

- | | |
|---|---|
| <input type="checkbox"/> housing benefit | <input type="checkbox"/> sickness benefit |
| <input type="checkbox"/> income support | <input type="checkbox"/> retirement pension |
| <input type="checkbox"/> unemployment benefit | <input type="checkbox"/> disability allowance |

G. Other Intended Occupiers (excluding joint applicants)

If it is intended for anyone other than yourself to live in the property, please provide their names, current addresses, ages (including children), and their relationship to you (please do not give details of any joint applicants as they will be providing separate application forms):

<u>Occupier 1:</u>	Name:	<u>Occupier 2:</u>	Name:
	Address:		Address:
	Age:		Age:
	Relationship:		Relationship:

<u>Occupier 3:</u>	Name:	<u>Occupier 4:</u>	Name:
	Address:		Address:
	Age:		Age:
	Relationship:		Relationship:

H. Next of Kin

1. Name & Address: _____

2. Telephone Number: _____

3. Email Address: _____

4. Relationship to you: _____

I. Other Details

1. **Past or present** - Disclose any **County Court Judgement**, **IVA**, **Debt relief orders**, **Bankruptcy** or similar.

2. Is there anything else which you consider to be relevant to this application?

J. Guarantor Details

1. Name: _____

2. Address: _____

2. Telephone Number: _____

3. Email Address: _____

4. Relationship to you: _____

K. Non-refundable fees:

Application Fees

A non-refundable fee of £180 Inclusive of VAT for a single person or couple and £36 Inclusive of VAT for each additional person thereafter. Should a Guarantor be required a non-refundable additional cost is applicable of £36 Inclusive of VAT for each application.

L. Fees Payable on an acceptance of the referencing:

Tenancy

The property will be let on an assured short hold tenancy for an initial period of 6 months at an agreed rent per calendar month exclusive of all service charges. A fee of £36 Inclusive of VAT will be payable after six months should you require to renew your contract for a further six months.

Deposit

A deposit equivalent to one month's rent plus £100 will be required, payable with cleared funds two days before the date of the tenancy beginning.

Addition Notes

If pets are applicable at the property an additional £100.00 will be required per pet to the deposit.

M. Declaration

We Cannot Proceed With This Application If You Do Not Sign:

I hereby confirm that I am over 18 years of age and the information I have provided is to the best of my knowledge true and accurate at the time of completion and hereby authorise the landlord or their agent to:

- carry out credit searches and reference checks, 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.
- By signing this application form I agree to the terms with-in.

I acknowledge that my application may be refused if the landlord is unable to obtain satisfactory references. I accept that due to the confidential nature of this application, I will not be permitted access to the references or be given any explanation should my references prove unsatisfactory.

Tenant's Signature:

Name (BLOCK CAPITALS):

Date:

Please return completed forms to the address at the start of the form.

To Be Completed By Guarantor

Property Address: _____

Rent Amount: _____

A. Guarantor Details Personal Details

1. Full Name (including title): _____
2. Maiden Name: _____
3. Date of Birth: _____
4. Telephone Number (landline): _____
5. Telephone Number (mobile): _____
6. Email Address: _____

B. Where do you currently reside?

1. Current Address (including Postcode): _____

2. **Status:** homeowner private tenant living with relative's other

3. Dates at current address: from _____ to _____

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C. Guarantors Employment Details (If self-employed please go to D)

1. Company Name: _____
2. Address of Current Employer: _____

3. Telephone Number: _____
4. Email Address: _____
5. Position Held: _____
6. Your Salary (including bonuses, tips etc): _____
7. Date Employment Commenced: _____
8. Is your Employment permanent or Temporary _____
9. Contact Name & Position: _____
10. Employment Type: full time part time contract self-employed

D. Company Lets or Self-employed Guarantors Only (otherwise leave blank)

1. Accountant's or Solicitor's Name: _____
2. Address: _____

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Guarantors Signature:

Name (BLOCK CAPITALS):

Date:

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