

APPLICATION FOR TENANCY OF RENTED PROPERTY
(PRIVATE & CONFIDENTIAL)



To be fully completed and signed by all people over 17 years of age to live in the property.
 Please complete this form with all details required.

Please complete all sections			
PROPERTY ADDRESS			
			Postcode:
Rent per calendar month	£	Proposed start date	
Expected duration of stay	months	Occupancy	Single/Multi
Source of Enquiry	Rightmove/On the Market/Zoopla/pc! Website/property board/other.....		

PERSONAL INFORMATION		
Please note that applicant 1 will be used as the lead tenant for deposit administration		
	Applicant 1	Applicant 2
Title		
First Name		
Second Name		
Home Telephone		
Work Telephone		
Mobile		
Email		
Date of Birth		
National Insurance No.		
Marital Status		
Maiden Name		
	Current Address	
Line 1		
Line 2		
Line 3		
Line 4		
Postcode		
Period at above address		
Residency status		
Reason for Move		
Do you smoke?		

ALL CHILDREN TO LIVE IN PROPERTY		
If under 18		
Name	Date of Birth	Relationship to Applicant
Name	Date of Birth	Relationship to Applicant
Name	Date of Birth	Relationship to Applicant

BANK / BUILDING SOCIETY ACCOUNT DETAILS		
For office use only - you will be required to set up your own standing order for rent payments		
	Applicant 1	Applicant 2
Bank Name		
Address Line 1		
Account Number		
Sort Code		
Name on account		
Length of time account held		

EMPLOYMENT STATUS (during proposed tenancy)		
We will contact your employer to confirm the information you provide		
	Applicant 1	Applicant 2
Position Held		
Company Name		
Address Line 1		
Address Line 2		
Address Line 3		
Address Line 4		
Postcode		
Telephone		
Current Salary	£ per week/month/annum	£ per week/month/annum
Contracted Hours	FULL TIME PART TIME	FULL TIME PART TIME
Contract Type	PERMANENT /FIXED TERM TEMPORARY	PERMANENT /FIXED TERM TEMPORARY
Date Employment Commenced		
Contact for Reference		
Their Position		
Telephone		
Email		

ADDITIONAL/OTHER REGULAR INCOME				
	Applicant 1		Applicant 2	
Source of Income	Amount	Frequency	Amount	Frequency
Pension	£	week/month	£	week/month
Tax Credits	£	week/month	£	week/month
Housing benefit	£	week/month	£	week/month
Other state benefits	£	week/month	£	week/month
Child maintenance	£	week/month	£	week/month
Rental income	£	week/month	£	week/month
Other	£	week/month	£	week/month
Total	£	week/month	£	week/month

CREDIT HISTORY		
Your application will include a full credit check		
Have you any previous adverse credit history, such as missed payments, CCJS, IVAs, bankruptcy or rental arrears?	Applicant 1	Applicant 2:
If yes, please provide details on separate sheet.		

EXISTING OR PREVIOUS LANDLORD / LETTING AGENT / MORTGAGEE		
We will contact your most current/previous landlord /mortgagee to confirm details of your residency		
	Applicant 1	Applicant 2
Type	Landlord/Agent/Mortgagee	Landlord/Agent/Mortgagee
Name		
Address Line 1		
Address Line 2		
Address Line 3		
Address Line 4		
Postcode		
Telephone		
Mobile		
Email		
Current Rent/Mortgage		

NEXT OF KIN/ ALTERNATE CONTACT DETAILS (e.g. parents)		
Must not be persons to reside at this property with you		
	Applicant 1	Applicant 2
Name		
Address Line 1		
Address Line 2		
Address Line 3		
Postcode		
Telephone		
Mobile		
Email		
Relationship to applicant		

PLEASE LIST ANY PETS TO LIVE IN THE PROPERTY		
Subject to consent by the Landlord and will require an additional deposit amount		
Type of pet/Breed	Size of Animal	Age
Type of pet/Breed	Size of Animal	Age
Type of pet/Breed	Size of Animal	Age

Please list any special requirements for the property for e.g. additional furnishings?	
	Approved/Declined
	Approved/Declined
	Approved/Declined
	Approved/Declined

PLEASE ENCLOSE ALL OF THE FOLLOWING	
<input type="checkbox"/> Current UK, Swiss or EEA passport	Scanned by.....
<input type="checkbox"/> Copy of most recent 2 wage slips	Checked by
<input type="checkbox"/> Copy of last 2 months bank statements If bank statements are not at current address, please also include: <input type="checkbox"/> Copy of utility/phone/insurance letter confirming current address	Checked by

PLEASE NOTE UNTIL THE APPLICATION FORM IS FULLY COMPLETED AND **ALL ID** HAS BEEN SUBMITTED WE CANNOT PROGRESS WITH YOUR APPLICATION.

Declaration

I/We, the above named applicant(s) confirm that the information supplied is to the best of my/our knowledge and belief, true. I/We have no objection to this information being verified by whatever means deemed appropriate to the application for the tenancy and understand that any findings may be discussed or forwarded to the Landlord(s) of the property and that any financial searches may be recorded. I/We also understand that the submission of this application form does not guarantee the offer of a tenancy of the property, which is subject to Contract, receipt of satisfactory references & acceptance by the Landlord(s). Please tick this box if you do not want us to pass on your details to obtain a free tenants insurance quote. The landlord and/or his Agent reserves the right to refuse any application without given reason & may withdraw from the proposed tenancy at any time before it starts. I/we confirm we have been advised to consider the information at <https://www.gov.uk/search?q=how+to+rent> and received a current energy performance certificate.

After an initial check a refundable holding deposit equal to one weeks rent will be required to confirm your application.

This will allocated towards your deposit if the application is successful or returned to you if you are unsuccessful.

If you withdraw your application the deposit will not be returned

Applicant 1 signature:	Applicant 2 signature:	Date:

YOU MUST ALSO SEND A SIGNED HARD COPY WITH INK SIGNATURE PLEASE BUT LETTING US HAVE THIS ONE WILL ALLOW US TO GET STARTED ON OUR CHECKS ASAP.