

# Tenancy Application Form

PLEASE COMPLETE IN BLOCK CAPITALS TO REDUCE ERRORS

Agent:

Date:

## 1. Property Details (Address to be let)

Property address

Tenancy period

months

Tenancy start date

No of applicants

Total rent

£ per

Rent for this applicant

£ per

## 2. Applicant Details (All fields marked \*\* MUST be completed)

Title\*\* First name\*\* Initials Surname\*\*

   

Date of birth\*\*

 /  / 

NI Number (or overseas equivalent)

Gross annual salary/income

£

Current address\*\*

Post Code

Time at address

years months

Occupation\*\*

Contact number\*\*

Mobile telephone number

Email

Marital Status

Single

Married

Other

Are you or any of the above named a smoker? Yes  No

Do you have any pets? Yes\*  No  Please Specify \_\_\_\_\_

No. in Household

Name

Age

Dependants (Name & Age)

Name	Age
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Have you had any County Court Judgements or rent arrears in the past 6 years? Yes\*  No

## 3. Previous Address (If at current less than 6 years\*)

Previous address

Previous address (cont)

Postcode

Time at address

years months

### 3.1 Previous Address (If at current & previous less than 6 years\*)

Previous address

Previous address (cont)

Postcode

Time at address

 

### 4. Employment / Occupation details (Employed/Self employed- PROOF REQUIRED)

Employment status (e.g. permanent)

Name of organisation

Employment dates

 

Tenant position held

Employer contact name

Employer Position

Address of Employer

Contact telephone number

Contact fax number

Contact E-mail address

Salary

### 5. Landlord or agent Reference

Landlord/Agency name

Contact number

Fax number or E-mail address

Address of landlord/agent

Reason for Leaving

Conduct of Tenancy – Condition of Property – Rent Arrears – Issues

Date

Member of Staff

**6. Identification Validation (UK Passport, Driver's Licence, Utility Bill)**

OPTIONAL

ID Type (e.g. passport)

Reference / Account number

Issuer (Utility only e.g. BT)

**7. DHSS**

Income Support	£	Child Benefit	£
ESA	£	Working Tax	£
DLA	£	Incapacity	£

Total Benefit income: £\_\_\_\_\_ per Month      £\_\_\_\_\_ per Week

Estimated Housing Ben. \_\_\_\_\_      Estimated Short Fall \_\_\_\_\_

Property people can not be held responsible for estimates, please obtain a pre tenancy calculation.

**8. Guarantor**

OPTIONAL

Title

First name

Surname

Address

Postcode

Contact no

Salary (e.g. self/employed, retired)

Employment (e.g. self/emp, retired)

Employer's contact name^

Employer's contact no^

**9. Other Information**

Do you have furniture (y/n) \_\_\_\_\_  
 Disabilities/Special Requirements (y/n) \_\_\_\_\_  
 Criminal Convictions (y/n) \_\_\_\_\_  
 Custodial Sentence (y/n) \_\_\_\_\_  
 History of Alcohol/Drug Abuse (y/n) \_\_\_\_\_  
 Probation (y/n) \_\_\_\_\_

Have you got a deposit (y/n) \_\_\_\_\_

Do you require a Benefit Loan Letter (y/n) \_\_\_\_\_

Have you a months rent in advance (y/n) \_\_\_\_\_

When would you like to move in \_\_\_\_/\_\_\_\_/\_\_\_\_

Would you be interested in a quote for home/contents insurance? YES NO

## 10. Authorisation

The details supplied by you are checked against those held on credit reference agency databases for the purposes of pre-tenancy/lease selection.

I understand that in the event of any default by me in respect of the covenants in my tenancy agreement with my landlord, the information contained herein may be disclosed to tracing companies and/or debt collection agencies in order to recover monies due or to trace my whereabouts. Property People will remain the data controller for the purposes of this application. The information provided by me in this form is information as described in Ground 17 of the Housing act 1996 and I understand that if any information within this application is found to be untrue, it shall be deemed as, grounds for a termination of the tenancy.

This application is given under the understanding that the property in which it is in relation to is taken in the condition as seen on the day and that the holding fee has been paid. I understand that I will have **1 week** from the date hereof to complete all necessary documentation, in order to make my tenancy legally binding, unless otherwise specified by the agent in adjoining documentation. I further understand that failure to complete any associated paperwork within the allocated time frame, will permit Property People to retain all monies thus far paid by me and recognize that the property shall be remarketed for let.

I confirm that the information provided on this application is accurate & true.

I authorise Property People to conduct these searches and to make any employer or financial enquiries necessary to assess my suitability for this agreement.

**SIGNED**

**DATE**

**NAME**

**APPROVED BY LANDLORD**

**DATE/TIME**

## 11. NOTES -