

## Tenancy Application Form

Anyone over the age of 18 must complete an application form. Separate forms to be completed per person.

### Details of Property

**Date:**

Address of property:

Rental amount: £

Bond amount: £

Number of adults to reside in property:

Tenancy start date:

*Please state any verbal agreements made between you and the viewer while at the property (example; professional clean, replacement of carpets, re-decorating, etc.):*

### Personal Details Basic details

Title:

Forename(s):

Surname:

Have you ever been known by any other surname? If so, please state:

Date of Birth:

Marital Status:

Contact Number:

Contact Number 2:

E-mail Address:

Country of Birth:

**If not born in the UK, please provide share code for "right to rent" checks:**

**Address Information:**

Address (inc postcode):

**Length of residency:**

Years

Months

Owner

Rental accommodation

Living with parents/friends

Other

**Previous Addresses (covering last 6 years)**

Address (**inc postcode**):

Length of residency:                      Years                      Months

Address (**inc postcode**):

Length of residency:                      Years                      Months

Address (**inc postcode**):

Length of residency:                      Years                      Months

**Personal Details – Current Landlord / Letting Agent**

Name of landlord / letting agent:

Address:

Contact number:

E-mail address:

Rental (monthly):£

Notice period:

**Personal Details – Credit information**

Do you have any current/historic or pending adverse credit?

Do you have any CCJ's or Court Decrees?

Have you ever been declared bankrupt or have IVA's, etc? Please provide details:

**Personal Details – About Your Household**

Details of children. Please provide names and date of births:

Details of pets. Please provide type of pet, breed, size and age:

Does anyone in your household smoke?

## Personal Details Employment/Income Details

### Current Employment

Employed  Unemployed  Self-employed  Retired  Temporary Worker  Student

***If employed, please fill in the following information;***

Name of company:

Position:

Period of Employment:

Will position change before tenancy starts?

Current salary (P.A): £

Bonus/overtime: £

Referee to contact:

Address of Employer (inc Postcode):

Contact number:

Email:

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***If self-employed, please fill in the following information;***

Job title:

Job description:

Annual earnings (Estimated): £

How long have you held this position:

Name of accountant:

Address (inc Postcode):

Contact number:

Email:

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***If you have any additional income, please fill in the following information;***

Tax credits: £

Child benefit: £

Child maintenance: £

Disability benefit: £

Housing benefit: £

Other: £

If other, please state:

Pension(s): £

Please provide details:

## Declaration

- Photographic ID (Passport or Driving licence)
- Two most recent monthly Bank Statements (These cannot be screenshots)
- Proof of income (E.G. Two months' pay slips, copies of accounts, end of year accounts)
- Proof of benefits (If applicable)

Please note; if an applicant has a county court judgement, then a "Certificate of Satisfaction" is suggested to provide proof there is no outstanding debt.

- I declare that the information supplied is to the best of my knowledge. I understand that if I give false or misleading information then my application for the tenancy may fail or subsequently the landlord may take steps to re-possess the property.
- Details of how I conduct myself in relation to the terms and conditions of the tenancy may be disclosed and used by others in assessing applications from me and other members of my household and for debt tracing.
- I understand that if I default on my tenancy obligations, this information may be released to debt recovery agencies and could affect any future applications I make for tenancies, credit and insurance.
- If the landlord accepts your application, it will be subject to the results of a credit reference. You will be required to pay a security deposit of one weeks rental payment. This fee is non-refundable and will be deducted from your first rental payment on the day you move in.

**Signed:** .....

**Date:** .....