

# Tenancy Application Form

PLEASE COMPLETE IN BLOCK CAPITALS TO REDUCE ERRORS

## 1. Landlord of Property to be Let

Landlord Name

Landlord Address

## 2. 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

## 3. Applicant Details

Title

First Name

Initials

Surname

Date of Birth

NI Number (or overseas equivalent)

Gross Annual Salary/Income

£

Current Address

Current Address (cont)

Postcode

Time at Address

years

months

Home Telephone Number

Work Contact Number

Mobile Telephone Number

E-mail Address

Residential Status:

Property Owner

Council Tenant

Private Tenant

Living with Friends/Relatives

Have you any County Court Judgements,  
Court Decrees, Bankruptcy or Administration Orders?

Yes

No

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

Previous Address

Previous Address (cont)

Postcode

Time at Address

years

months

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

Previous Address

Previous Address (cont)

Postcode

Time at Address

years

months

### 6. Employment / Occupation Details

Employment Status (e.g. permanent)

Name of Organisation

Start Date

Position Held

Contact Name

Contact Position

Address

Contact Telephone Number

Contact Fax Number

Contact E-mail Address

Will your employment change before the proposed tenancy starts?

Yes

No

### 7. Previous Employment / Occupation details

If you have not worked in your current position for at least 18 months, please provide details of where you have previously worked, including dates of joining and leaving employment (attach a separate sheet if necessary).

Employment Status (e.g. permanent)

Name of Organisation

Start Date / Leave Date

Position Held

Contact Name

Contact Position

Address

Contact Telephone Number

Contact Fax Number

Contact E-mail Address

## 8. Additional Information

Marital Status:    Single        Married        Divorced/Separated

Are you a smoker?       Yes        No

Do you have any pets? Please detail:

Names and ages of any children who will be occupying the property:

Proposed additional residents at the property (Names, Addresses and Occupations)

## 9. Previous/current landlord or agent

Landlord/Agency Name

Contact Number

Fax Number or E-mail Address

Address of Landlord/Agent

## 10. Character Reference (CANNOT BE A RELATIVE)

Referee Name

Relation to Applicant (e.g. accountant)

Time Known

years       months

Address

Contact Number

Fax Number or E-mail Address

## 11. Guarantor

Guarantor's Name

Relation to Applicant

Contact Number

Address

We will contact the Guarantor to obtain further information & confirm responsibilities

## 12. Bank Details

Account Holder Name

Account Number

Sort Code

Bank Address

**A CONTACT TELEPHONE/FAX NUMBER OR E-MAIL ADDRESS MUST BE INCLUDED FOR EACH REFEREE**

## 13. Identification Validation (UK Passport, Driver's Licence, Utility Bill)

ID Type (e.g. passport)  
BT)

Driving License/Passport Number

Issuer (Utility only e.g.

## 14. Declaration

Please read the declaration and sign and date below. I CANNOT PROCEED WITH THIS APPLICATION IF YOU DO NOT SIGN.

I hereby confirm that the information provided by me is to the best of my knowledge true. I agree to the Landlord, named at the beginning of this application form, making whatever enquiries he/she deems necessary in connection with this application for a tenancy. I authorise my employer, my bank / building society, a local authority (if I was previously a council tenant), and the personal referee named, to provide information about me, any prior tenancy history and any employment / financial affairs as appropriate to the Landlord's enquiries. I agree that the Landlord (as detailed above) may search the files of a Credit Reference Agency and IDS Ltd, the insurance industry's data collection agency, which will keep a record of that search. I understand that I may request the name and address of the Credit Reference Agency to whom I may then apply for a copy of the information provided. I also understand that in the event of my defaulting on the rental payment, that any such default may be recorded with the Credit Referencing Agency and IDS Ltd, who may supply the information to other credit companies or insurers in the quest for the responsible granting of tenancies, insurance and credit.

I understand that in the event of any default by me in respect of the covenants in my tenancy agreement with the Landlord, the information contained herein may be disclosed to one or more tracing companies and/or debt collection agencies in order to recover any monies due or to trace my whereabouts. The information provided in this form by me 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 is grounds for termination of the tenancy. I also understand that any default in the payment of rent may affect any future application for tenancies, credit or insurance.

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

Signed

Date

Name

## Additional Notes & Comments

Use this section to add additional information that relates to this application (e.g. periods overseas, referee notes).