

Individual Tenancy Application

**A separate application is required for each adult resident –
To avoid delays give full details –
This form MUST be completed prior to carrying out credit searches –**

Prospective Tenant Details:

Title:

Last Name:

First Name:

Middle Name/s:

Any Previous Name/s in Full:

Address:

Post Code:

How long at this address:

Years:

Months:

Tel: Home:

Work:

Mobile:

e-mail address:

Previous Addresses –

FULL addresses for the last **FIVE** years including postcodes, dates, and reasons for moving
(Continue over if necessary...)

Identification

(Please supply N.I. number with driver's license or passport, plus photocopy showing your photo)

Date of Birth:

National Insurance Number:

Driver's License Number:

Passport Number:

Your Present status: please tick boxes

Single [] Married [] Divorced [] Widowed [] Living with Partner []

Presently I am a:

House owner [] Council Tenant [] Private Tenant [] Lodger []

Living with relatives or friends [] Employment Accommodation []

Answer clearly- with full explanations if needed

Do You Smoke? YES [] NO []

Do You Have any Pets? YES [] NO []

If yes Please write clearly ages and breeds of pet :

Do You Claim **ANY** Benefits? YES [] NO [] **If yes what are you claiming?**

Financial Details

Do You Have any County Court Judgments? (CCJ's) YES [] NO []

Have you ever been declared Bankrupt? YES [] NO []

Have you ever been Evicted from a property? YES [] NO []

Have you any Administration Orders? YES [] NO []

Do you believe your credit score to be poor? YES [] NO []

If yes to any of these, please give full details...

Present Landlord []

or, Letting Agent [] Solicitor [] Estate Agent [] (tick a box)

Name:

Telephone:

Full Address:

Post Code:

Previous Landlord []

or, Letting Agent [] Solicitor [] Estate Agent [] (tick a box)

Name:

Telephone:

Full Address:

Post Code:

Proposed additional residents :

names, ages, (including children) full addresses and occupations:

Continue over if necessary...

Present Occupation:

Employed [] Self-Employed [] On-Contract [] Retired []

Student [] Un-employed [] Independent Means [] (tick box)

Please be aware that if you are self employed we may need proof of income either by viewing your accounts or by verifying your stated salary with your accountant / book keeper

I am Self Employed YES [] NO [] if no please go to the next section

I can / will supply accounts if requested []

I cannot supply accounts but can supply bank statements []

I cannot supply any of the above but I give my authority to contact my accountant / book keeper whose address is as below []

Accountants Name

Accountants Address:

Post Code:

Tel:

Fax:

E-Mail:

Present Employer:

Employer:

Address:

Post Code:

Employer Telephone:

Fax:

Email:

Line Manager or other contact:

Your Employee Staff / Ref No:

Position Held:

Gross Annual Earnings / Salary £

Date you started this employ:

Is your employment permanent?

Do you plan to change employment soon? YES [] NO []

Previous Occupation (if less than 3years):

Employer:

Address:

Post Code:

Telephone:

Fax:

Email:

Line Manager or other contact:

Your Employee Staff / Ref No:

Position Held:

Gross Annual Earnings / Salary

£

Date you started this employ:

Date you finished this employ:

Reason for Leaving:

Bank or Building Society Details:

Bank Branch Name:

Bank Address:

Post Code:

Bank or Building Society Current Account Name:

Account Number:

Sort Code:

Vehicle/s to be kept at the property (include cycles, motor cycles and caravans)

Make:

Model:

Reg. No:

Make:

Model:

Reg. No:

Character Reference (this must be a professional person and not a relative)

Full Name: Occupation:

Address:

Post Code:

Telephone:

Guarantor (where applicable)

Full Name: Occupation:

Address:

Post Code:

Telephone:

Next of Kin

Full Name: Occupation:

Address:

Post Code:

Telephone:

Emergency Contact (not spouse or live-in partner)

Full Name: Occupation:

Address:

Post Code:

Telephone:

I _____ apply for a **Tenancy** at:
Address:

For a period of:

The rental amount is £ _____ per calendar month
payable by Cash / Cheque / Standing Order (delete as appropriate)

I will be directly responsible for Council Tax, and for opening accounts with service providers and paying directly to them for **all** services to the property.
I will pay one month's rent in advance plus a security deposit of £ _____ and an administration fee of £ 100 per tenant (over the age of 18) (cheques must be cleared before entry)

I believe the information provided here to be true and authorise the landlord or agent to:

*carry out credit searches and reference checks and to contact employers, banks, accountants, book keepers, 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.

I understand that I can request the details of any credit reference agencies used so that I can verify with them the information provided.

I understand that if I default on my tenancy obligations, this information may be released (per S35 DPA 1988) to authorised debt recovery agencies and could affect any future applications I make for tenancies, credit and insurance.

Completing this form does not commit the prospective tenant or landlord to a tenancy. A shared or single tenancy will not be created until **all** applicants have been qualified and have signed the tenancy agreement.

I can confirm that I have read the above and have raised any concerns with the landlord or agent. Prospective tenants should be aware that any false statement made could result in early termination of the tenancy under ground 17 of the Housing Act 1996.

Signature of Applicant:

Date:

Print full name in block capitals: