

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...)

Move in Date	Move out Date	Address	Reason for leaving

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

If yes Please give full details below :

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 served notice for possession YES [] NO []
Have you ever been evicted from a property YES [] NO []
Are you now or ever been in rent arrears YES [] NO []
Have you any administration orders YES [] NO []
Do you believe your credit score to be poor YES [] NO []
Do you or anyone you are proposing to live with you claim ANY benefits YES [] NO []

*If this answer is yes please continue below:-

LHA (formerly known Housing Benefit) YES [] NO []
JSA (Job Seekers Allowance) YES [] NO []
ESA (Employment and Support Allowance) YES [] NO []
DLA (Disability Living Allowance) YES [] NO []
CA (Carers Allowance) YES [] NO []
Working Tax Credits YES [] NO []
Child Tax Credits YES [] NO []
Pension Tax Credits YES [] NO []
Maintenance from an ex-partner or CSA (Child Support Agency) YES [] NO []

Other income

* Please be advised we require this information to assess affordability

If you answer YES to any of the above please give FULL details

Present Landlord []

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

Name: Telephone:

Full Address:

Post Code:

Do you currently have any rent arrears YES [] NO []

Have you a bond secured on this property YES [] NO []

Have you been served Notice to leave YES [] NO []

If yes is this a: Section 8 [] Section 21 [] Unsure []

Reason for Leaving:

Previous Landlord []

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

Name: Telephone:

Full Address:

Post Code:

Did you have any rent arrears at this property YES [] NO []

Did you have your bond returned from this property YES [] NO [] NO BOND / NA []

Were you served Notice to leave YES [] NO []

If yes was this a: Section 8 [] Section 21 [] Unsure []

Reason for Leaving:

Proposed additional residents :

Names, ages, (including children and schools/colleges attended) 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? YES [] NO []

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:

(please provide your last 3 months bank statements with this application)

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

Full Name:

Occupation:

Address:

Post Code:

Telephone:

Email:

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

Make: Model: Reg. No:

Make: Model: Reg. No:

Guarantor (where applicable)

Full Name: Occupation:

Address:

Post Code:

Telephone:

Email address:

Relationship to you:

Next of Kin

Full name: Occupation:

Address:

Postcode:

Telephone:

Email address:

Relationship to you:

Emergency Contact (not spouse or live-in partner)

Full Name: Occupation:

Address:

Post Code:

Telephone:

Email address:

Relationship to you:

Privacy Policy

Your entitlement to privacy is very important to us at Just4Let. We recognise that when you choose to provide us with information about yourself, you should have the confidence that we will act in a responsible manner. We deem that your information should only be used to help us provide you with a superior service. That's why we have put a policy in place to protect your personal details. Below is a summary of our policy.

What personal information do we collect?

Some examples of information Just4Let will collect are name, address, e-mail address and phone number. We may also ask for personal bank details and other proof of income which will be used to gauge affordability of a property. We give you the opportunity to choose not to receive materials from us. If you sign up for a Just4Let electronic newsletter or e-mail list, each message will include instructions on how to "unsubscribe" from that list.

Protecting your privacy

We will take appropriate steps to protect your privacy. Whenever you provide sensitive information we will take practical steps to safeguard it. We will also take reasonable security measures to protect your personal information in storage.

We will not provide any of your personal information to other companies or individuals without your permission. However, we may need to provide your name, telephone number and address to third parties that Just4Let uses for the purposes of delivering specific services to you.

Just4Let may provide links to third party sites on the internet. Since we do not manage these websites, we ask that you assess the privacy policies of these third party sites.

How can you update the personal information you have provided to us ?

You can help Just4Let maintain the accuracy of your information by notifying Just4Let of any changes to your address, title, phone number or e-mail address. You can do this online via our contact page. If at any time you wish to stop receiving any electronic newsletters from Just4Let you can unsubscribe as explained in the newsletter.

Additional Information

There are occasions where we may ask for additional information. We do this to be able to better understand your needs, and provide you with services that we believe may be valuable to you. Prior to collecting additional information, we will explain the purpose for which the information will be used. In addition, we may keep information regarding your communications with us such as emails and feedback. Except as stated in this Privacy Statement, we will not provide any of your personal information to other companies or individuals without your permission. However, we may release personal information (including access logs) in response to all court orders and lawful requests from governmental authorities.

Questions?

We welcome comments and questions on this privacy statement. Due to the rapidly evolving technologies on the Internet, we may occasionally update our privacy statement. All revisions will be posted to the website, or can be requested in writing to

The Office Manager

Just4Let

18 Park Crescent

Barry

CF62 6HD

All public and private organisations are legally obliged to protect any personal information they hold about individuals. There are a number of legal obligations to protect that information under the Data Protection Act 1998 and may be required to notify with the ICO (Information Commissioner's Office) Just4Let are registered with the ICO registration number **Z1062835**.

Information can be viewed on the ICO at <http://www.ico.gov.uk/>

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 £ 150 per property. Plus £25 for each additional adult on the tenancy agreement (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: