

Tenancy Application Form



Upon completion please return this form to:

Name of Landlord: _____

Address of Landlord: _____

(IN THE CASE OF JOINT-APPLICANT, EACH JOINT-APPLICANT WILL BE REQUIRED TO COMPLETE AND SUBMIT A SEPARATE APPLICATION FORM. PLEASE EITHER PHOTOCOPY THIS FORM FOR THE NUMBER REQUIRED BEFORE COMPLETING - OR ASK FOR THE NUMBER OF FORMS REQUIRED)

APPLICANTS NAME
(Mr/Mrs/Miss/Ms) _____

ADDRESS _____

EMAIL ADDRESS _____

TELEPHONE (LANDLINE) _____ (MOBILE) _____

(WORK) _____

DATE OF BIRTH _____ N.I. NUMBER _____

JOINT APPLICANTS NAME (if any) _____

RELATIONSHIP OF JOINT APPLICANTS TO YOU _____

TIME AT PRESENT ADDRESS _____

HOW WAS THAT PROPERTY HELD BY YOU

AS PRIVATE TENANT
 AS OWNER
 AS A LODGER
 LIVING WITH PARENTS
 AS TENANT OF A HOUSING ASSOCIATION
 AS A COUNCIL TENANT - OF WHICH LOCAL AUTHORITY (below)

IF AS A TENANT OR LODGER, PLEASE GIVE THE NAME AND ADDRESS OF THE LANDLORD BELOW:

CURRENT LANDLORD'S
TELEPHONE NUMBER AND/OR _____

EMAIL ADDRESS _____

PREVIOUS ADDRESS
(if less than 3 years at
current property) _____

TIME AT ADDRESS Years ____ Months ____

LANDLORD'S EMAIL ADDRESS _____

AND/OR TELEPHONE NUMBER _____

(if more addresses are needed to reach 3 years of tenant history please see continuation sheet at the end of this document)



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CURRENT EMPLOYMENT STATUS

EMPLOYED

UNEMPLOYED

SELF-EMPLOYED

RETIRED

STUDENT

OTHER - SPECIFY

IF EMPLOYED - YOUR OCCUPATION

NAME AND ADDRESS OF EMPLOYER

TELEPHONE NUMBER OF EMPLOYER

EMAIL ADDRESS OF EMPLOYER

IF A STUDENT UNIVERSITY/COLLEGE NAME

ADDRESS OF UNIVERSITY/COLLEGE

COURSE ATTENDED

YEAR

ACCOUNTANT DETAILS (where self employed)

NAME

ADDRESS

TELEPHONE NUMBER

EMAIL ADDRESS

ARE YOU PRESENTLY IN RECEIPT OF

HOUSING BENEFIT

INCOME SUPPORT

UNEMPLOYMENT BENEFIT

SICKNESS BENEFIT

RETIREMENT PENSION

DISABILITY ALLOWANCE

UNIVERSAL CREDIT



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ADDRESS OF THE TENANCY BEING APPLIED FOR

THE DATE YOU WOULD LIKE TO BEGIN OCCUPYING THE PROPERTY IF APPLICATION IS SUCCESSFUL

THE LENGTH OF TENANCY BEING APPLIED FOR

IF IT IS INTENDED FOR ANYONE OTHER THAN YOURSELF TO LIVE IN THE PROPERTY, PLEASE PROVIDE BELOW THEIR NAMES, AGES (INCLUDING CHILDREN IF ANY), AND THEIR RELATIONSHIP TO YOU:

<u>NAME</u>	<u>AGE</u>	<u>RELATIONSHIP</u>
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YOUR BANK / BUILDING SOCIETY NAME AND ADDRESS

ACCOUNT NAME(S)

ACCOUNT NUMBER

_____ SORT CODE _____

HAVE YOU EVER BEEN MADE BANKRUPT OR ENTERED INTO A VOLUNTARY ARRANGEMENT OF ANY KIND WITH YOUR CREDITORS

YES/NO

HAVE YOU EVER HAD A COUNTY COURT JUDGMENT MADE AGAINST YOU

YES/NO

IF EITHER OF THE ABOVE APPLIES PLEASE GIVE FURTHER DETAILS INCLUDING DATES AND AMOUNTS INVOLVED

DO YOU HAVE ANY CHILDREN WHO WILL NOT BE LIVING AT THE PROPERTY

YES/NO

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NEXT OF KIN AND THEIR CONTACT DETAILS

WILL ANY ANIMALS/PETS BE LIVING AT THE PROPERTY

YES/NO

GIVE DETAILS

PERSONAL REFERENCE (CHARACTER) - MUST BE A NON-FAMILY MEMBER (NAME & ADDRESS)

WILL ANYONE ELSE BESIDE YOURSELF PAY ANY TENANCY DEPOSIT (ALL OR PART). IF YES, PLEASE GIVE THE NAME OF THE PERSON PAYING OR CONTRIBUTING AND IF THEY ARE PAYING PART ONLY THE AMOUNT THEY ARE PAYING.

YES/NO

NB: If the answer to this question changes it is important that you notify me/us immediately.

I confirm that I am over 18 years of age and the information given above is true and accurate. I confirm that no one will be living in the property except anyone who is named above.

SIGNED _____ **NAME** _____ **DATE** _____

I agree to the Landlord named at the beginning of this application form making whatever enquiries, including a credit check, 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), current or former landlord, 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 understand that I have to provide original documents proving the right to reside in the United Kingdom for all potential occupiers in the presence of the landlord or the agent. I understand that if I do not provide these documents for all occupiers then I will not be granted a tenancy.

1. While completing your application you must attach:

- ID/Driving License (required)
- Passport (required)
- Visa/permit (if applicable)
- Bank statement last 3 months (required)
- Proof of income (required if applicable)

2. To complete your guarantor application form you must attach:

- ID/Driving License (required)
- Passport (required)
- Visa/permit (if applicable)
- Bank statement last 3 months (required)
- Proof of address (required), council tax bill for last year or any other letter from government will be accepted
- Proof of income (required)

SIGNED _____ **NAME** _____ **DATE** _____



Continuation of Previous Address History

PREVIOUS ADDRESS _____

TIME AT ADDRESS Years Months

LANDLORD'S EMAIL ADDRESS _____

AND/OR TELEPHONE NUMBER _____

PREVIOUS ADDRESS _____

TIME AT ADDRESS Years Months

LANDLORD'S EMAIL ADDRESS _____

AND/OR TELEPHONE NUMBER _____

PREVIOUS ADDRESS _____

TIME AT ADDRESS Years Months

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