Tenancy Application Form

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Property Details** | | | | | | | | | | | | |
| Property Address | |  | | | | | | | | | | |
| Monthly Rent | |  | | | | | | | | | | |
| Proposed Entry Date | |  | | | | | | | | | | |
|  | | | | | | | | | | | | |
| **Personal Details** | | | | | | | | | | | | |
| Title | First Name | | | | | Middle Name | | | | | Surname | |
|  |  | | | | |  | | | | |  | |
|  | |  | | | | | |  | | | |  |
| Date of Birth | |  | | | | | | Marital Status | | | |  |
| Telephone Number | |  | | | | | | Mobile Number | | | |  |
| Email | |  | | | | | | | | | | |
| Current Address | |  | | | | | | | | | | |
| Status | | owner  private tenant  council tenant | | | | | | | | with friends or family  other  (if other: ................................................) | | |
| Reason for leaving? | |  | | | | | | | | | | |
| Time at this address | | years: months:  If less than 3 years then please provide previous address details: | | | | | | | | | | |
| Previous Address(s) | |  | | | | | | | | | | |
|  | |  | | | | | | | | | | |
|  | | | | | | | | | | | | |
| **Employment Details** | | | | | | | | | | | | |
| National Insurance Number | | | |  | | | | | | | | |
| Employment status | | | | employed  self employed  unemployed | | | | | | retired  student | | |
| Job Title / Job Description | | | |  | | | | | | | | |
| Company Name | | | |  | | | | | | | | |
| Company Address | | | |  | | | | | | | | |
| Referee name & position | | | |  | | | | | | | | |
| Telephone number (landline only) | | | |  | | | | | | | | |
| Email | | | |  | | | | | | | | |
| Date employment commenced | | | |  | | | | | | | | |
| Your salary (including bonuses etc) | | | |  | | | | | | | | |
| Contract Type | | | | full time / part time / contract ... | | | | | | | | |
|  | | | |  | | | | | | | | |
| **Other Income** | | Give details of any other income eg. state benefits, pension, etc: | | | | | | | | | | |
|  | | | | | | | | | | | | |
|  | |  | | | | | | | | | | |
| **Current Landlord** | | | | | | | | | | | | |
| Name | |  | | | | | | | | | | |
| Address | |  | | | | | | | | | | |
| Telephone Number | |  | | | | | | Mobile Number | | | |  |
| Email | |  | | | | | | | | | | |
|  | |  | | | | | | | | | | |
| **Next of kin / Emergency contact** | | | | | | | | | | | | |
| Name & Address | |  | | | | | | | | | | |
| Telephone Number | |  | | | | | | Mobile Number | | | |  |
| Email | |  | | | | | | | | | | |
| Relationship | |  | | | | | | | | | | |
|  | |  | | | | | | | | | | |
| **Other Occupiers** | | Please provide details of any persons who would be living with you | | | | | | | | | | |
| Name | |  | | | | | | | | | | |
| Age | |  | | | | | | Relationship | | | |  |
|  | |  | | | | | | | | | | |
| Name | |  | | | | | | | | | | |
| Age | |  | | | | | | Relationship | | | |  |
|  | |  | | | | | | | | | | |
| Name | |  | | | | | | | | | | |
| Age | |  | | | | | | Relationship | | | |  |
|  | |  | | | | | | | | | | |
| **Other Details** | |  | | | | | | | | | | |
| Are you a smoker? | | Yes | | |  | | No | |  | | | |
| Number of pets? | |  | | | | | | Kind of pets? | | | |  |
|  | |  | | | | | | | | | | |
| **Checklist** | | | Please note you will be required to provide: | | | | | | | | | |
| ONE piece of photographic ID | | | Passport / Driving License | | | | | | | | | |
| ONE piece proof of address | | | Utility Bill / Council Tax Bill / Bank Statement | | | | | | | | | |
| Proof of income (3 months) | | | Wage Slip / Bank Statement | | | | | | | | | |
|  | |  | | | | | | | | | | |
| **Declaration** | |  | | | | | | | | | | |
| I hereby confirm that I am over 18 years of age and that the information I have provided is to the best of my knowledge true and accurate at the time of completion. I hereby agree that the landlord named at the beginning of this application, and his/her agent, may make whatever enquiries deemed necessary in connection with my application for this tenancy, which may include credit checks and referencing by contacting agencies, organisations and individuals.  I authorise my employer, guarantor, previous and current landlords, and personal referees to provide information about me whether personal or financial as appropriate to the landlord’s enquiries. I acknowledge that my application may be refused if the landlord is unable to obtain satisfactory references.  Signed Print Name Date | | | | | | | | | | | | |
|  | | | | | | | | | | | | |

The information on this application will be held in accordance with the Data Protection Act 1988. It may be provided to credit referencing agencies and local authorities for administrative and fraud prevention purposes only. The details herein will not be shared or sold to any other third parties. You are entitled, on payment of a fee which will be no greater than that set by statute, to see a copy of personal information held about you.