

# Tenancy Application Form

## Applicant Type (tick the appropriate box)

Tenant ☐ Guarantor ☐

## Upon completion please return this form to:

Name of Landlord/Agent:

Address of Landlord/Agent:

In the case of joint applicants, each joint applicant must 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.

## Applicant details

Full name and title:

Current Address:

Time at current address:

Years

Months

Proof of residency supplied (ie. a utility bill or council tax statement from the last three months)

Previous address (if less than three years at current address)

Time at previous address:

Years

Months

**If you have lived at your current and previous address for a total of less than three years, then please include any other addresses you have lived at in the last three years on a continuation sheet.**

Email Address:

Daytime contact number:

Mobile contact number:

National Insurance Number (or overseas equivalent):

Date of Birth:

Gross annual income/salary:

Marital status:

Name(s) of other joint applicants (if any):

Relationship to you:

**Residency status at your current address:**

Private tenant	
Lodger	
Tenant of a housing association	
Council tenant of	local authority
Living with family	
Owner with no mortgage	
Owner with a mortgage. The lender's name is:	

**Current landlord/agent contact details (fill this section in if you are currently a tenant)**

Name:

Address:

Email Address:

Contact number:

How much rent do you pay for this property per month?

Please ensure your current landlord/agent is aware a reference request will be made as part of the referencing process.

**Employment/Occupation status:**

Employed (please answer the employer section of this application)		Full-time student (please answer the student section of this application)	
Unemployed		Retired	
Self-employed (please answer the self-employed section of this application)		Other (please specify)	

**Bank /building society details**

Bank / building society:

Name on account:

Account number:

Sort code:

**Employer details**

Your occupation:

Start date at present employer:

Name of employer:

Address:

Contact name/department:

Contact email:

Contact number:

Please ensure that the contact name/department is aware that we will be requesting a reference from them. The contact must be able to confirm details of your salary/income and how long you have worked at your current employers.

### Self-employed details

Name of Accountant:

Address:

Email Address:

Contact number:

Please ensure that your accountant is aware that we will be contacting them to require a reference and proof of your finances.

### Additional financial information

If you have any additional sources of income then please state the amounts below:

Overtime	£	Bonus	£
Universal Credit	£	Housing benefit	£
Income support	£	Unemployment benefit	£
Sickness	£	Retirement Pension	£
Disability Allowance	£	Tax credits	£
Other (please provide details)			

We require proof of this income. Please attach this evidence to your application.

### Additional financial information (not compulsory for guarantor applicants)

If you have any loans, please provide details of the lender(s), the total amount of the loan(s), monthly repayments, and the expiry date of the loan(s) below:

If you have any credit or store cards, please provide us with details of the card provider, your credit limit, and the balance owing below:

Have you, or any other joint applicants been insolvent, bankrupt, made arrangements with creditors or been involved in any criminal or civil court proceedings in the last six years?

Yes ☐

No ☐

If yes, please provide details below:

### Student information

University of College:

Address:

Course attending:

Graduation year:

### Personal reference

Where necessary we may need to request a suitable personal reference. This person should not be related to you, or a party to this agreement (ie. another joint applicant, or the prospective tenant). Please provide the name, address and contact details of a suitable character reference below:

## Tenancy information

Property address:

Preferred tenancy start date:

Rental period:

Preferred duration of tenancy:

Rental amount:

If anyone other than a joint applicant will be living at the property (including any children or other dependants) please provide their names, ages and relationship to you below:

If you have any pets who will be living at the property please specify the name, type of animal, breed and age of the pet below:

## Security deposit information (tenant applicants only)

Deposit amount:

Will anyone else besides yourself pay towards the deposit?

Yes ☐ No ☐

If yes, provide the names, addresses of each person paying towards the deposit beside yourself and also the amount of the deposit each one is contributing:

**If the details provided above change then you must notify us immediately.**

If your application is successful, and you are granted a tenancy, we require a forwarding address where we can contact you regarding the security deposit at the end of the tenancy. Please provide us with a suitable forwarding address below:

## Right to rent (tenant applicants in England only)

From 1st February 2016, landlords and letting agents in England are required to check the immigration status of all adult tenants before they agree to enter into a tenancy agreement. This is to establish you have a 'right to rent' legally in the UK. We will contact you to arrange a suitable time and location to perform this check.

A tenancy agreement cannot be granted if all adult occupiers cannot prove they have a right to rent in the UK.

To establish whether you have permanent right to rent we will need you to provide sufficient documents from List A (if you have permanent right to rent), List B (if you have a temporary right to rent in the UK), or a sharecode from <https://www.gov.uk/prove-right-to-rent>.

Please confirm whether you have:

Permanent right to rent in the UK ☐

Temporary right to rent in the UK ☐

Further information on supporting documents and proving your right to rent status is available at <https://www.gov.uk/government/publications/right-to-rent-document-checks-a-user-guide>.

## Next of kin/emergency contact details (tenant applicants only)

Please provide details of your next of kin/emergency contact.

## Supporting information

Please provide us with any other supporting information you think may assist us with assessing your application below:

## Declaration

I confirm that the information supplied by me in this application is true and complete to the best of my knowledge and I understand that providing false or misleading information may lead to my application being refused.

I understand that the information provided here will be retained and used only as necessary and for a specific purpose in accordance with the General Data Protection Regulation (GDPR) as set out in the privacy notice supplied by the Landlord/Agent.

I authorise my employer, my bank / building society, a local authority (if I was previously a council tenant), current or former landlord, and the any personal referee named, to provide information about me, any prior tenancy history, and any employment / financial affairs as appropriate to the Landlord's enquiries.

If I am making a tenancy application, I consent to receiving my copy of 'How to rent: a checklist for renting in England', the energy performance certificate (EPC), gas safety certificate, electrical installation condition report (EICR) or any other documentation relating to the proposed tenancy via the given email address on page 1.

I authorise the Landlord/Agent named at the beginning of this application form to make whatever enquiries, including a credit check, they deem necessary in connection with this application.

I consent to a credit check being carried out in relation to myself which will be conducted on the Landlord/Agent's behalf by:

Signed:

Name:

Date: