

TENANT APPLICATION FORM

1. PROPERTY DETAILS										
Property Address										
Tenancy Start Date				Tenancy Period						
Monthly Rent				Number of Tenants						
2. APPLICANT DETAILS										
Full Name						Male		Female		
Maiden Name				D. O. B						
Marital Status				National Insurance No.						
Home Phone				Work Phone						
Mobile Phone				Email						
Other occupants names: (inc. children & their ages)										
Do you smoke?	Yes	No								
Do you have any pets?	Yes	No	If 'Yes', what type?							
Your current Address										
Postcode				Time at Address		Years		Months		
I Currently:	Rented	Own	Live with Friends		Live with Parents		Other			
If you own the property you live in, how much are your mortgage repayments?						£				
If you rent the property you live in, to whom do you pay your rent?						Landlord		Agent		
Agent/Landlord Name										
Agent/Landlord Phone				Agent/Landlord Email						
Monthly Rent Paid	£		Have you given notice?		Yes			No		
Previous Address 1										
<i>(if less than 3 years)</i>										
Postcode				Time at this Address		Years		Months		
I previously:	Rented	Owned	Lived with Parents		Lived with Friends		Other			
If you rented the property, to whom did you pay your rent?						Landlord		Agent		
Agent/Landlord Name										
Agent/Landlord Phone				Agent/Landlord Email						
Monthly Rent Paid	£									
Previous Address 2										
Postcode				Time at Address		Years		Months		
I previously:	Rented	Owned	Lived with Parents		Lived with Friends		Other			
If you rented the property, to whom did you pay your rent?						Landlord		Agent		
Agent/Landlord Name										
Agent/Landlord Phone				Agent/Landlord Email						
Monthly Rent Paid	£									

3. CHARACTER REFEREE (only complete this section if you are currently living with friends/relatives)

Full Name			
Address			
Job Title			
Work Address			
Home/Mobile Phone		Work Phone	

4 NEXT OF KIN DETAILS (excluding those who will occupy the property with you)

Full Name			
Address			
Home/Mobile Phone		Work Phone	

5. EMPLOYMENT/INCOME DETAILS

Employment Status (please tick)	Employed	Other	Contract Type	Permanent	Fixed Term
	Self Employed	Student		Temporary	Casual
	Unemployed	Retired		Agency	

If 'Other' Please Specify			
Current Job Title			
Company Name			
Annual Salary	£	Payroll No	
Start Date		End Date (if applicable)	
My position is	Full Time	Part Time	

Please give the name of the person that can verify your employment details:

Full Name			
Company & Job Title			
Work Email			
Phone		Fax	

Secondary Employment			
Job Title		Salary £	
Is it: (please tick)	Full Time	Part time	Start Date
Employer			

6. SELF EMPLOYED/SOLE TRADER APPLICANTS

Are you	Sole Trader		Partner in Partnership		Company director	
Accountancy Practice:						
Contact name:						
Address						
				Postcode		
Email			Phone			

7. ADDITIONAL INFORMATION

Do you have any additional source of income? If so, how much?

Tax credits	<input type="text"/>	Child tax credits	<input type="text"/>	Working Tax credits	<input type="text"/>
DLA	<input type="text"/>	Income Support	<input type="text"/>		
Other (please state)	<input type="text"/>				

Are you aware of any CCJ/Bankruptcy? Yes No

If yes, give details

Are you aware of any current or pending criminal convictions? Yes No

If yes, give details

Bank details:

Bank name	<input type="text"/>		
Address	<input type="text"/>		
		Postcode	<input type="text"/>
Account Number	<input type="text"/>	Sort Code	<input type="text"/>

I AGREE TO PAY THE REFERENCING FEE BEFORE MY APPLICATION IS PROCESSED AND UNDERSTAND THAT THIS FEE IS NON REFUNDABLE IN THE EVENT THAT MY APPLICATION IS UNSUCCESSFUL

I/We hereby authorise The Letting Group to make enquiries considered necessary to substantiate information supplied on this application. I/We authorise you or your assessment company to disclose any information about me/us and/or my company to any credit reference agency and/or any other tenancy database who may retain a record of such a search. The information is used to help me make credit, insurance rental and property decisions and occasionally for fraud prevention or debtor tracing. Credit searches and other information which is provided to us and/or credit reference agencies, about you and those whom you are linked financially and have associated records with, may be used by The Letting Group and other companies if credit decisions are made about you or other members of your household. I give my permission to take up all necessary references and these may be shown to the Landlord.

I give my consent to the e-mail address given above being used for the service of notices and other documents given under or in connection with the tenancy.

I/WE UNDERSTAND THAT NO EXPLANATION WILL BE GIVEN TO ME/US SHOULD YOU BE UNABLE TO ACCEPT ME/US AS A TENANT. I CONFIRM THAT THE INFORMATION SUPPLIED IS TO THE BEST OF MY KNOWLEDGE AND BELIEF, TRUE.

Print Name	<input type="text"/>
Signed	<input type="text"/>
Dated	<input type="text"/>

8. SUPPORTING DOCUMENTATION

In order for your application to be processed efficiently, we require the following:

If Employed **A letter from your employers human resources department confirming your employment AND/OR Your 2 most recent payslips**

If Self Employed **Yor last 3 years accounts**

In all cases **3 Utility bills / Bank statements (1 for each of the past 3 years)**
Photographic ID (i.e Passport/Driving Licence)
Proof of Benefits (where appropriate)
Proof of other Income (where appropriate)