

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 tenant's names:					

Do you smoke?	Yes	No	
Do you have any pets?	Yes	No	If 'Yes', what type? <input type="text"/>

Your current Address			
Postcode		Time at Address	Years Months

I Currently:	Rent	Own	Live with Friends	Live with Parents	Other
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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
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If you rented the property, to whom did you pay your rent?	Landlord	Agent
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Agent/Landlord Name			
Agent/Landlord Phone		Agent/Landlord Email	

Previous Address 2			
Postcode		Time at Address	Years Months

If you rented the property, to whom did you pay your rent?	Landlord	Agent
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Agent/Landlord Name			
		Agent/Landlord Email	

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 us 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"/>		
	<input type="text"/>		Postcode <input type="text"/>
Account Number	<input type="text"/>	Sort Code	<input type="text"/>

I/We hereby authorize The Letting Group to make enquiries considered necessary to substantiate information supplied on this application. I/We authorize 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/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

Your 3 most recent pay slips

A letter from your employers human resources department confirming:

- Job title
- Employment start date
- Annual salary
- Confirmation of type of contract and whether there are any changes to current employment

If Self Employed

Your last 2 years accounts

In all cases

Up to date credit report (check www.clearscore.com for a free report if required)

3 Utility bills / Bank statements (1 for each of the past 3 months) Photographic ID (i.e. Passport/Driving License)

Proof of Benefits (where appropriate)

Proof of other Income (where appropriate)

Proof of ownership of any property (where appropriate)

DATA PROTECTION CONSENT FORM



Tick here to confirm you have given consent to be contacted about Virgin Media Services by phone, email & SMS.

Print Name: _____

Sign: _____

Date: _____

	6-7 St Peters Hill Grantham Lincolnshire NG31 6QB
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Registration of Tenancy Information

To help with the move-in process we have teamed up with Tenant Shop to streamline the registration process for your new property by notifying the local council, water supplier and your incumbent energy provider of your move.

We will use software supplied by Tenant Shop to notify all the necessary organizations that you have arrived and provide your contact information, moving in date and meter readings where applicable.

The reverse will happen when you move out.

Broadband & TV

When moving in to your new property you may wish to arrange a Broadband connection & TV package. Our Partner Tenant Shop can offer you exclusive discounts through market leading providers SKY & Virgin Media, and regularly have offers of up to 50% off the standard pricing*

I give permission for Tenant Shop to contact me by phone to provide support and advice on arranging the best TV & Broadband package for my needs

Signed: _____

Gas & Electricity

On moving in to your new property, you will be placed on a standard Gas & Electricity tariff. This tariff is the providers most expensive tariff, Tenant Shop will provide you with a choice of market comparison to find a tariff with a more suitable rate for your property.

I give permission for Tenant Shop to contact me by phone to arrange a more suitable energy tariff

Signed: _____

Tenant Shop

As well as phone Tenant Shop may contact me by: Email SMS

Signed: _____

Tenant Name

Form Completion Date: _____ Tenant Name: _____

Data Protection

Tenant Shop Limited is fully compliant with the data protection act 1998 and is registered with the Information Commissioners Office registration number Z305733 **You can alter your options or opt out at any time by emailing customerservices@mytenantshop.co.uk**

Tenant Shop limited will only use your information for the purposes set out above

*offers subject to availability

Tenant Shop is a trading style of Tenant Shop Limited which is an appointed representative of Albany Park Limited, which is authorised and regulated by the Financial Conduct Authority. Financial Services Register number for Albany Park Limited is 304130 and 741081 for Tenant Shop Limited trading as Tenant Shop. This is regarding Insurance products only. TS197 Exp03/19

YOUR HOLDING DEPOSIT EXPLAINED

The tenancy application

Thank you for applying to rent a property from one of our Landlords. Before your application can be fully considered, you will need to pay to us a holding deposit equivalent to one weeks' rent for the property you are interested in. This document explains what happens to that holding deposit and the circumstances in which the deposit will / will not be refunded. It is important that you know your legal rights and accordingly you should feel free to seek independent legal advice before signing this or indeed any other document which we might put before you.

Once we have your holding deposit, current legislation stipulates that the necessary paperwork should be completed within 15 days or such longer period as might be agreed.

In the present case, it has been agreed that the relevant period will be extended to the number of days shown below, from when we receive your holding deposit.

If at any time during that extended period you decide not to proceed with the tenancy, then your holding deposit will be retained by our firm. By the same token, if during that period you unreasonably delay in responding to any reasonable request made by our firm, and if it turns out that you have provided us with false or misleading information as part of your tenancy application or if you fail any of the checks which the Landlord is required to undertake under the Immigration Act 2014, then again your holding deposit will not be returned. It will be retained by this firm and your Landlord.

However, if the Landlord decides not to offer you a tenancy for reasons unconnected with the above then your deposit will be refunded within 7 days. Should you be offered and you accept a tenancy with our Landlord, then your holding deposit will be credited to the first months' rent due under that tenancy.

Where, for whatever reason, your holding deposit is neither refunded nor credited against any rental liability, you will be provided with written reasons for your holding deposit not being repaid within 7 days.

You will not be asked to pay any fees or charges in connection with your application for a tenancy. However, if your application is successful under our standard assured shorthold tenancy agreement, you will be required to pay certain fees for any breach of that tenancy agreement in line with the Tenant Fees Act 2019. In consideration of us processing your tenant application, you agree to pay those fees to us on request.

Completing your application

It is agreed that the deadline for completing your application to rent the property specified below and thereafter entering into a tenancy agreement will be extended for a period of 28 days from the date hereof.

Your holding deposit is £.....

Property to which your application relates:

.....

Prospective tenant 1

.....

Prospective tenant 2