



TENANCY APPLICATION

Please use block capitals. All adults who will be living at the property will be named on the tenancy agreement and each should complete a separate form.

All tenants named on the agreement will be held jointly and severally liable for monies due and the cost of any damage caused.

Address of tenancy applied for (including post code)

Rent pcm

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1 TENANT'S PERSONAL DETAILS

First names (in full)

Surname

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Any previous names in full

Marital status

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Gender

Date of birth (DD/MM/YY)

Place/country of birth

Male / Female		
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National Insurance Number

Occupation

Gross annual income (*proof reqd.*)

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Current address (including post code)

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Time at this address

Status: Home owner with mortgage / renting / with relatives etc.

Years	Months	
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Tel: Home

Mobile

Work

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Email address

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May we communicate with you in connection with this tenancy by electronic means? Yes / No

When would you like the tenancy to start?

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- Do you intend to keep any pets at the property?* Yes / No
- Do you have any debt problems: IVA / CCJs / bankruptcy? Yes / No
- Have you previously been evicted from a property?* Yes / No
- Do you intend to seek benefit assistance with rent payment?* Yes / No
- Do you wish to declare a disability for anyone who will be living at the property?* Yes / No
- Does anyone who will be living at the property have unspent criminal convictions?* Yes / No

*If you have answered "Yes" to any of the above, please provide full details here:
(Continue on a separate sheet if necessary)

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Please note that smoking is not permitted in any part of the property.

2 HOUSEHOLD MEMBERS

Proposed joint tenants (*all other adults who will be living at the property*)

Full name	Relationship to applicant

Children

Full name	Relationship to applicant	Date of birth

3 ADDRESS HISTORY

Current landlord/agent: Name and address including postcode

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Telephone numbers

Email address

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Previous addresses for the last 3 years

Address (including postcode)

Dates

Landlord's name & contact details

Address (including postcode)	Dates	Landlord's name & contact details

4 EMPLOYMENT

Name and address of employer including postcode

If self-employed, please give accountant or lawyer as referee.

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Date started DD/MM/YY

Present position / employee no.

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Employer referee name

Position

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Telephone number(s)

Email

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If you have been with your current employer for less than 6 months, please also provide the same information regarding your previous employer. There is space available on page 6.

5 GUARANTOR *Your guarantor must also fill in a guarantor application form.*

Name and address of guarantor including postcode

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Occupation (previous occ. if retired)

Employed / self-employed / retired

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Telephone number(s)

Email

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6 CHARACTER REFERENCE (OPTIONAL)

Name and contact details

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Occupation (previous occ. if retired)

How long known?

Relationship to you

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7 YOUR BANK DETAILS

Bank or Building Society name and address including postcode

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Account name

Sort code

Account number

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8 ADDITIONAL COMMENTS IN SUPPORT OF APPLICATION (optional)

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*If you have significant income from sources other than your main job, please provide a breakdown.
Giving full information will avoid delays.
There is space for any additional information on page 6.*

9 NEXT OF KIN

Name and contact details

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10 DECLARATION BY APPLICANT

I apply for a tenancy as per this application.

I hereby acknowledge and agree that:

1. The information I have given on this form is true and complete
2. My current and previous landlords, employers and any other referees may be contacted for references
3. The landlord may contact reference companies and credit reference checks and county court judgment checks may be made
4. I must produce identification as listed below before my application may be considered
5. Information about this application (and the tenancy if granted) may be recorded on computer, passed to third parties and used for reference purposes in the future
6. I must produce evidence of my income (3 months' payslips or bank statements) before my application may be considered
7. I have seen the EPC for the property (a copy may be downloaded from epcregister.com)
8. I have read the DCLG's "How to rent" booklet (available from www.gov.uk/government/publications/how-to-rent, or as a hard copy on request)

I further understand that Section 102 Housing Act 1996 allows a landlord to seek possession (including during fixed term) under ground 17 in Part II of Schedule 2 of the Housing Act 1988 where he/she has been induced to grant a tenancy by a false statement made knowingly or recklessly by (a) the tenant or (b) a person acting at the tenant's instigation.

Signed by applicant	<div style="border: 1px solid black; width: 100%; height: 40px;"></div>	Dated	<div style="border: 1px solid black; width: 100%; height: 40px;"></div>
Print name	<div style="border: 1px solid black; width: 100%; height: 40px;"></div>		

11 IDENTIFICATION SEEN

To be completed by landlord

Photographic ID

Passport / Driver's licence	<div style="border: 1px solid black; width: 100%; height: 30px;"></div>
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Proof of right to rent in the UK

Document:	Number:
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Proof of address

Proof of National Insurance no.

<div style="border: 1px solid black; width: 100%; height: 30px;"></div>	<div style="border: 1px solid black; width: 100%; height: 30px;"></div>
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Proof of income

<div style="border: 1px solid black; width: 100%; height: 70px;"></div>

ADDITIONAL INFORMATION / OVERFLOW

[Empty rectangular area for additional information or overflow]