



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.

Before you submit any application for a rental property, we recommend that you read the DCLG's "How to rent" booklet, available from www.gov.uk/government/publications/how-to-rent.

Address of tenancy applied for (including post code)	Rent pcm	Preferred start date

1 TENANT'S PERSONAL DETAILS

First names (in full)	Surname

Any previous names in full	Marital status

Gender	Date of birth (DD/MM/YY)	Place/country of birth
Male Female	 	

National Insurance Number	Occupation	Gross annual income (<i>proof reqd.</i>)

Current address (including post code)

Time at this address	Status: Home owner with mortgage / renting / with relatives etc.
Years Months	

Tel: Home	Mobile	Work

Email address

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

Will this be your only or main home in the UK? Yes / No
If you have answered "No" to this question, please clarify on Section 8 of this form.

- Do you intend to keep any pets at the property?* Yes / No
- Do you have any adverse credit: 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 DEPOSIT / GUARANTOR

Please indicate whether you prefer to pay a deposit or provide a guarantor, who must be a UK homeowner and pass our referencing process.	Deposit	Guarantor
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Full name and address of guarantor (if applicable) including postcode

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Occupation (previous occupation if retired)

Employed / self-employed / retired

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Telephone number(s)

Email

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Your guarantor must also fill in a guarantor application form.

6 YOUR BANK DETAILS

Name and contact details

Bank or Building Society name and address including postcode

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Account name

Sort code

Account number

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7 ADDRESS DETAILS FOR CONTACT POST-TENANCY

The Deposit Protection Service requires you to provide contact details where you may be contacted after the tenancy ends. An email address may be your preference but please also provide a physical address - e.g. that of your next of kin or a friend who is unlikely to have moved.

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8 NEXT OF KIN

Full name

Relationship to you

Contact details

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9 PREFERRED RENT PAYMENT DATE

By default, your rent will fall due each month on the date your tenancy began. However, you may prefer to pay it on a different date, perhaps just after pay day. In this case the length of tenancy will be adjusted, adding the extra days on at the beginning of the usual 6-month initial fixed term. You'll pay the first month-and-a-bit's rent when you move in (or possibly a little short of a month's rent if your move-in date is soon after the rent due date), and then make a payment by standing order for each subsequent month. Joint tenants must agree on a single rent date!

I am happy to pay the rent on the monthly anniversary of my move-in date		I would prefer to pay on a different day (1-28):	
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10 HOLDING DEPOSIT AND DEADLINE FOR AGREEMENT

This application will only be considered complete once the appropriate holding deposit has been received. In accordance with the Tenant Fees Act 2019, if the tenancy application is successful then the holding deposit will be deducted from the first month's rent. If the application is not successful then it will be either returned or forfeit, depending on the reason for rejection. If the prospective tenant withdraws from the application process then the holding deposit will be forfeit.

Under the Tenant Fees Act, the default "deadline for agreement" date is the fifteenth day from when the landlord or letting agent receives the holding deposit. However, a different deadline for agreement may be agreed with the tenant in writing. If there are more than 14 days between payment of holding fee and commencement of tenancy, it may not be practical to complete the tenancy agreement within that time, for example if the prospective tenant does not live locally and original documentation – a legal requirement for right to rent checks – cannot be shown until the move-in date. For this reason, we may ask the prospective tenant to consent to the deadline for agreement being extended to the move-in date.

11 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 (see "Using your personal information" page)
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. If a tenancy is granted then the holding deposit may be retained by the landlord towards the first month's rent.

I further understand that, under Ground 17 in Part II of Schedule 2 of the Housing Act 1988, a landlord may seek possession (including during fixed term) 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

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Dated

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Print name

11 IDENTIFICATION SEEN

To be completed by landlord

Photographic ID

Passport / Driver's licence	
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Proof of right to rent (see <https://www.gov.uk/check-tenant-right-to-rent-documents/how-to-check>)

Document:	Number:
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Proof of address

Proof of National Insurance no.

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Proof of income

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ADDITIONAL INFORMATION / OVERFLOW

If you have significant income from sources other than your main job, please provide a breakdown. Giving full information will avoid delays.

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Using your personal information

Personal information which you have supplied to us may be used in a number of ways, for example:

- To make a decision about granting a tenancy
- To confirm identity and obtaining references
- For tenancy/licence agreement preparation
- Debt collection
- Providing references and the conduct of any tenancy in the future
- Providing information to utility companies or a local authority about any tenancy

Landlord and agent

The landlord may share your information to an agent for the purpose of dealing with this application and any tenancy on behalf of the landlord. If the information has been given to an agent, the agent may share your information with the landlord. This includes any reports obtained.

References and application for a tenancy

For the purpose of deciding whether to offer a tenancy or licence, your information may be provided to any of the following:

- Third party referencing companies and credit reference bureaux
- Current and previous landlords or agents
- Current and previous employers/accountants
- Individuals for a character reference
- Banks or building societies

We may pass your information to an agent to carry out any checks on our behalf but we will not disclose any information to any other individual or company except to prevent fraud or if required to do so by law.

Checks conducted may include:

- Obtaining information about county court judgments, bankruptcy etc.
- Identity confirmation
- Other public information such as electoral roll
- Conduct of current or previous tenancies with other landlords or agents
- Employment confirmation
- Confirming and assessing affordability
- Confirming the contents of this application

If a tenancy is granted

Where a tenancy or licence is offered or granted, the information you have provided will be used for the preparation of an agreement and any prescribed information.

More information about the use of your information during and after a tenancy or licence will be found in the agreement if granted.

If a tenancy is not granted

Where a tenancy or licence is not offered or you decide not to take a property from us, the information you have provided will not be kept for longer than necessary and then destroyed.

Application remains subject to contract

Any offer or granting of a tenancy/licence remains subject to contract throughout the application process until a written tenancy or licence agreement has been signed by all parties.

Declaration by applicant

I understand the following:

You will use the information I have provided to process my application for a tenancy or licence.

You may get information about me from certain other organisations and individuals, or give information about me to them to: make sure the information is accurate; prevent or detect fraud; and confirm affordability. These other organisations include credit referencing agencies or bureaux, landlords, employers or other companies/individuals as provided by me. Any report obtained may be shared with the landlord or agent.

If I give information that is incorrect or incomplete it may mean that a tenancy or licence is not offered and I may lose any money paid to date (for example a holding deposit) or, if a tenancy were granted, possession could be sought on the grounds of false information.

I declare that the information I have given on this form is correct and complete.

Signed by applicant:

Dated