



TENANT APPLICATION FORM

A copy of this form must be completed by each intended occupier over 18 years of age.

Please complete this application form in **BLOCK CAPITALS** and ensure that all of the information and contact details are correct. You must complete all required fields including email, contact numbers and fax numbers (if applicable).

Any incorrect, unclear or missing information may result in delays with your application.

Property applying for:

Title i.e. Miss/Mr/Mrs/Ms/Dr/Other	First Name	Surname
Middle Name	Maiden Name (if applicable)	Gender (Male/Female)
Date of Birth:		Marital Status:
Home Phone:		Work Phone:
Mobile:		Email:
		<i>Please tick this box if your mobile receives email alerts</i>

Please notify us if you have any other contact details i.e. alternative telephone number or email address.

Present Address:	
	Post Code:
Owner/tenant/other (specify):	Monthly Rent (if applicable):
How long there:	Reason Left/leaving:
Landlord/Agent (please specify):	
Full Address:	
Email:	
Tel:	

If less than five years at the above address:

Present Address:	
	Post Code:
Owner/tenant/other (specify):	Monthly Rent (if applicable):
How long there:	Reason Left/leaving:
Landlord/Agent (please specify):	
Full Address:	
Email:	
Tel:	



Please state the full name of the person who will be supplying the bond:

Your Bank Name:	
Full Branch Address:	
Account Name (as seen):	
Sort Code:	Account Number:

Please tick here if this is the bank account that the rent will be coming out of

For Referencing Purposes:

Please provide the full contact details of your current employer

Current Employer:	
Contact Name:	Tel:
Address:	
Post Code:	
E-mail:	Your Position:
Annual Salary:	Date Commenced:
Is the position full time or part time?	

If you have been working at the above for less than two years, please provide us with the contact details of your previous employer overleaf.

If you are currently in receipt of housing benefits or any other income support, please advise a member of staff and provide full details overleaf

If you are currently working on a self-employed basis, please provide us with the following information:

Business Name (if applicable):	
Your Position:	Annual Salary:
Accountant Name:	
Address:	
Post Code:	
Tel:	E-mail:

Please also provide us with the full contact details of someone who can provide a personal reference on your behalf. Please note that this cannot be your employer or a member of family, but must have known you for a minimum of 3 years.

Personal Referee Name (including title):	
Address:	
Post Code:	
Tel:	Occupation:
Relationship:	Time Known:
E-mail:	



General:

Do you smoke? Yes / No
Do you have or intend to keep any pets? Yes / No
Will you be living with any children? Yes / No
Do you have a criminal record? Yes / No
Have you always paid your rent in full and on time? (if applicable) Yes / No
Have you ever had any County Court Judgements against yourself? Yes / No
Have you ever been declared bankrupt? Yes / No
Have you ever taken out an Individual Voluntary Arrangement? Yes / No
Have you ever been evicted from or asked to leave a property you were renting for any reason? Yes / No

If you have answered YES to any of the above please provide details below

PLEASE PROVIDE TWO FORMS OF IDENTIFICATION – THIS MUST EITHER BE IN THE FORM OF A PASSPORT OR A DRIVING LICENCE. WE WILL ALSO REQUIRE PROOF OF YOUR EXISTING ADDRESS BY WAY OF A RECENT UTILITY BILL OR BANK STATEMENT

Additional Notes:

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Declaration

I declare that the information I have provided on this form is true and correct, and hereby authorise you to verify the details given and seek references as required, including a banker’s reference and a credit check. I agree to you disclosing the reference replies to the landlord/s of the property for which I am applying. I understand that this does not represent any offer or contract of any nature. I further understand that if you decline to offer me a tenancy no explanation need be given.

Signed by Applicant: _____ Date: _____