



Tenancy Application

1. Property for Rent

Address of property

Length of tenancy require

Desired commencement date

Rent per month (inc rates)

2. Personal Details

	Applicant 1	Applicant 2 (if applicable)
Title: Mr / Mrs / Miss / Ms		
First Name		
Surname		
Date of Birth DD/MM/YY		
Current Address		
Postcode		
Telephone Number (Home)		
Telephone Number (Mobile)		
Email Address		
Are you a smoker? Yes/No		

If allocated accommodation you will be expected to become a legal tenant, either by yourself (a single tenancy) or with others in your household (a joint tenancy). Which type do you wish to have?

Single Joint

Marital Status

Single Married Divorced Cohabiting Widowing Separated

Previous Addresses in Last 5 Years

Address	Landlord Name	From	To

Have you or any member of the Household moving with you any dependants? Yes No

Who will be moving with you? Please give details below of everyone apart from the applicant(s) who will be living with you when you move.

Title Mr / Mrs / Miss / Ms	First Name	Surname	Date of Birth DD/MM/YY	Sex M/F	Relationship to you	Living with you now?

Do you have pets? (If yes, please state) Yes No

3. Employment Details

	Applicant 1	Applicant 2 (if applicable)
Occupation		
Employers Name		
Employers Address		
Contact number		
Employers Email Address		
Date of employment commended (DD/MM/YY)		
Employment type (full-time/ part-time, temporary / contract)		

Will the DHSS be paying part / all of your rent? Yes No

Do you receive any of the following?

- Income Support Unemployment Benefit Sickness Benefit
Retirement Pension Disability Allowance

4. Current Landlord Details (if applicable)

Landlord name:

Landlord address:

.....

Contact number:

Email Address:

Length of time at current property:

5. Eligibility

Has anyone ever made complaints against you, or a member of your household, in relation to anti-social behavior committed in, or in the locality of, any home occupied by you at any time?

Yes No

Have you or any member of your household ever been convicted of a serious offence in, or in the locality or, any home occupied by you at any time?

Yes No

If you have answered yes to any of the above, please give brief details below.

6. Guarantor Details

Name and address

.....

Daytime Tel Num

Evening Tel Num

7. Credit Check

I / We the applicants agree for a credit check to be carried out in our name(s) at the landlords discretion.

Signed

I / We the applicants **do not** agree for a credit check to be carried out in our name(s) at the landlords discretion.

Signed

8. Identity Documents

Please provide one of the following:

- Copy of driving UK driving license
- Copy of passport

Please provide the following:

- Copy of a utility bill with current address visible

9. 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
- Debt collection

The information provided may be shared with the landlord for the purpose of dealing with this application. This includes any reports obtained.

We may pass your information 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:

- Identity confirmation
- 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 is offered or granted, the information you have provided will act as part of a tenancy agreement.

If a tenancy is NOT granted -

Where a tenancy is not offered, the information you have provided will not be kept for longer than necessary and then destroyed.

Access to your personal information

Under the Data Protection Act 1988 and the General Data Protection Regulations 2016, you have the right to know what information we hold about you.

Upon request the landlord/agent will provide you with information about the personal information we hold about you.

PLEASE NOTE: No application will be processed without being fully completed and all documentation submitted.

10. Declaration

I hereby confirm that I am over 18 years of age and that the information I have provided is to the best of my knowledge true, accurate complete and not misleading at the time of completion.

If I give information that is incorrect or incomplete it may mean that a tenancy 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 understand you will use the information I have provided to process my application for a tenancy, and that this application forms part of the contractual agreement.

I hereby agree that you may get information about me from certain other organizations and individuals, or give information about me to them to; make sure the information is accurate; prevent or detect fraud; confirm affordability and to satisfy the agent and landlord of suitability as a tenant. These other organizations include credit referencing agencies or bureaus, landlords, employers or other companies/individuals as provided by me. Any report obtained may be shared with the landlord or agent.

Applicant 1

Signature:.....

Full Name:.....

(In Block Capitals)

DATE:.....

Applicant 2 (if applicable)

Signature:.....

Full Name:.....

(In Block Capitals)

DATE:.....