

Application for Tenancy

This form must be completed and signed before any application for tenancy can be formally considered. Applicants are reminded that in addition to the reference information requested herein, they **must** also provide proof of identification.

We charge a 'Holding Deposit' equivalent to 1 weeks rent, which is payable to secure the property and due immediately you submit an application.

If your application is successful you will have to pay the first months rent less the 1 weeks holding deposit and a security deposit equivalent to 5 weeks rent before the commencement of a tenancy. This deposit will be held by us as stakeholders unless the Landlords manages the property themselves.

The deposit will not be returned until your tenancy has ended, and only then, provided the obligations of your tenancy have been met in full, the final household bills are paid (we may require proof) and the property is returned in a satisfactory condition. NB: Before the deposit is refunded we will also have to consult with the landlord.

Housing Benefit Tenant: You must obtain a housing benefit claim form, which you must bring with you when you sign the tenancy agreement, should your application prove successful. If your rent is to be paid by housing benefit you will require a guarantor. This must be someone who has a full time job, a bank account and is in a position to cover your rent should the council reject your claim or not pay the rent in full.

Please provide the following documents for Identification purposes with this application

Picture ID (Passport or Driving Licence)

Current Address (Bank statements & Utility Bill)

FOR OFFICE USE ONLY

Holding Deposit £ _____ Paid: Please tick box.

Rent: £ _____ pcm Deposit: £ _____

Furniture Rental: £ _____ Tenancy length 6 / 12

Pets: YES / NO State what _____

Pet Photo received Guarantor: YES / NO

Bond cert: Single / Joint / Company

1st Applicant

ID documents provided: D O B & NI

Employment ref sent: Ref received:

Credit Check: Landlord Ref:

2nd Applicant

ID documents provided: D O B & NI

Employment ref sent: Ref received:

Credit Check: Landlord Ref:

Before you complete the details below, may we first ask you to confirm where you heard of us and why you have now contacted us:

Tenancy Start Date:	
Name of Applicant(s):	
Property you wish to apply for:	

Application for Tenancy: Tenants Details (1st Applicant)

About You

Title:	<input style="width: 95%;" type="text"/>	Other (please specify Maiden Name):
Forename:	Surname:	
Current Address:		
Postcode:		
Years at address: <small>(If you have lived at this address for less than 3 years, please complete the 'Previous Addresses' section below).</small>	Nationality: <input style="width: 30px;" type="text"/>	
Home Tel:	Work Tel:	
Mobile:	Email:	
DOB: <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/>	NI No: <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/>	
Date you require tenancy to start:	Agreed Rental Figure: £ pcm	
Which tenants name do you wish the Deposit Certificate to be registered in: Single / Joint / Company (please circle)		

Current Occupancy Status: Owner Private Tenant Council Tenant Living with relatives

Current Marital Status: Married Divorced Single Separated Widowed Living together

Current Employment: Employed Self Employed Retired Independent Means Unemployed

Previous Addresses

Address:	<input style="width: 95%;" type="text"/>	Postcode:	Years:
Address:	<input style="width: 95%;" type="text"/>	Postcode:	Years:

Children

Please list anyone under the age of 18 who will be living with you (If over 18 a separate form must be filled in)

Forename	Surname	Date of Birth	Relationship

How many people will occupy the property?	<input style="width: 95%;" type="text"/>	
Do you or anyone living with you smoke?	Yes / No	<input style="width: 95%;" type="text"/>
Do you have any pets?	Yes / No	If so number, type and breed: Please attach/email photograph of pet(s)
If you own a car, please give registration number(s)	<input style="width: 95%;" type="text"/>	

Bank

<input style="width: 95%;" type="text"/>
--

Bank Name:	Account No:
Address:	
	Sort Code:
Postcode:	Account Name:
Telephone No:	

Other Forms of Income

Please list all other forms of income received: Per week

Child benefit	<input type="text"/>	Current Housing Benefit	<input type="text"/>
Income Support	<input type="text"/>	Unemployment benefit	<input type="text"/>
Maintenance Payments	<input type="text"/>	Pension	<input type="text"/>
Disability Allowance	<input type="text"/>	Any other income	<input type="text"/>

Will you be claiming Housing Benefit for this property? **Yes / No** (please delete as applicable)

*All tenants wishing to claim benefit are reminded that submitting a claim is no guarantee that your rent will be paid either in part or full. Should Housing Benefit not pay your full rent (as agreed in your tenancy agreement) **you will have to pay the shortfall**. We require you to appoint a Guarantor who owns their own property. (Please contact us for a Guarantor Application Form)*

Please state the reasons why you are moving:

What term are you looking to stay in the property?

Credit History

Have you ever had any CCJ's or adverse credit history Yes / No

<p>If YES, please list all CCJ's you may have had registered against you whether satisfied or not.</p> <table border="1" style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:15%;">Date</th> <th style="width:20%;">Amount</th> <th style="width:65%;">Company</th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td></tr> </tbody> </table> <p>Has any applicant ever been convicted of a criminal offence? Yes / No</p> <p>If so give details:</p>	Date	Amount	Company										<table style="width:100%;"> <tr> <td style="width:60%;"></td> <td style="width:10%; text-align:center">Yes</td> <td style="width:10%; text-align:center">Amount</td> <td style="width:10%; text-align:center">No</td> </tr> <tr> <td>Have you ever been in arrears with your rent?</td> <td style="text-align:center"><input type="checkbox"/></td> <td style="text-align:center"><input type="text"/></td> <td style="text-align:center"><input type="checkbox"/></td> </tr> <tr> <td>Have you had a mortgage?</td> <td style="text-align:center"><input type="checkbox"/></td> <td style="text-align:center"><input type="text"/></td> <td style="text-align:center"><input type="checkbox"/></td> </tr> <tr> <td>If YES have you ever been in arrears with your payments</td> <td style="text-align:center"><input type="checkbox"/></td> <td></td> <td style="text-align:center"><input type="checkbox"/></td> </tr> <tr> <td>Do you have an undischarged Bankruptcy</td> <td style="text-align:center"><input type="checkbox"/></td> <td style="text-align:center"><input type="text"/></td> <td style="text-align:center"><input type="checkbox"/></td> </tr> <tr> <td>Have you ever applied for an IVA or debt management plan?</td> <td style="text-align:center"><input type="checkbox"/></td> <td style="text-align:center"><input type="text"/></td> <td style="text-align:center"><input type="checkbox"/></td> </tr> </table>		Yes	Amount	No	Have you ever been in arrears with your rent?	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Have you had a mortgage?	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	If YES have you ever been in arrears with your payments	<input type="checkbox"/>		<input type="checkbox"/>	Do you have an undischarged Bankruptcy	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Have you ever applied for an IVA or debt management plan?	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
Date	Amount	Company																																			
	Yes	Amount	No																																		
Have you ever been in arrears with your rent?	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>																																		
Have you had a mortgage?	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>																																		
If YES have you ever been in arrears with your payments	<input type="checkbox"/>		<input type="checkbox"/>																																		
Do you have an undischarged Bankruptcy	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>																																		
Have you ever applied for an IVA or debt management plan?	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>																																		

References**Current Landlord/Letting Agents**

Name:		
Address:		
Postcode:		Current rent paid:
Tel No:		Mobile No:
Fax No:		Email:

Current Employer (1st Applicant)

Company Name:		
Contact Name:		Their Position:
Address:		
Postcode:		
Tel No:		Email:
Gross Salary	£	per annum
Payment day:		
Start Date:		Your position held:
Is the position permanent?		YES / NO
Will your employment change before your proposed tenancy starts:		YES / NO

Self Employed Applicants please fill in the following section:

Current Business Trading Name:	
Annual Income:	Date Business Established:

Accountant

Company Name:		
Contact name:		
Address:		
Postcode:		
Tel No:		Mobile No:
Fax No:		Email:

**Next of Kin/Closest Relative
(This will be used for your Post Tenancy Contact)**

Full Name:		
Address:		
Postcode:		Relationship:
Tel No:		** (Excluding spouse/partner or anyone living with you) **
Mobile No:		Email:

About You**Tenants Details (2nd Applicant)**

Title: Other (please specify Maiden Name):

Forename: Surname:

Current Address:

Postcode:

Years at address: (If you have lived at this address for less than 3 years, please complete the 'Previous Addresses' section below). Nationality:

Home Tel: Work Tel:

Mobile: Email:

DOB: NI No:

Date you require tenancy to start: Agreed Rental Figure: £ pcm

Current Occupancy Status: Owner Private Tenant Council Tenant Living with relatives

Current Marital Status: Married Divorced Single SSeparated Widowed Living together

Current Employment: Employed Self Employed Retired Independent Means Unemployed

Previous Addresses

Address:	<input type="text"/>	Postcode:	Years:
Address:	<input type="text"/>	Postcode:	Years:

Credit History

Have you ever had any CCJ's or adverse credit history Yes / No

	Yes	Amount	No
Have you ever been in arrears with your rent?	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
Have you had a mortgage?	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
If YES have you ever been in arrears with your payments	<input type="checkbox"/>		<input type="checkbox"/>
Do you have an undischarged Bankruptcy	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
Have you ever applied for an IVA or debt management plan?	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>

If YES, please list all CCJ's you may have had registered against you whether satisfied or not.

Date	Amount	Company
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Has any applicant ever been convicted of a criminal offence? Yes / No
If so give details:

References

Current Landlord/Letting Agents

Name:			
Address:			
Postcode:		Current rent paid:	
Tel No:		Mobile No:	
Fax No:		Email:	

Current Employer (2nd Applicant)

Company Name:			
Contact Name:		Their Position:	
Address:			
Postcode:			
Tel No:		Email:	
Gross Salary	£	per annum	Payment day:
Start Date:		Your position held:	
		Is the position permanent?	YES / NO
Will your employment change before your proposed tenancy starts:			YES / NO

Self Employed Applicants please fill in the following section:

Current Business Trading Name:			
Annual Income:		Date Business Established:	

Accountant

Company Name:			
Contact name:			
Address:			
Postcode:			
Tel No:		Mobile No:	
Fax No:		Email:	

**Next of Kin/Closest Relative
(This will be used for your Post Tenancy Contact)**

Full Name:			
Address:			
Postcode:		Relationship:	
Tel No:		** (Excluding spouse/partner or anyone living with you)**	
Mobile No:		Email:	

Additional Information

Use the rear of the form to provide any additional information you feel we may require:

Data Protection

In order to meet our legal obligations regarding Right to Rent legislation , to make sure that you are financially suitable for the property, and to prevent and detect fraud, we will share your data with the following :-

Yes

- 1. Credit Reference agencies
- 2. Agencies conducting Right to Rent checks.
- 3. Former landlords
- 4. The landlord of this property
- 5. Current employer
- 6. Fraud prevention agencies

Please place a tick beside each of the above to show you consent to us using your data for this purpose. If you do not consent (which is your legal right) WE MAY NOT BE ABLE TO GRANT YOU A TENANCY

The data will be kept for 12 months from the date of application and then destroyed.
Please read the PRIVACY NOTICE on our website which explains this in more detail.

Declaration. This section must be completed by the tenant(s)

WE CANNOT PROCEED WITH THIS APPLICATION IF YOU DO NOT SIGN BELOW.

I/we hereby confirm that the information provided by me/us is, to the best of my/our knowledge, true and I/we have no objections to the information being verified by whatever means deemed necessary.

I/we understand that the results of the findings will be forwarded to an appointed credit referencing agency and to the appointed agent and/or the landlord and may be accessed again should I/we apply for a tenancy agreement in the future.

I/we agree that Angela Powell Property Management or their agents, may search the files of a credit reference agency which will keep a record of that search. I/We also understand that no details of the search will be given to me/us by the letting agent, but that I/we may request the name and address of the credit reference agency to whom I/we may apply for a copy of any information provided. I/we also confirm that, in the event of my/our defaulting on the rental agreement, any such default may be recorded with the credit reference agency and may affect any future application for credit I/we make.

I/We hereby authorise the above named bank or building society to respond to status enquiries made in respect of this application.

I/we hereby acknowledge that the information, provided above, will be used to assess an application for tenancy. I/We agree to the information provided being stored on computer. I/we confirm that we are in a position to proceed with the tenancy should this application prove successful.

Once the set up fee has been paid, I/we understand that this payment will not be returned to me if I/we do not wish to proceed with the application or I'm/we're not accepted as a tenant for a different reason.

Signature:
1st Applicant

Signature:
2nd Applicant

Print Name

Print Name

Dated:

Dated:

Additional Information

Use the part of the form to provide any additional information you feel we may require: