

TENANCY APPLICATION FORM

Each prospective occupier must complete a tenancy application form

PERSONAL DETAILS:	NEXT OF KIN:
Title: Mr / Mrs / Ms / Miss	Title: Mr / Mrs / Ms / Miss
First Name:	First Name(s):
Middle Names:	Surname:
Surname:	Address:
Tel:	Relationship:
Mob:	Tel: Mob:
Work Tel:	Email:
Email:	
CURRENT ADDRESS DETAILS:	PREVIOUS ADDRESS DETAILS:
Address:	<i>If less than 3 years at present address:</i>
Postcode:	Previous Address:
Length of time at present address: yrs months	Postcode:
Status: Owner / Rented / Other	Length of time at previous address: yrs months
If rented please provide name and address of landlord/agent:	Status: Owner / Rented / Other
Landlord Address:	If rented please provide name and address of landlord/agent:
Postcode:	Landlord Address:
Tel:	Postcode:
IDENTIFICATION:	EMPLOYMENT DETAILS:
Date of Birth:	Employer's Name:
National Insurance No:	Employer's Address:
Nationality:	Postcode:
Passport No:	Tel:
Drivers Licence No:	Position:
Other Document (please specify):	Contact Name (for Reference):
Document No:	Net Monthly Salary:
<i>N.B. Original documents to be provided, copies to be taken and originals returned to the applicant. A Right to Rent Check form should be completed for all potential occupiers.</i>	Time with present employer: yrs mths

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BANK DETAILS:	JUDGMENTS/CONVICTIONS:
Name of Bank: Address / Branch: Tel No: SortCode: - - Account No:	Have you ever had any County Court Judgments against yourself? Yes / No If yes please give details: Do you have any unspent convictions? (N.B. the landlord may be required to inform his insurers) Yes / No If yes, please give details:
CHARACTER REFERENCE:	TENANCY DETAILS:
Name: Address: Tel. No: Relationship: Occupation: Time known: yrs mths	Move in date: Proposed Rent: £ Length of tenancy: Property type: House / Flat / Bungalow No of Bedrooms: Preferences: Garage / Driveway / Garden / Other (please specify): Smoker? Yes / No Pets? (Please Specify)
OCCUPIERS:	
Number of other occupiers at the property? Name and ages of occupiers under age of 18: <p>Complete this section for each occupier over the age of 18. N.B. A Right to Rent Check form should be completed where immigration checks are required.</p> Occupier 1 Name: Occupier 1 Address: Tel: Occupier 2 Name: Occupier 2 Address: Tel:	
GUARANTOR (where applicable):	TENANT DECLARATION:
Name: Address: Tel: Occupation:	<input type="checkbox"/> I declare the details given as true and correct and can be shared with the landlord and third parties for credit checking purposes. The details provided will be the basis of any contract between me and ABC Lettings but does not represent any offer between ABC Lettings and the prospective tenant. Completion of this form does not create a tenancy between the landlord and the applicant. Signed: Dated:

FOR OFFICE USE:

Process:

Identity Check:

Right to Rent Check:

Reference Check:

Holding Deposit received: £

Tenant Information (TINFO) /T&Cs given to tenant:

Date:

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