

|  |                          |                          |                          |
|--|--------------------------|--------------------------|--------------------------|
| <b>Details of property being applied for:</b>                        |                          |                          |                          |
| Address:   |                          |                          |                          |
| Advertised rent:   |                          |                          |                          |
| Holding deposit amount:  | £                        | Security Deposit amount: | £                        |
| <b>Upon completion of the application form, return to:</b>           |                          |                          |                          |
| Name:  |                          |                          |                          |
| Address or email address:  |                          |                          |                          |
| <b>This application is from a prospective (tick as appropriate):</b> |                          |                          |                          |
| Tenant   | <input type="checkbox"/> | Guarantor                | <input type="checkbox"/> |

In the case of joint applicants, each joint applicant must complete and submit a separate application form. Please either photocopy this form for the number required before completing – or ask for the number of forms required.

### Applicant details

|  |  |                 |  |
|--|--|-----------------|--|
| Full name and title:   |  |                 |  |
| Current address:   |  |                 |  |
| Time at current address:   |  |                 |  |
| Proof of residency supplied (i.e. a utility bill or council tax statement from the last three months): |  |                 |  |
|  |  |                 |  |
| Email address:   |  |                 |  |
| Contact number:  |  | Date of birth:  |  |
| Gross annual income (£):   |  | Marital status: |  |
| National insurance number (or overseas equivalent):  |  |                 |  |

**If you have lived at any other address in the last three years, then please include the other addresses and the time you spent at that address in the box below.**

|                      |                        |
|----------------------|------------------------|
| Address:             | Time spent at address: |
| <br><br><br><br><br> | <br><br><br><br><br>   |

**Prospective tenancy information (to be filled out by prospective tenants only):**

|  |  |
|--|--|
| Names of any other prospective joint tenants:  |  |
| Relationship to you:   |  |
| Names and ages of anyone else who would live in the property if the tenancy were granted (including any dependants): |  |
| Relationship to you:   |  |
| Would you like to request permission for a pet to live in the property?  |  |
| If yes, provide the name, age and breed of the pets:   |  |
| Preferred start date:  |  |
| How long would you want to live in the property for:   |  |
| Briefly explain why you want to live in the property (i.e. It's close to local schools or work, the facilities, etc) |  |
|  |  |

**Residency status at your current address:**

|  |                 |
|--|-----------------|
| Private tenant                               |                 |
| Lodger                                       |                 |
| Tenant of a housing association              |                 |
| Council tenant of                            | local authority |
| Living with family                           |                 |
| Owner with no mortgage                       |                 |
| Owner with a mortgage. The lender's name is: |                 |

**Current landlord/agent contact details (fill this section in if you are currently a tenant)**

|  |  |
|--|--|
| Name   |  |
| Address  |  |
| Contact details  |  |
| How much rent do you pay for this property per month?  |  |
| <b><i>Please ensure your current landlord/agent is aware a reference request will be made.</i></b> |  |

**Employment/Occupation status:**

|  |  |  |  |
|--|--|--|--|
| Employed ( <i>please answer the employer section of this application</i> )           |  | Full-time student ( <i>please answer the student section of this application</i> ) |  |
| Unemployed   |  | Retired  |  |
| Self-employed ( <i>please answer the self-employed section of this application</i> ) |  | Other ( <i>please specify</i> )  |  |

**Bank /building society details**

|                          |  |            |  |
|--------------------------|--|------------|--|
| Name on account:         |  |            |  |
| Bank / building society: |  |            |  |
| Account number:          |  | Sort code: |  |

**Employer details**

|   |  |                 |  |
|---|--|-----------------|--|
| Job title:  |  |                 |  |
| Start date with employer:   |  |                 |  |
| Name of employer:   |  |                 |  |
| Address:  |  |                 |  |
| Contact name/department:  |  |                 |  |
| Contact email:  |  | Contact number: |  |
| <b><i>Please ensure that your employer is aware that we will be requesting a reference from them. They must be able to confirm details of your salary/income and how long you have worked at your current employer.</i></b> |  |                 |  |

**Self-employed details**

|  |  |               |  |
|--|--|---------------|--|
| Name of accountant:  |  |               |  |
| Address  |  |               |  |
| Email address:   |  | Phone number: |  |
| <b><i>Please ensure that your accountant is aware that we will be contacting them to require a reference and proof of your finances.</i></b> |  |               |  |

**Additional financial information**

If you have any additional sources of income, then please state the amounts below:

|  |   |                      |   |
|--|---|----------------------|---|
| Overtime   | £ | Bonus                | £ |
| Universal Credit   | £ | Housing benefit      | £ |
| Income support   | £ | Unemployment benefit | £ |
| Sickness   | £ | Retirement Pension   | £ |
| Disability Living Allowance  | £ | Tax credits          | £ |
| Other (please provide details)   |   |                      |   |
| <b><i>We require proof of this to assess your gross income. Please attach this evidence to your application.</i></b> |   |                      |   |

**Further financial information (not compulsory for guarantor applicants)**

If you have any loans, please provide details of the lender(s), the total amount of the loan(s), monthly repayments, and the expiry date of the loan(s) below:

|  |
|--|
|  |
|--|

If you have any credit or store cards, please provide us with details of the card provider, your credit limit, and the balance owing below:

|  |
|--|
|  |
|--|

### Debt repayment and court judgement history

|   |  |    |  |
|---|--|----|--|
| Have you, or any other joint applicants been insolvent, bankrupt, made arrangements with creditors or been involved in any criminal or civil court proceedings in the last six years? |  |    |  |
| Yes   |  | No |  |
| If yes, please provide details below:   |  |    |  |
| <br><br>  |  |    |  |

### Student information

|                        |  |                  |  |
|------------------------|--|------------------|--|
| University or College: |  |                  |  |
| Address:               |  |                  |  |
| Course attending:      |  | Graduation year: |  |

### Personal reference

Where necessary we may need to request a suitable personal reference. This person should not be related to you, or a party to this agreement (i.e. another joint applicant, or the prospective tenant). Please provide the name, address and contact details of a suitable character reference below:

|              |
|--------------|
| <br><br><br> |
|--------------|

### Deposit information (tenant applicants only)

If anyone other than one of the tenants will pay towards the security deposit, provide the names, addresses of each person paying towards the deposit and the amount of the deposit each one will contribute:

|              |
|--------------|
| <br><br><br> |
|--------------|

***If the details provided above change, then you must notify us immediately.***

### Forwarding Address

If your application is successful, and you are granted a tenancy, we require a forwarding address where we can contact you regarding the security deposit at the end of the tenancy. Please provide us with a suitable forwarding address below:

|              |
|--------------|
| <br><br><br> |
|--------------|

### Right to rent

From 1st February 2016, landlords and letting agents in England are required to check the immigration status of all adult tenants before they agree to enter into a tenancy agreement. This is to establish you have a 'right to rent' legally in the UK. If your application is successful, then we or an online identity service provider (IDSP) will contact you to perform a check.

Alternatively, you may have a 'share code' to prove your right to rent status. If so, please provide it below:

|      |
|------|
| <br> |
|------|

**Please note** that a tenancy agreement cannot be granted if all adult occupiers cannot prove they have a right to rent in the UK.

To establish whether you have permanent right to rent we will need you to provide sufficient evidence of a permanent or temporary right to rent in the UK.

Further information on supporting documents and proving your right to rent status is available at <https://www.gov.uk/government/publications/right-to-rent-document-checks-a-user-guide>.

**Next of kin/emergency contact details (tenant applicants only)**

Please provide names and contacts details of your next of kin/emergency contact:

**Supporting information**

Please provide us with any other supporting information you think may assist us with assessing your application below:

**Declaration**

I confirm that I am over 18 and the information supplied by me in this application is true and complete to the best of my knowledge. I understand that providing false or misleading information may lead to my application being refused.

I understand that the information provided here will be retained and used only as necessary and for a specific purpose in accordance with the General Data Protection Regulation (GDPR) as set out in the privacy notice supplied by the Landlord/Agent.

I authorise my employer, my bank / building society, a local authority (if I was previously a council tenant), current or former landlord, and the any personal referee named, to provide information about me, any prior tenancy history, and any employment / financial affairs as appropriate to the Landlord's enquiries.

If I am making a tenancy application, I consent to receiving any documentation in connection with the proposed tenancy via the given email address on page 1.

I authorise the Landlord/Agent named at the beginning of this application form to make whatever enquiries, including a credit check, they deem necessary in connection with this application.

I consent to a credit check being carried out in relation to myself which will be conducted on the Landlord/Agent's behalf by \_\_\_\_\_.

|         |  |  |
|---------|--|--|
| Signed: |  |  |
| Name:   |  |  |
| Date:   |  |  |