

Tenancy Application (separate application required for each adult resident)

Name in Full:

Address:

Post Code:

Tel: Home

Work

Mobile

e-mail address:

Identification (Please supply **two** of the following with documents as proof of identity)

National Insurance No:

Drivers Licence No:

Passport No:

Date of Birth (Birth Certificate):

Previous Addresses – full addresses for last three years including postcodes, dates, reasons for moving and full landlord contact details – continue on back of form if necessary.

Answer clearly Yes or No

Smoker?

Evictions?

Convictions?

Bankruptcy?

Water Filled Furniture?

Pets? If Yes, give full details:

In case of emergency please notify:

Address & Post Code:

Telephone:

Proposed additional residents – names, full addresses and occupations:

Present Occupation:		Employer:
Line Manager:		Address:
Time with this employer:		Telephone:
Previous Occupation:		Employer:
Line Manager:		Address:
Time with this employer:		Telephone:
Gross Annual Earnings £		Bank Name:
Bank A/c Name:		Bank Address:
Account Number:		Sort Code:
Financial Commitments: Please give all details on a separate attached sheet if necessary: Creditor Name; Address; Telephone Contact; Monthly Payment Amount		
Vehicle/s to be kept at the property:		
Make:	Model:	Reg. No.
Surety Guarantor / Referee (where applicable) Full Name: Address & Post Code: Telephone:		

I hereby apply for a **Residential Tenancy** at (full description and address of property)

For an initial period of: _____ on an **Assured Shorthold Tenancy**.

I understand that the rental amount will be £ _____ per month payable only by banker's standing order.

I will be responsible for Local Authority Council Tax and for opening accounts with service providers and paying directly to them for **all** services to the property during my tenancy. These may include electricity, gas, water & sewerage charges, TV License, cable or satellite TV, telephone & telephone services.

I will pay on entry: one month's rent in advance plus a security deposit of £ _____ and an administration fee of £ _____ (cheques to be cleared before entry)

I understand that the security deposit is a separate sum to cover breakages, damage, cleaning, outstanding accounts and replacement keys/locks beyond normal wear and tear and that it cannot be substituted for rent.

I can confirm that to the best of my knowledge and belief all the information supplied here and attached is correct in every detail. I understand that the landlord or agent may carry out credit and reference checks in strictest confidence and in accordance with the principles of the Data Protection Act 1988.

Subject to contract – a tenancy will not be created until **all** applicants have been qualified and have signed the tenancy agreement.

Signature of Applicant: _____

Date: _____

Print full name in block capitals: _____

Landlords – Personal Data must not be stored on computer unless you are registered with the Data Protection Agency.
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