



Application for Accommodation

Proposed tenancy details

Address of tenancy applied for _____

Proposed Rent £ _____

Date you wish to start tenancy _____

Is prospective tenancy to be YES NO *(Please delete as appropriate)*
your *only* or *principal* home? *Note: If NO, tenancy will most likely not be an assured short hold tenancy, seek advice*
If "NO" provide the address of _____
Your principal home _____

About you

Title Mr Miss Mrs Dr *(if other insert):* _____

All first Names _____

Last Name _____

Date of Birth _____ Nationality _____

Male / Female Male Female *(Please delete as appropriate)*

National Insurance No. _____

Marital Status Single Married (or civil partnership) Living with partner
Other (insert): *(Please delete as appropriate)*

What is your current home Living with parents in UK *(Please delete as appropriate)*
Living with other relative (not parents) UK
Renting from private landlord in UK
Renting from local authority or housing association in UK
I own the home I reside in, in the UK
I live outside the UK

Are you a smoker? YES NO *(Please delete appropriate)*

Do you own any pets? YES NO *(Please delete appropriate)*
If yes please state here _____

Do you have any CCJS or Adverse credit?
If "YES" please give details

YES NO (Please delete as appropriate)

Do you have any criminal records or Police cautions?
If "YES" please give details

YES NO (Please delete as appropriate)

Your contact details

Present Address

How long at address
(e.g. 1 year 6 months)

_____ Years _____ Months

If you have lived above for Less than 3 years, please Provide previous address

Landline Telephone

Mobile Telephone

Email Address (if any)

Next of Kin / Address to be used after tenancy

Details of Parents / Next of Kin

Name: _____

Address: _____

Telephone: _____

Email: _____

May we use the above as post

YES NO (Please delete as appropriate)

If "NO" enter contact Details to be used after end of tenancy

Address: _____

(if different to front page)

Telephone: _____

Email: _____

Not optional! Required by regulation 2(g) (iv) The Housing (Tenancy Deposits) (Prescribed Information) Order 2007

Landlord Details

Present Landlord Name: _____
If living with parents Address: _____
Insert - _____
"living with parents" _____
Telephone: _____
Email: _____

If with above landlord Name: _____
Less than 3 years, Address: _____
insert previous _____
landlord details _____
Telephone: _____
Email: _____

Names of ALL other ADULT occupiers (including those not named on the tenancy agreement)

Name 1 _____
Date of Birth _____
Relationship to ADULT Partner Son or Daughter Brother or Sister
(Please delete as appropriate) Niece or Cousin Parent or Grandparent Unrelated

Name 2 _____
Date of Birth _____
Relationship to ADULT Partner Son or Daughter Brother or Sister
(Please delete as appropriate) Niece or Cousin Parent or Grandparent Unrelated

Name 3 _____
Date of Birth _____
Relationship to ADULT Partner Son or Daughter Brother or Sister
(Please delete as appropriate) Niece or Cousin Parent or Grandparent Unrelated

Details of ALL children who will be living with you

Name1 _____ Date of Birth _____
Name 2 _____ Date of Birth _____
Name 3 _____ Date of Birth _____
Name 4 _____ Date of Birth _____

If any children listed above NOT related, please explain relationship _____

Employment Details

Present Employer

Name: _____

Address: _____

Telephone: _____

How long in this employment: _____ Years _____ Months

Net monthly salary (take home pay) £ _____

How many hours worked per week? _____

Previous Employer

Name: _____

Address: _____

Telephone: _____

How long in this employment: _____ Years _____ Months

Net monthly salary (take home pay) £ _____

How many hours worked per week? _____

Are you in receipt of housing benefit (or Universal Credit)?

YES NO (*please delete appropriate*)

Do you intend to be in receipt of housing benefit or Universal Credit at the proposed tenancy?

YES NO (*please delete appropriate*)

What benefits do you currently receive?

How often are they paid?

How much do you receive?

£ _____

Guarantor details

Is guarantor a home owner (as shown on land registry) YES NO (please delete appropriate)

Title Mr Miss Mrs Dr (if other insert): _____

All first names _____

Last name _____

Address _____

Landline _____

Mobile _____

Email _____

Occupation _____

Name of Employer _____

Address of Employer _____

Telephone _____

Email _____

How long in this employment: _____ Years _____ Months

Net monthly salary (take home pay) £ _____

ID Guidance for landlords, agents and prospective tenants

Landlords and agents must check a prospective tenants original ID *“in person or via live video link”* and must retain a copy for at least 12 months after the end of any tenancy. Acceptable ID is as follows:

List A – One document must be obtained

- A UK passport (Which may have expired).
- A passport or national identity card of an EEA state or Switzerland (which may have expired).
- A passport or travel document which has not expired from other countries endorsed to show the holder is allowed to stay in the UK for a limited time.

List B – Two documents must be obtained

- A full birth or adoption certificate issued in the UK, Channel Islands, the Isle of Man or Ireland.
- UK Driving license (which must be a photo card if issued on or after 1 July 1998).
- Various letters or documents issued by a government department, police force, Her Majesty’s forces, Her Majesty’s Prison Service.
- Various letters or documents confirming the holder’s name provided by a British passport holder, government department, local authority or employer.

Above lists A and B are not a comprehensive list and if any of the above ID is not available, you should consult the website of the Guild of Residential Landlords or the *“right to rent”* statutory guidance for further acceptable documents.

The prospective tenant should in addition to the ID requirements above provide evidence of current residence such as utility or council tax bill within the last 3 months and proof of income such as payslips within last 3 months and / or letter from employer.

Statement by applicant	<p>I hereby acknowledge and agree that:</p> <p>Any tenancy is, and remains, <i>“subject to contract”</i> until an express formal offer for a tenancy has been made in writing.</p> <p>The information I have given in this application is true and complete.</p> <p>My previous landlords and employers or any other third party may be contacted for references.</p> <p>The landlord / agent may contact reference companies and carry out credit reference and county court judgement checks for both the prospective tenant and prospective guarantor.</p> <p>The information in this application may be held, processed, used and disclosed by the landlord / agent, to any third parties, be used for reference purposes in the future and may be used after any tenancy is granted (if a tenancy is granted) for the purpose of informing other landlords or agents about the conduct of any tenancy.</p> <p>The information provided may be used by the landlord or agent to contact the tenant guarantor in respect of monies owing after the tenancy has ended.</p> <p>I will provide at least one ID from list A or two from list B as shown above.</p> <p>I will provide proof of residence and proof of income (if applicable).</p> <p>I further understand that:</p> <p>Ground 17 in Part 2 of Schedule 2 of the Housing Act 1988 allows a landlord seek possession (including during the fixed term) where he / she has been induced to grant a tenancy by a false statement made knowingly or recklessly by (a) the tenant, or (b) a person acting at the tenant’s instigation.</p>
Signed by applicant	<p>Signed</p> <p>Dated</p>

Tenant Information

If you have viewed a property and would like to move in you will be required to pay an application fee of **£200**

This is in order for us to reserve the property subject to the relevant checks being carried out.

This fee usually includes the cost of referencing each adult who will be moving into the property. Together with the administration costs involved in preparing the tenancy. Please note there will be an additional cost of £45 if a guarantor is required.

We carry out a check on all applicants' credit history, former landlord, current employer and previous employer. We carry out these checks in order to establish whether you can afford the rent. If you have a bad credit history you still may be able to apply for the property, as long as you tell us beforehand. If you mislead us about your credit history then your application will automatically be rejected.

We will also require some form of identification for each adult living in the property.

Acceptable forms of ID are; one of the following

- A UK passport
- A passport or national identity card of an EEA state or Switzerland (which may have expired).
- A passport or travel document which has not expired from other countries endorsed to show the holder is allowed to stay in the UK for a limited time.
- A full birth or adoption certificate issued in the UK, Channel Islands, the Isle of Man or Ireland.
- UK Driving license (Which must be a photo card if issued on or after 1st July 1998)
- Various letters or documents issued by a government department, police force, Her Majesty's forces, Her Majesty's Prison Service.
- Various letters or documents confirming the Holder's name provided by a British passport holder, government department, local authority or employer.

In addition to one of the above we require proof of residence such as utility or Council Tax Bill within the last 3 months and proof of income such as payslips.

Once you have completed our tenant application form we can start the moving in process, which usually takes around 2-3 weeks depending on how quickly your references take to come back to us.

We will then arrange a moving in day. All adults named on the tenancy agreement including guarantors will need to be available in order to sign the tenancy agreement. You will also be required to pay the first month's rent and the bond prior to signing the contracts.