

**TENANCY APPLICATION**  
MISSING INFORMATION WILL RESULT IN DELAYS!



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OL6 0FZ

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CHECK TYPE		
Single Application	£120.00	
Joint Application	£180.00	

**\*\*\*IF YOU ARE UNDER 25 OR CLAIMING BENEFITS A GUARANTOR IS REQUIRED\*\*\***

CHECKLIST	TENANT 1	TENANT 2
Valid E-Mail Address		
Passport or Drivers Licence		
3 last month's worth of bank statements (showing income)		
3 last month's worth of payslips		
1 Utility Bill (showing name and current address)		
Employers Details		
Employers reference		
Character reference		
Landlord reference		
Proof of income (if not working: income support letter etc)		

PROSPECTIVE PROPERTY DETAILS	
House Number	
Street	
Postcode	
No of Bedrooms	

RENTAL DETAILS	
No of Tenants	
Rent per month	£
Today's Date	
Date you would like to move in	
Do you require a Guarantor?	
If yes/no why?	
Do you need to give notice on your current property?	

<b>PERSONAL DETAILS TENANT 1</b>		<b>PERSONAL DETAILS TENANT 2</b>	
MR/MRS/MISS/MS		MR/MRS/MISS/MS	
SURNAME		SURNAME	
FIRST NAME		FIRST NAME	
MIDDLE NAME		MIDDLE NAME	
DATE OF BIRTH (IF UNDER 25, GUARANTOR IS REQUIRED)		DATE OF BIRTH (IF UNDER 25, GUARANTOR IS REQUIRED)	
AGE		AGE	
NATIONALITY		NATIONALITY	
SEX		SEX	
MARITAL STATUS		MARITAL STATUS	
MOBILE NUMBER		MOBILE NUMBER	
LANDLINE NUMBER		LANDLINE NUMBER	
EMAIL ADDRESS		EMAIL ADDRESS	

<b>PERSONAL DETAILS TENANT 1</b>		<b>PERSONAL DETAILS TENANT 2</b>	
SMOKER		SMOKER	
ANY PETS		ANY PETS	
ANY CHILDREN		ANY CHILDREN	
HOW DO YOU PROPOSE TO PAY THE RENT		HOW DO YOU PROPOSE TO PAY THE RENT	
HAVE YOU EVER BEEN IN RENT ARREARS		HAVE YOU EVER BEEN IN RENT ARREARS	
HAVE YOU ANY OUTSTANDING LOANS		HAVE YOU ANY OUTSTANDING LOANS	
HAVE YOU ANY CCJ'S		HAVE YOU ANY CCJ'S	
DO YO HAVE A CRIMINAL RECORD		DO YO HAVE A CRIMINAL RECORD	
HAVE YOU EVER BEEN EVICTED		HAVE YOU EVER BEEN EVICTED	

**IF YOU HAVE ANSWERED YES TO ANY OF THE ABOVE QUESTIONS, COULD YOU PLEASE SPECIFY DETAILS IN THE BOX BELOW**

**PLEASE PROVIDE THREE YEARS WORTH OF RESIDENCY DETAILS (USE A SEPARATE SHEET IF NECESSARY)**

<b>CURRENT ADDRESS TENANT 1</b>		<b>CURRENT ADDRESS TENANT 2</b>	
HOUSE NUMBER		HOUSE NUMBER	
STREET		STREET	
POSTCODE		POSTCODE	
OWNER		OWNER	
RENTED		RENTED	
CURRENT RENT PCM		CURRENT RENT PCM	
WITH PARENTS		WITH PARENTS	
COUNCIL TENANT		COUNCIL TENANT	
OTHER		OTHER	
TIME AT ADDRESS		TIME AT ADDRESS	

REASON FOR LEAVING		REASON FOR LEAVING	
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PREVIOUS ADDRESS TENANT 1		PREVIOUS ADDRESS TENANT 2	
HOUSE NUMBER		HOUSE NUMBER	
STREET		STREET	
POSTCODE		POSTCODE	
OWNER		OWNER	
RENTED		RENTED	
CURRENT RENT PCM		CURRENT RENT PCM	
WITH PARENTS		WITH PARENTS	
COUNCIL TENANT		COUNCIL TENANT	
OTHER		OTHER	
TIME AT ADDRESS		TIME AT ADDRESS	
REASON FOR LEAVING		REASON FOR LEAVING	

FINANCIAL DETAILS TENANT 1		FINANCIAL DETAILS TENANT 2	
EMPLOYMENT STATUS		EMPLOYMENT STATUS	
ANNUAL INCOME		ANNUAL INCOME	
JOB TITLE		JOB TITLE	
START DATE		START DATE	
NATURE OF EMPLOYMENT		NATURE OF EMPLOYMENT	

EMPLOYERS DETAILS TENANT 1		EMPLOYERS DETAILS TENANT 2	
COMPANY NAME		COMPANY NAME	
BUILDING NUMBER		BUILDING NUMBER	
STREET		STREET	
POSTCODE		POSTCODE	
CONTACT NAME		CONTACT NAME	
TELEPHONE		TELEPHONE	
EMAIL ADDRESS		EMAIL ADDRESS	

**(IF CLAIMING ANY BENEFITS, GUARANTOR IS REQUIRED)**

TENANT 1		TENANT 2	
HOUSING BENEFIT	£	HOUSING BENEFIT	£
INCOME SUPPORT	£	INCOME SUPPORT	£
JOB SEEKERS	£	JOB SEEKERS	£
CHILD BENEFIT	£	CHILD BENEFIT	£
CHILD TAX CREDIT	£	CHILD TAX CREDIT	£
WORKING TAX CREDIT	£	WORKING TAX CREDIT	£
PENSION	£	PENSION	£
DISABILITY	£	DISABILITY	£
CARERS ALLOWANCE	£	CARERS ALLOWANCE	£
OTHER	£	OTHER	£

<b>CURRENT LANDLORD DETAILS TENANT 1</b>		<b>CURRENT LANDLORD DETAILS TENANT 2</b>	
LANDLORD/AGENT NAME		LANDLORD/AGENT NAME	
BUILDING NUMBER		BUILDING NUMBER	
STREET		STREET	
POSTCODE		POSTCODE	
CONTACT NAME		CONTACT NAME	
TELEPHONE		TELEPHONE	
EMAIL ADDRESS		EMAIL ADDRESS	

<b>CHARACTER REFERENCE FOR TENANT 1</b>		<b>CHARACTER REFERENCE FOR TENANT 2</b>	
CONTACT NAME		CONTACT NAME	
HOUSE NUMBER		HOUSE NUMBER	
STREET		STREET	
POSTCODE		POSTCODE	
TELEPHONE		TELEPHONE	
EMAIL ADDRESS		EMAIL ADDRESS	

<b>BANK/BUILDING SOCIETY DETAILS FOR RENT</b>	
ACCOUNT IN THE NAME OF	
SORT CODE	
ACCOUNT NUMBER	
BANK NAME	
BRANCH ADDRESS	
BRANCH POSTCODE	

**DECLARATION:**

I declare that the information I have provided on this form is true and correct, and hereby authorise you to verify the details given and to seek references as required, including a credit check. I further understand that if you decline to offer me a tenancy no explanation will be given and if I fail the credit check and or referencing the fee is non-refundable.

Signed by applicant 1/2	
Print name(s):	
Date:	

**PLEASE NOTE THAT IF YOU ARE GOING TO BE CLAIMING HOUSING BENEFIT TO PAY THE RENT, IF ACCEPTED, ON THE ARRANGED MOVE IN DATE YOU WILL NEED TWO MONTHS RENT PLUS A DEPOSIT BOND UPFRONT.  
IF YOU ARE A NON HOUSING BENEFIT TENANT, IF ACCEPTED, ON THE ARRANGED MOVE IN DATE YOU WILL NEED ONE MONTHS RENT PLUS A DEPOSIT BOND UPFRONT.**



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