



Tenancy Application Form

Upon completion please return this form to:

Name of Landlord: _____

Address of Landlord: _____

(IN THE CASE OF JOINT-APPLICANT, EACH JOINT-APPLICANT WILL BE REQUIRED TO 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)

APPLICANTS NAME
(Mr/Mrs/Miss/Ms) _____

ADDRESS _____

EMAIL ADDRESS _____

TELEPHONE (LANDLINE) _____ (MOBILE) _____

(WORK) _____

DATE OF BIRTH _____ **N.I. NUMBER** _____

JOINT APPLICANTS NAME (if any) _____

RELATIONSHIP OF JOINT APPLICANTS TO YOU _____

TIME AT PRESENT ADDRESS _____

HOW WAS THAT PROPERTY HELD BY YOU

AS PRIVATE TENANT
 AS OWNER
 AS A LODGER
 LIVING WITH PARENTS
 AS TENANT OF A HOUSING ASSOCIATION
 AS A COUNCIL TENANT - OF WHICH LOCAL AUTHORITY (below)

IF AS A TENANT OR LODGER, PLEASE GIVE THE NAME AND ADDRESS OF THE LANDLORD BELOW:

CURRENT LANDLORD'S TELEPHONE NUMBER AND/OR _____

EMAIL ADDRESS _____

PREVIOUS ADDRESS
(if less than 3 years at current property) _____

TIME AT ADDRESS Years ____ Months ____

LANDLORD'S EMAIL ADDRESS _____

AND/OR TELEPHONE NUMBER _____

(if more addresses are needed to reach 3 years of tenant history please see continuation sheet at the end of this document)



Tenancy Application Form

CURRENT EMPLOYMENT STATUS

EMPLOYED

UNEMPLOYED

SELF-EMPLOYED

RETIRED

STUDENT

OTHER - SPECIFY

IF EMPLOYED - YOUR OCCUPATION

NAME AND ADDRESS OF EMPLOYER

TELEPHONE NUMBER OF EMPLOYER

EMAIL ADDRESS OF EMPLOYER

IF A STUDENT UNIVERSITY/COLLEGE NAME

ADDRESS OF UNIVERSITY/COLLEGE

COURSE ATTENDED

YEAR

ACCOUNTANT DETAILS (where self employed)

NAME

ADDRESS

TELEPHONE NUMBER

EMAIL ADDRESS

ARE YOU PRESENTLY IN RECEIPT OF

HOUSING BENEFIT

INCOME SUPPORT

UNEMPLOYMENT BENEFIT

SICKNESS BENEFIT

RETIREMENT PENSION

DISABILITY ALLOWANCE

UNIVERSAL CREDIT



Tenancy Application Form

ADDRESS OF THE TENANCY
BEING APPLIED FOR

THE DATE YOU WOULD LIKE TO BEGIN
OCCUPYING THE PROPERTY IF
APPLICATION IS SUCCESSFUL

THE LENGTH OF TENANCY BEING
APPLIED FOR

IF IT IS INTENDED FOR ANYONE OTHER THAN YOURSELF TO LIVE IN THE PROPERTY, PLEASE PROVIDE BELOW THEIR NAMES, AGES (INCLUDING CHILDREN IF ANY), AND THEIR RELATIONSHIP TO YOU:

<u>NAME</u>	<u>AGE</u>	<u>RELATIONSHIP</u>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

YOUR BANK / BUILDING SOCIETY
NAME AND ADDRESS

ACCOUNT NAME(S)

ACCOUNT NUMBER

SORT CODE

HAVE YOU EVER BEEN MADE
BANKRUPT OR ENTERED INTO
A VOLUNTARY ARRANGEMENT
OF ANY KIND WITH YOUR
CREDITORS

YES/NO

HAVE YOU EVER HAD A
COUNTY COURT JUDGMENT
MADE AGAINST YOU

YES/NO

IF EITHER OF THE ABOVE APPLIES PLEASE GIVE FURTHER DETAILS INCLUDING DATES AND AMOUNTS INVOLVED

DO YOU HAVE ANY CHILDREN
WHO WILL NOT BE LIVING
AT THE PROPERTY

YES/NO

NEXT OF KIN AND THEIR
CONTACT DETAILS

WILL ANY ANIMALS/PETS
BE LIVING AT THE PROPERTY

YES/NO

GIVE DETAILS

PERSONAL REFERENCE
(CHARACTER) - MUST BE A
NON-FAMILY MEMBER
(NAME & ADDRESS)

WILL ANYONE ELSE BESIDE
YOURSELF PAY ANY TENANCY
DEPOSIT (ALL OR PART).
IF YES, PLEASE GIVE THE NAME
OF THE PERSON PAYING OR
CONTRIBUTING AND IF THEY
ARE PAYING PART ONLY THE
AMOUNT THEY ARE PAYING.

YES/NO

NB: If the answer to this question changes it is important that you notify me/us immediately.

I confirm that I am over 18 years of age and the information given above is true and accurate. I confirm that no one will be living in the property except anyone who is named above.

SIGNED _____ **NAME** _____ **DATE** _____

I agree to the Landlord named at the beginning of this application form making whatever enquiries, including a credit check, he/she deems necessary in connection with this application for a tenancy. I authorise my employer, my bank / building society, a local authority (if I was previously a council tenant), current or former landlord, and the personal referee named, to provide information about me, any prior tenancy history, and any employment / financial affairs as appropriate to the Landlord's enquiries

I consent to receiving my copy of 'How to rent: a checklist for renting in England', the energy performance certificate report (EPC) or any other documentation relating to the proposed tenancy via the given email address on page 1.

I understand that I have to provide original documents proving the right to reside in the United Kingdom for all potential occupiers in the presence of the landlord or the agent. I understand that if I do not provide these documents for all occupiers then I will not be granted a tenancy.

I consent to a credit check being carried out in relation to myself – by CreditCall which will be conducted on the landlord's behalf by RLA Publishing Limited (RLAP) OR by

(NB: leave blank if the RLA credit checking service is to be used).

Where the credit check is carried out by RLAP the footprint will show that the credit check was ordered by RLAP – not the landlord.

SIGNED _____ **NAME** _____ **DATE** _____

Continuation of Previous Address History

PREVIOUS ADDRESS _____

TIME AT ADDRESS Years Months

LANDLORD'S EMAIL ADDRESS _____

AND/OR TELEPHONE NUMBER _____

PREVIOUS ADDRESS _____

TIME AT ADDRESS Years Months

LANDLORD'S EMAIL ADDRESS _____

AND/OR TELEPHONE NUMBER _____

PREVIOUS ADDRESS _____

TIME AT ADDRESS Years Months

LANDLORD'S EMAIL ADDRESS _____

AND/OR TELEPHONE NUMBER _____

PREVIOUS ADDRESS _____

TIME AT ADDRESS Years Months

LANDLORD'S EMAIL ADDRESS _____

AND/OR TELEPHONE NUMBER _____