

# TENANCY APPLICATION FORM

Residential Tenancies let under an Assured Shorthold Tenancy

PLEASE COMPLETE THIS FORM IN BLOCK CAPITALS AND WRITE CLEARLY

Applicants claiming Housing Benefit MUST obtain assessment by the Rent Office Service.  
 You should NOT complete a Claim Form for Housing Benefits on this property until you have been formally granted the tenancy by us and received the relevant tenancy by us and received the relevant tenancy documentation outlining the conditions and terms.

ALL APPLICATIONS SHALL BE PROCESSED AND SCORED BASED ON THE INFORMATION WE RECEIVE AND THE CHECKS WE MAY CARRY OUT. IF YOU WISH TO MAKE US AWARE ALL OF ANY CIRCUMSTANCES OR OTHER INFORMATION WHICH YOU FEEL MAY HELP YOUR APPLICATION, THEN PLEASE MAKE NOTES OVERLEAF.

Full property address you are applying for:
Rent - Per Calendar Month
Do you have a months rent & deposit, in cash. Y/N?
If 'No' what rent and deposit could you put up yourself in advance? Rent £                      Deposit £
Where did you first see this property advertised?
If claiming Housing Benefits, have you completed a Pre-Tenancy Determination form yet Y/N?

## Personal Details

	First Applicants Details	Second Applicants
Title (Mr, Mrs, Miss)		
First Name(s)		
Surname		
Previous Surname (if any)		
N.I.N		
Current Home Address		
Postcode		
Time at this address		
First Telephone Contact No.		
Second Telephone Contact No.		

Previous Address (if less than three years at your current Address)		
Postcode		
Time at this address		
Date of Birth		
Marital Status		
Are you a Smoker Y/N?		
Pets (Please state if any)		
Age of Person(s) under 18 who would live with you		

## County Court Judgement (CCJ'S)

All applicants who have CCJ's are still considered. However, should we find a CCJ that is not declared, then we may delin your application.

	First Applicants Details	Second Applicants Details
Please give brief details (company, date, amount) of any County Court Judgements/ Bankruptcy Orders etc that we may find during any enquiries with a Credit Reference Agency.		

If you wish to provide us with further information relating to any CCJ's etc which you feel may help your application, then please make notes in the section 'Additional Information' located at the back of this form.

## Guarantor(s) Details (Working and/or Home Owners)

(Optional, but highly recommended to increase scoring for those seeking help from Housing Benefits).

	First Guarantor (if any)	Second Gurantor (if any)
Title (Mr, Mrs, Miss)		
First Name(s)		
Surname		
Previous Surname (if any)		

Current Home Address		
Postcode		
Time at this address	Years:    Months:	Years:    Months:
First Telephone Contact No.	(    )	(    )
Second Telephone Contact No.	(    )	(    )

Previous Address (if less than three years at your Current address)		
Postcode		
Time at this address	Years:    Months:	Years:    Months:

Date of Birth		
Relation to Applicant(s)		
Do you own your current Home Address Y/N?		
Occupation		
Employers Contact Name/No.		

## Declaration of Guarantor(s)

I/we the above named guarantor(s) hereby agree to be a party to any tenancy agreement and stand guarantor for the applicant(s) mentioned herein, in respect of :- (1) any unpaid rent 7 days after it falls due; and (2) liability for any loss or damage occasioned by the applicant(s) and; (3) any non observance of any of the terms and conditions of the agreement.

I/we further agree to any checks being made by the Landlord via any Credit Reference Agency an/or HM Land Registry. I/we also understand I/we shall also be required to sign the Tenancy Agreement if the applicant(s) are granted a tenancy.

First Guarantor's Signature (if any) \_\_\_\_\_

Second Guarantor's Signature (if any) \_\_\_\_\_

## Employment Details

(Production of Wage slips is considered Optional, but to do so will increase your scoring and chances of being granted a tenancy)

	First Applicants Details	Second Applicants Details
Employers Name		
Correspondence Address of Employer		
Postcode		
Name of Applicant's Manager		
Employer Telephone No.	(    )	(    )
Employment Fax No.	(    )	(    )
Occupation/Job Title		
Salary/Wage Income		
Period of Employment	Years:    Months:	Years:    Months:
Is this Permanent/Part Time?		
Department/Payroll No.		

*If you wish to provide us with any further information relating to your employment which you feel may help your application, prior to us making further enquiries then please make notes in the section 'Additional Information' overleaf.*



\_\_\_\_\_

**Applicant(s) Declaration**

I/We the applicant(s) confirm that the information contained herein is true and accurate to the best of my/our knowledge and belief.

I/We also note that if a tenancy is granted to me/us based on information I/We have supplied knowing this to be false or untrue, then I/We understand that such tenancy may be determined immediately under Ground 17 of the Housing Act 1996.

I/We understand that I/We may examine a draft copy of your standard Tenancy Agreement at any time, and the completion of this form does not in any way imply that I/We have been granted any tenancy.

I/We also understand that the Landlord may consult a Credit Reference Agency who may record the search.

I/We authorise any third party to release in confidence any information about me/us for the purposes verification and processing.

First Applicants Signature \_\_\_\_\_ Dated \_\_\_\_\_

Second Applicants Signature \_\_\_\_\_ Dated \_\_\_\_\_

**OFFICE USE ONLY**

Received on / / by code \_\_\_\_\_ : Processed / / by code \_\_\_\_\_

Description ID Produced: \_\_\_\_\_