



# Application For Tenancy

**Property Applied for**

Address (1st line) \_\_\_\_\_ Post Code \_\_\_\_\_  
 Rent per month £ \_\_\_\_\_ Number of tenants \_\_\_\_\_ Preferred moving date\* \_\_\_\_\_  
 Share of rent App 1 £ \_\_\_\_\_ App 2 £ \_\_\_\_\_ \*if application successful

**Please read this section before completing the application form.**

\*

\*Do not make any plans to move in the property until the referencing process has been completed and we have offered you the tenancy.

\*We also require 3 months pay slips, 3 months Bank Statements, Passport/ID card and proof of address for each applicant, and proof of any additional income received.

\*It is important to complete the form as fully as possible. Please include fax numbers and e-mail addresses where possible to speed up referencing. If needed please provide additional information on a separate sheet of paper.

\*Subject to a tenancy being granted you will be required to pay the appropriate deposit and the first months rent prior to keys being released.

\*If you are successful in your application, you will be responsible for the utility bills and Council Tax from the commencement date of your tenancy, even if this is not the date you actually move in.

**Documents Provided** Applicant 1 Applicant 2

3 Month Bank Statements  3 Months PaySlips   
 Photo ID  Proof of address

3 Month Bank Statements  3 Months Pay Slips   
 Photo ID  Proof of address

**Personal Details**

Title	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/> _____	Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Other <input type="checkbox"/> _____	
First Names	_____	_____	
Surname	_____	_____	
Home Phone No	_____	_____	
Mobile Phone No	_____	_____	
Email Address	_____	_____	
Date of Birth	<input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> - <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> - <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/>	<input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> - <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> - <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/>	
Any previous surname	_____	_____	
Gender -	Male <input type="checkbox"/> Female <input type="checkbox"/>	Male <input type="checkbox"/> Female <input type="checkbox"/>	
National Insurance No.	<input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> / <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> / <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/>	<input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> / <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> / <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/> <input style="width: 20px; height: 20px; border: 1px solid black;" type="text"/>	
Nationality	_____	_____	
Preferred Language (if different from above)	_____	_____	
Marital Status	Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Widow(er) <input type="checkbox"/> Co-habiting <input type="checkbox"/>	Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Widow(er) <input type="checkbox"/> Co-habiting <input type="checkbox"/>	

Do you have the right to work & reside in the UK? Yes  No  Yes  No

**Address***(Please provide addresses to cover 3 years of residency)*Same as App 1 

Current Address:

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Post Code

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Post Code

Time at address

From (MM/YY)

To (MM/YY)

From (MM/YY)

To (MM/YY)

Living Status

 Furnished Tenant  Unfurnished Tenant   
 Own Home  Living with family  Other 

 Furnished Tenant  Unfurnished Tenant  Own  
 Home  Living with family  Other 

Previous Address:

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Post Code

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Post Code

Time at address

From (MM/YY)

To (MM/YY)

From (MM/YY)

To (MM/YY)

Living Status

 Furnished Tenant  Unfurnished Tenant   
 Own Home  Living with family  Other 

 Furnished Tenant  Unfurnished Tenant  Own  
 Home  Living with family  Other 
*If you need to give additional address, please do so on additional sheet of paper.***Deposit Details**Who will be providing the deposit - Applicant 1  Applicant 2  Both Applicants  Other  Local Authority Bond *If other please provide details below*Name 

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Address 

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Post Code 

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Telephone number 

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 Email 

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**Current Landlord & Tenancy Details**Same as App 1 Landlord / Agent Name 

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Name 

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Address 

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Post Code

Post Code

Phone Number 

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Fax Number 

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e-mail address 

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Do you have to give notice? Yes  No Yes  No If 'yes' how long? 

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**Post Tenancy Contact Details****THIS SECTION MUST BE COMPLETED**

We appreciate you do not know where you are going to live after this tenancy. We recommended a relative or close friend that is unlikely to move in the near future - this is so we can return your deposit to you if you do not provide a forwarding address. IT IS A REQUIREMENT OF OUR DEPOSIT SCHEME PROVIDER THAT THIS INFORMATION IS INCLUDED ON YOUR TENANCY AGREEMENT.

Name 

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Address 

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Post Code

Phone Number

## Employment Details

Employment Type	Full time employed <input type="checkbox"/> Part time employed <input type="checkbox"/> <input type="checkbox"/> Temporary/Contract <input type="checkbox"/> Retired <input type="checkbox"/> Unemployed <input type="checkbox"/> Self-employed <input type="checkbox"/> Homemaker <input type="checkbox"/> Student <input type="checkbox"/> Other <input type="checkbox"/>	Full time employed <input type="checkbox"/> Part time employed <input type="checkbox"/> <input type="checkbox"/> Temporary/Contract <input type="checkbox"/> Retired <input type="checkbox"/> Unemployed <input type="checkbox"/> Self-employed <input type="checkbox"/> Homemaker <input type="checkbox"/> Student <input type="checkbox"/> Other <input type="checkbox"/>																								
Employment Status	Skilled <input type="checkbox"/> Semi skilled <input type="checkbox"/> Unskilled <input type="checkbox"/> Supervisor <input type="checkbox"/> Management <input type="checkbox"/> Director <input type="checkbox"/> Not applicable <input type="checkbox"/> Other <input type="checkbox"/>	Skilled <input type="checkbox"/> Semi skilled <input type="checkbox"/> Unskilled <input type="checkbox"/> Supervisor <input type="checkbox"/> Management <input type="checkbox"/> Director <input type="checkbox"/> Not applicable <input type="checkbox"/> Other <input type="checkbox"/>																								
Occupation/Job Title	_____																									
Annual Salary (before tax)	£ _____	£ _____																								
Any additional Income	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>																								
	<i>If yes please provide details below</i>	<i>If yes please provide details below</i>																								
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Child Tax Credit</td><td style="text-align: right;">£</td></tr> <tr><td>Working Tax Credits</td><td style="text-align: right;">£</td></tr> <tr><td>Child Benefit</td><td style="text-align: right;">£</td></tr> <tr><td>Maintenance</td><td style="text-align: right;">£</td></tr> <tr><td>Pension</td><td style="text-align: right;">£</td></tr> <tr><td>Other (Please specify)</td><td style="text-align: right;">£</td></tr> </table>	Child Tax Credit	£	Working Tax Credits	£	Child Benefit	£	Maintenance	£	Pension	£	Other (Please specify)	£	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Child Tax Credit</td><td style="text-align: right;">£</td></tr> <tr><td>Working Tax Credits</td><td style="text-align: right;">£</td></tr> <tr><td>Child Benefit</td><td style="text-align: right;">£</td></tr> <tr><td>Maintenance</td><td style="text-align: right;">£</td></tr> <tr><td>Pension</td><td style="text-align: right;">£</td></tr> <tr><td>Other (Please specify)</td><td style="text-align: right;">£</td></tr> </table>	Child Tax Credit	£	Working Tax Credits	£	Child Benefit	£	Maintenance	£	Pension	£	Other (Please specify)	£
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Pension	£																									
Other (Please specify)	£																									
Amount of Additional	£ _____	£ _____																								

Please provide last 3 months pay slips and proof of any additional income (Bank Statement Showing payments received will be adequate)

## Employers Details Please fill in as fully as possible to speed up the referencing process

Is your job likely to change shortly?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
<i>If yes please provide details of your future employer</i>	_____	
Start Date	Month _____ Year _____	Month _____ Year _____
Employer	_____	
Contact Name	_____	
Address	_____	
	_____	
	Post Code _____	
Phone Number	_____	
Fax Number	_____	

## Contact's Email address

Company Name	_____
Contact Name	_____
Address	_____
	_____
	Post Code _____
Email address	_____
Phone Number	_____

## Bank Details

Name of Bank \_\_\_\_\_

Sort Code   -   -     -   -

Account Number \_\_\_\_\_

Account Name \_\_\_\_\_

Time with Bank                      Years \_\_\_\_\_ Months \_\_\_\_\_                      Years \_\_\_\_\_ Months \_\_\_\_\_

Do You have any savings? Yes  No  *If 'yes' please provide proof*                      Yes  No  *If 'yes' please provide proof*

Cards, loans or H/P agreements? Yes  No                       Yes  No

Total Outstanding Balances                      £ \_\_\_\_\_                      £ \_\_\_\_\_

Total Monthly Payment                      £ \_\_\_\_\_                      £ \_\_\_\_\_

How many months remaining on longest? \_\_\_\_\_ months                      \_\_\_\_\_ months

*If answer to any of these questions is 'yes' please provide details*

Will/do any tenants have pets? Yes  No

Do any of applicants smoke? Yes  No

Have you any CCJs or bankruptcies? Yes  No

*We require this information to include 'allowable residents' on the tenancy agreement.*

		Age	UK Citizen	If 'no' please state nationality
Full Name _____	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Full _____	_____
Name _____	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Full _____	_____
Name _____	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Full _____	_____
Name _____	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Full _____	_____
Name _____	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Full _____	_____
Name _____	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Full _____	_____
Name _____	<input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>	Full _____	_____

If any additional residents will reside at the property please provide details on a separate sheet of paper.

I/we hereby confirm that the information provided by me/us is, to the best of my/our knowledge, true and I/we have no objections to the information being verified by whatever means deemed necessary. I/we understand that the results of the findings will be forwarded to an appointed credit referencing agency and to the appointed agent and/or the landlord and may be accessed again should I/we apply for a tenancy agreement in the future. I/we agree that 'The Lettings Centre' or their agents, may search the files of a credit reference agency which will keep a record of that search. I/We also understand that no details of the search will be given to me/us by the letting agent, but that I/we may request the name and address of the credit reference agency to whom I/we may apply for a copy of any information provided. I/we also confirm that, in the event of my/our defaulting on the rental agreement, any such default may be recorded with the credit reference agency and may affect any future application for credit I/we make. I/We hereby authorise the above named bank or building society to respond to status enquiries made in respect of this application. I/we hereby acknowledge that the information, provided above, will be used to assess an application for tenancy. I/We agree to the information provided being stored on computer. I/we confirm that we are in a position to proceed with the tenancy should this application prove successful. I/we authorise my employer and/or accountant to verify my/our income and character as a trustworthy person to 'The Lettings Centre' or their agent 'Safety Let'. *We can provide your details to specialist contents insurers for people in rented accommodation. If you wish to be contacted please tick here*

Signed Applicant 1 \_\_\_\_\_ Date \_\_\_\_\_

Signed Applicant 2

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Date

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**Application Form & Fee**

Application Received	<input type="text"/>	
	Date - <input type="text"/>	
Fee Paid	£ <input type="text"/>	£ <input type="text"/>
	Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Credit Card <input type="checkbox"/>	Cash <input type="checkbox"/> Cheque <input type="checkbox"/> Credit Card <input type="checkbox"/>
Total for application	£ <input type="text"/>	
Received by	<input type="text"/>	

**Proof of ID & Address**

Proof of Address Type	<input type="text"/>	<input type="text"/>
Number	<input type="text"/>	<input type="text"/>

ID Type	Passport/ID card <input type="checkbox"/> Drivers Licence <input type="checkbox"/> Other <input type="checkbox"/>	Passport/ID card <input type="checkbox"/> Drivers Licence <input type="checkbox"/> Other <input type="checkbox"/>
Number	<input type="text"/>	<input type="text"/>
UK Citizen/Right to Reside proof received?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>
Home Office Confirmation required?	Yes <input type="checkbox"/> No <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/>

**Income & Affordability Checks**

Bank Statements Received	<input type="text"/>	<input type="text"/>
	Showing wages etc going in <input type="text"/>	<input type="text"/>
Pay Slips Received	<input type="text"/>	<input type="text"/>
Annual Income *	£ <input type="text"/>	Annual Income * £ <input type="text"/>
* add together gross income on last 3 months payslips, divide by 3 and multiply by 12 to give an average annual income		
Other Income Proof Received	<input type="text"/>	<input type="text"/>
Details		
Total additional Income	£ <input type="text"/>	£ <input type="text"/>
Total proved Income	£ <input type="text"/>	£ <input type="text"/>
<b>Total Income from all applicants</b>	£ <input type="text"/>	
Minimum for affordability	£ <input type="text"/>	
Is income sufficient?	Yes <input type="checkbox"/> No <input type="checkbox"/>	
Signed Off by BP or MT		



## **What Happens Once We Receive Your Application Form**

**Several things will happen before we formally offer you the tenancy – do not make any definite plans to move until we do.**

1. Return your completed application form, non-refundable referencing fee of £150 per adult and requested documentation to us as soon as you can. We will not take the property off the market until this has been received and a credit check completed. If you require a Guarantor we need a fee of £60 and for them to complete a Guarantors application form.
2. We will carry out our referencing checks including a Credit Check and contacting your employers and current Landlords (if applicable). If there is a problem with any of these we may ask you to provide a Guarantor.
3. Once we have completed all the checks we will either confirm that you will be offered the tenancy, or give you an explanation as to why we can't.
4. If your application is successful, we will confirm a move in date with you and send you the documents via email to read through. If you have any questions please contact us.
5. On or before the day you move in you will come to the office with all named tenants on the tenancy agreement (and guarantor if required), and sign the contracts, pay the first months rent and deposit and the Tenancy Agreement Fee of £75+VAT. (Deposit and rent must be in cleared funds. If you are paying by Debit card or cheque it will need to be paid 4 working days prior to move-in to allow time for it to clear into our account). We will then give you the keys!