

Individual Tenancy Application

A separate application is required for each adult resident – to avoid delays give full details - this form **MUST** be completed prior to carrying out credit searches – TenantVERIFY.co.uk

Prospective Tenant Details:

Title: Mr Mrs Ms Dr Revd:

Last Name:

First Name:

Middle Name/s:

Any Previous Name/s in Full:

Address:

Post Code:

Time spent at this address:

Years:

Months:

Tel: Home:

Work:

Mobile:

e-mail address:

Identification (Please supply N.I. number with driver's licence or passport, plus good photocopy showing your photo)

Date of Birth:

National Insurance Number:

Driver's Licence Number:

Passport Number:

Rent: For what proportion of the total rent will you be personally responsible (e.g. 100%) []
Do you intend to seek assistance to pay all or part of the rent (e.g. Housing Benefit)? Answer Yes or No []
If so, please attach full details.

Status: Single [] Married [] Divorced [] Widowed [] Living with Partner []
(tick box)

House owner [] Council Tenant [] Private Tenant [] Lodger []
Living with relatives or friends [] Employment Accommodation [] (tick box)

Answer clearly – write Yes or No?

Smoker?

Pets?

Individual Voluntary Arrangement?

County Court Judgements?

Court Decree?

Bankruptcy?

Evictions?

Administration Orders?

Debt Management Plans?

Are you disabled?

If you answered yes to any of these questions please attach full details.

Previous Addresses – full addresses for last **three years** including postcodes, dates, and reasons for moving – continue over if necessary...

Present Landlord [] or, Letting Agent [] Solicitor [] Estate Agent []
(tick a box)

Name:

Telephone:

Full Address:

Post Code:

Previous Landlord [] or, Letting Agent [] Solicitor [] Estate Agent []
(tick a box)

Name:

Telephone:

Full Address:

Post Code:

Bank or Building Society Details:		Bank Branch Name:	
Bank or Society Current A/c Name:		Bank Address:	
Account Number:		Post Code:	Sort Code:
Vehicle/s to be kept at the property (include cycles, motor cycles and caravans)			
Make:	Model:	Reg. No:	
Surety Guarantor / Character Referee (where applicable) Full Name: _____ Occupation: _____ Address: _____ Post Code: _____ Telephone: _____			
Next of Kin / Emergency Contact (not spouse or live-in partner) Full Name: _____ Occupation: _____ Address: _____ Post Code: _____ Telephone: _____			

I apply for a **Tenancy** at: (full description and address of property)

For a period of:

The rental amount is £ _____ per: _____ payable by Cash / Cheque
/ Standing Order (delete as appropriate)

I will be directly responsible for paying Council Tax, for opening accounts with service (utilities) providers and for paying directly for **all** services to the property, unless otherwise agreed.

I will pay one month's rent in advance plus a security deposit of £ _____ and an
administration fee of £ _____ (deposits/admin fees optional, cheques must cleared before entry)

Landlords' and Tenants' insurance: www.LandlordZONE.co.uk/insurance.htm

I believe the information provided here to be true and authorise the landlord or agent to:

- carry out credit searches and reference checks and to contact employers, banks, referees, guarantors and credit reference agencies as appropriate.
- use the information obtained with third parties to assess credit ratings, make insurance decisions, for fraud prevention and tracing / debt collection.
- handle all information obtained in strictest confidence and in accordance with the principles of the Data Protection Act 1998.

I understand that I can request the details of any credit reference agencies used to verify with them information provided.

I understand that if I lodge a **holding deposit** I will be given a written receipt and details of any penalties, should I fail to commence the tenancy. Also, that any holding deposit will be credited as a portion of my security deposit or rent once the tenancy commences.

I understand that if I lodge a **security deposit** I will be given a written receipt and details of the Deposit Protection Scheme used.

I understand that if I default on my tenancy obligations this information may be released (per S35 DPA 1998) if required to authorised debt recovery agencies and could affect any future applications I make for tenancies, credit and insurance.

Completing this form does not commit the prospective tenant or landlord to a tenancy. A shared or single tenancy will not be created until **all** applicants have been qualified and have signed the tenancy agreement.

I can confirm that I have read the above and have raised any concerns with the landlord or agent. Prospective tenants should be aware that any false statement made could result in early termination of the tenancy under ground 17 of the Housing Act 1996.

Signature of Applicant: _____

Date: _____

Print full name in block capitals: _____

Landlords and Agents MUST by law keep secure (DPA 1998) a signed copy of this tenant's application form for future reference www.TenantVERIFY.co.uk It is your responsibility to verify the applicant's physical identity with sight of all relevant documents © LandlordZONE.co.uk 1999 - 2009 all rights reserved – use at your own risk - read the site Disclaimer Notice.