

## Comprehensive Application Form

Photographic Identification and 3 months payslips to be provided with this application form

In order for the application to be processed quickly, please complete in BLOCK CAPITALS and ensure the application is completed in full. All sections marked with \* are mandatory information.

### Property Details

Postcode* :	House number:
Flat number:	House name:
Street*:	District:
Town*:	County:

### Rental Details

Number of tenants moving into the property?:	
Share of rent per month*:£	Total rent per month*:£
Tenancy term (months)*:	Start Date*:

### Applicant Details

Title*: <input type="checkbox"/> Mr <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other	
First Name*:	Surname*:
Date of birth*:	Sex*: <input type="checkbox"/> Male <input type="checkbox"/> Female
No of dependants*:	Home Phone Number*:
Mobile Phone Number*:	Work Phone Number:
Email Address*:	
National Insurance Number:	
Marital Status*: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Widow(er)	
Any previous surnames:	
Do you have any adverse data, for example CCJ's, Voluntary arrangements, etc? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, Please provide details:	

### Affordability Details

Gross annual income\*: £ Any additional sources of income?\*: Yes ☐ No ☐

Amount of additional income per annum?\*: £

Please provide details of any additional income\*:

### Employer Details

Is your employment likely to change shortly?\*: Yes ☐ No ☐ If **Yes** please provide details of your future employer

Job Title: Start date\*: Month : Year :

Employers company name\*:

Employment Type\*: ☐ Full time employed ☐ Part time employed ☐ Temporary/Contract ☐ Unemployed  
☐ Self-Employed ☐ Retired ☐ Student ☐ Housewife/Home maker ☐ Payment in advance

Employment status\*: ☐ Junior ☐ Management ☐ Unskilled ☐ Supervisor ☐ Semi-skilled  
☐ Skilled ☐ Senior Management ☐ Other ☐ Not applicable

Payroll number:

Contact name\*: Contact job title:

Postcode: Building number:

Unit number: Building Name:

Street: District:

Town\*: County:

Daytime phone number\*: Mobile phone number:

Fax number\*: Email address\*:

Please ensure you provide either a fax number or email address.

Additional Information:

### Current Address — Please complete all address details where appropriate

Postcode\*: House number\*:

Flat number: House name\*:

Street\*: District:

Town\*: County:

Is this a Foreign address?\*: Yes ☐ No ☐

Time at address From\*: Month: Year: To: Month: Year:

Living status\*: ☐ Furnished Tenant ☐ Unfurnished Tenant ☐ Own home ☐ Living with parents ☐ Other

Please supply addresses to cover your last 3 years of residency

### Previous Address — Please complete all address details where appropriate

Postcode:		House number*:	
Flat number:		House name*:	
Street*:		District:	
Town*:		County:	
Is this a Foreign address?*      Yes <input type="checkbox"/> No <input type="checkbox"/>			
Time at address From*: Month:		Year:	
To: Month:		Year:	
Living status*: <input type="checkbox"/> Furnished Tenant <input type="checkbox"/> Unfurnished Tenant <input type="checkbox"/> Own home <input type="checkbox"/> Living with parents <input type="checkbox"/> Other			

### Landlord details or Previous landlord details

Landlord / Agent name*:		Contact name*:	
Postcode:		Building number:	
Unit number :		Building name:	
Street:		District:	
Town*:		County:	
Daytime phone number*:		Mobile phone number:	
Fax number:		Email address:	
Additional Information:			

### Bank Details

How many credit cards held?*:      Current account held?*:    Yes <input type="checkbox"/> No <input type="checkbox"/>	
If <b>Yes</b> please enter the details below	
Sort code*:	Name of bank*:
Account name*:	Account number:
Address*:	
Time with bank*: (years)_____ (months)_____	

### Additional Information

Will any of the tenants have pets?*	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will any of the tenants smoke?*	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will there be any children living at the property?*	Yes <input type="checkbox"/>	No <input type="checkbox"/>

### Name of Children

### Date of Birth


### Next of Kin

First Name:	Surname:	Relationship:
Postcode:	House/Flat Number/Name:	Street:
District:	Town:	County:
Home Phone:	Mobile Number:	Email Address:

### Guarantor Details

First Name:	Surname:	Relationship:
Postcode:	House/Flat Number/Name:	Street:
District:	Town:	County:
Home Phone:	Mobile Number:	Email Address:

### University Details

University:
Course:
Year:
Name of lecturer/ Tutor:

Please ensure that you have completed all fields indicated \* as failure to do this may result in a delay in producing your report.

## Consent

Please note that by signing this application form you are giving us authority to contact your employer, previous landlord and bank for a reference. If you do not wish us to contact any of these please let us know upon submission of the application

By **confirming your agreement to proceed** you are accepting that we may use your information in this way.

**Statement by prospective tenant**

*I confirm that the information I have given is correct, I agree to reference being requested from the referees stated. I understand the terms set out as above.*

*By signing this application I understand and acknowledge that my personal information will be used for the purposes of processing this application and should I be successful, it will be used for the purposes of rental and management concerns.*

**Signed:**

**Date:**

## Costs Upon Taking Tenancy of the Property

**Deposit:** £ \_\_\_\_\_

**Rent:** £ \_\_\_\_\_

*Dependent upon the landlords request a deposit equal to at least one month rent is required prior to the commencement of the tenancy as security for the performance of the tenants obligations and shall be repayable to the tenants only at the end of the tenancy and then without interest and after deduction there from of any sums required to compensate the landlord whether wholly or in part for any breach of obligation on the tenants part.*

N.B the dilapidation deposit will be held in our client account. If a tenant does not proceed with the tenancy a £50.00 arrangement fee along the cost of loss of rent/ advertising expenses will be deducted from the deposit

**PLEASE NOTE: The Landlord may require a credit reference check carried out on prospective tenants**