



Individual Tenancy Application

Block CAPITALS reduce errors

Fullest details avoid delays

1 Property Details (The Rental Property)

Address of Rental Property including post code

Description of Rental Property

Rent Paid

Monthly / Weekly

Rent Payment Method

Cash / Cheque / Standing Order

Tenancy Term (months)

Tenancy Starting Date dd/mm/yyyy

Type of Tenancy (e.g. Residential AST)

Proposed Number of Tenants

Total Rent per calendar month

£

Monthly Rent for this Applicant

£

Deposit Amount if Applicable

£

Administration Fee if Applicable

£

Responsibility for Council Tax & all Utilities Charges

2 – Identity Documents (Suggested optional documents to be seen by Landlord or Agent)

Passport seen - Number

Driver's Licence seen - Number

Utility Bills seen - from present address (must be less than 3 months old)

Bank / Building Society Statements seen – less than 3 months old

Other ID – Wage Slips, Tax Notifications, Council Tax Bills, Resident & Work Permits, Mortgage Statements, Birth Certificates etc

Download a full ID Certificate Form from the link below

3 Applicant Details

Title	First Name	Initials	Last name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Any Previous Names in Full

Date of Birth dd/mm/yyyy

Place/ Country of Birth

National Insurance Number

Present Address including post code

Time at this address?

Home Owner / Mortgage / Renting / Living with Relatives?

Single / Married?

Years	Months
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Telephone Number

Mobile Telephone Number

e-mail address

Smoker?

Pets?*

Debt Problems: IVA / Court Judgements (CCJ) / Bankruptcy*

Any previous Evictions?*

Are you Disabled?*

Do you intend to seek benefit assistance with rent payment?*

*Please provide full details – section 11

4 Present Landlord or Agent

Landlord or Agency name and address including post code

Telephone Number

Fax Number

e-mail address

5 Previous Address/s (up to 6 years)*

Previous Address 1 including post code*

Previous Address 2 including post code*

*Provide additional information in section 11 if necessary

6 Employment / Occupation - Referee

Name and Address of Employer Organisation including post code

Date Started dd/mm/yyyy

Present Position / Job Title

Employer Referee, Name and Position

Telephone Number

Fax Number

e-mail address

7 Accountant or Lawyer - Referee – when Self Employed

Name and Address of accountant or lawyer including post code

Telephone Number

Fax Number

e-mail address

8 – Character Referee – Professional person – not a relative – known for 3 years

Name, Address and Occupation of character referee including post code (when retired include previous occupation)

Telephone Number

Fax Number

email address

9 – Guarantor (if applicable) – must be house owner*

Name and Address of guarantor including post code

Occupation (when retired include previous occupation)

Employed/Self-Employed/Independent Means

Telephone Number

Fax Number

e-mail address

*We will contact the guarantor to obtain references and consent where appropriate – separate credit checks may be necessary

10 – Your Bank or Building Society

Bank or Building Society Account Name

Account Number

Sort Code

Bank or Building Society Name and Address including post code

11 – Additional Information – relevant information in support of your application

12 – General Guidance

The details supplied here will be checked using recognised credit reference agencies for tenancy selection purposes. This process will in no way affect a prospective tenant's record or ability to obtain credit in future and all information obtained will be kept secure and confidential in accordance with the UK Data Protection Act and international privacy laws.

Tenants can request details of any credit reference agencies used to verify their information and can on request to these agencies obtain copies of their own credit records.

Any deposit monies taken by the landlord or agent must now be protected (Housing Act 2004) and the tenant notified about details of the scheme within 14 days.

Tenants should be aware that defaulting on their tenancy obligations could mean that information is released (per s35 DPA 1998) if required by the courts or debt recovery agents and could affect any future applications for tenancies, finance or insurance.

Landlords and Agents MUST by law keep a copy of this form in accordance with the principles of the Data Protection Act as evidence that the tenant has authorised these checks.

www.TenantVERIFY.co.uk Tel: 0845 260 4421 Fax: 0161 241 0563 e-mail contact@tenantverify.co.uk
New Media House, 2 Moor Way, Lancashire BL8 4LF - Registered Data Controller No: Z1213790

13 – Declaration and Authorisation

I apply for a tenancy as set out in this 5 page application. I confirm that the information I have provided is true and accurate, and I authorise TenantVERIFY to carry out credit checks and referencing by contacting the agencies, organisations and individuals concerned. Completing this application does not commit landlord or tenant to a tenancy. I confirm that I have raised any concerns I have with the landlord or agent and I understand that tenancies obtained with false information can be terminated.

Your Signature

Print Your Name

Date