



Individual Tenancy Application

Block CAPITALS will reduce errors

Use Black Ink or Type for faxing

Giving full details will avoid delays

1 – Landlord / Agent Details – please return completed form to:

Landlord / Agent's Name & Address with Post Code

Telephone Number

Mobile Number

Office Number

Fax Number

E-mail Address

Date of issue dd/mm/yyyy

2 Property Details (The Rental Property)

Address of Rental Property including Post Code

Description (type) of Rental Property

Rent Payment Period

Weekly/Monthly etc

Rent Payment Method

Cash / Cheque / Standing Order

Tenancy Initial Term (months)

Proposed Tenancy Start Date dd/mm/yyyy

Tenancy Type (e.g. Assured Shorthold)

Proposed Number of Tenants

Total Rent per calendar month (PCM)

£

Rent for this Applicant (PCM)

£

Deposit Amount if Applicable

£

Administration Fee if Applicable

£

Who is Responsible for Council Tax, Utilities and other Charges?

More Details if Necessary:

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

Passport with next of kin details seen - Number

or

Driver's Licence seen - Number

Utility Bills seen – from present address (less than 3 months old)

Passport type photo or good photocopy provided

You can Download a full ID Certificate Form and other Forms and Tenancy Notices from the link below

4 Applicant (Tenant) Details

Title

First Name

Initials

Last Name

Any Previous Names in Full

Gross Annual Income

Date of Birth dd/mm/yyyy

Place / Country of Birth

National Insurance Number (or equivalent)

Present Address including Post Code

Time at this address?

Status: Home Owner-Mortgage / Renting / Living with Relatives?

Single / Married etc?

Years Months

Home Telephone Number

Mobile Number

Work Telephone Number

Fax Number

E-mail address

Smoker?

Pets?*

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

Yes/No

Yes/No

Yes/No

Any previous Evictions?*

Are you Disabled?*

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

Yes/No

Yes/No

Yes/No

*Please provide full details – section 13

5 Additional Residents (sharers) on this tenancy

Full Names of all additional residents	Share of Rent?	Relationship to applicant	Age (under 18s)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please provide these details for other residents - smokers/pets/debt problems/evictions/disabilities - section 13

6 Present Landlord or Agent

Landlord or Agency name and address including Post Code

Telephone Number

Mobile Number

Office Number

Fax Number

E-mail address

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

Previous Address 1 with Post Code – include the date you left this address*

Previous Address 2 with Post Code - include the date you left this address*

Previous Address 2 with Post Code - include the date you left this address*

*Provide additional information in section 13 if necessary

8 Employed - Employer as Referee

Name and Address of Employer Organisation including Post Code

Date Started dd/mm/yyyy Present Position / Job Title / Employee No Employer Referee, Name and Position

<input type="text"/>	<input type="text"/>	<input type="text"/>	
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Referee Telephone Number Mobile Number Office Number Fax Number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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E-mail address

9 Self-Employed - Accountant or Lawyer as Referee

Name and Address of accountant or lawyer including Post Code

Telephone Number Mobile Number Office Number Fax Number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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E-mail Address

10 – Character Referee (Optional) – 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 Mobile Number Office Number Fax Number

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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E-mail Address

11 – Guarantor (if applicable)*

Name and Address of Guarantor including Post Code

Occupation (when retired include previous occupation)

Employed/Self-Employed/Retired

Telephone Number

Mobile Number

Office Number

Fax Number

E-mail address

*Separate credit checks and referencing will normally be required for Guarantors

12 – Your Bank or Building Society

Bank or Building Society Name and Address including Post Code

Account Name

Account Number

Sort Code

13 – Additional Information as required for this applicant – add continuation sheet if necessary

Giving full details will avoid delays

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14 – General Guidance

Tenants: 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 obtain copies of their own credit records by application to the main credit reference agencies.

To avoid delays tenants should provide full contact details and get prior consent from referees and guarantors (if applicable) – **at least 2 referees will be required** for Comprehensive Checks.

Tenants should be aware that defaulting on their tenancy obligations could mean that information is sought or released (per s35 DPA 1998), including Housing Benefit enquiries, if required by the courts or those authorised and could affect any future applications for tenancies, finance or insurance.

Landlords / Agents: Guarantors should be checked and referenced separately and landlords/agents should ensure that guarantors have seen and approved the tenancy agreement and signed a guarantor agreement prior to the tenancy.

Any deposit monies taken by the landlord or agent must be protected (Housing Act 2004) and the tenant must be notified by a (Tenancy Deposit Scheme) statutory notice within 14 days.

Landlords and Agents MUST keep and securely store a signed copy of this form in accordance with the principles of the Data Protection Act 1998 as evidence that the tenant has authorised credit checks.

By submitting an application Landlords / Agents accept the <http://www.tenantverify.co.uk/disclaimer.htm> terms and conditions.

Security: TenantVERIFY® is registered under the Data Protection Act 1998 - Registration Number Z1213790. TenantVERIFY® is a SafeBuy Member - Web Code of Practice. TenantVERIFY® uses COMODO Secure Socket Layer (SSL) Authentication. TenantVERIFY® uses NetBanx Secure Payment systems.

15 – Declaration and Authorisation

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

Your Signature

Print Your Name

Date