



Tenant Application & Reference Form

This form does not constitute a tenancy agreement and commits neither party to any form of tenancy contract or obligation. Once a tenant is accepted a separate tenancy agreement must be signed.

Section 1.

Property & Tenant Details	
Property number / name:	
Street:	
District:	Post code:
How do you propose to pay your rent? Housing Benefit <input type="checkbox"/> Own means <input type="checkbox"/>	
Rental Amount:	Proposed tenancy start date:
Number of people sharing:	Tenancy lengths:

Section 2.

Prospective Tenant Details, first applicant	
Title:	Marital status:
First name:	NI number:
Surname:	Passport number:
Other names:	Driving licence number:
Previous names:	
Date of Birth:	Living status (renting, with parents, etc):
Current address details	Time at address: years months
House number / name:	Evening Tel No:
Street:	Day Tel No:
District:	Mobile Tel No:
Town:	Email address:
Post code:	

If applying for a joint tenancy, second applicant details

Title:	Marital status:
First name:	NI number:
Surname:	Passport number:
Other names:	Driving licence number:
Previous names:	
Date of Birth:	Living status (renting, with parents, etc):
Current address details	Time at address: years months
House number / name:	Evening Tel No:
Street:	Day Tel No:
District:	Mobile Tel No:
Town:	Email address:
Post code:	

Section 3.**Prospective Tenant Employment Details - first applicant**

Employment status: Full time / Part time / Temporary / Other:	
Employers name:	Occupation:
Street:	Employers Tel No:
District:	Managers name:
Town:	Start date:
Post code:	Gross annual salary:

Prospective Tenant Employment Details - second applicant

Employment status: Full time / Part time / Temporary / Other:	
Employers name:	Occupation:
Street:	Employers Tel No:
District:	Managers name:
Town:	Start date:
Post code:	Gross annual salary:

Section 4.

Please provide details of your residence within the past 3 years

Reason for moving from current address:	
Name of current landlord / agent:	
Address and telephone number:	
If less than 1 year at current address, previous address (including post code) :	Time at address: _____ Years _____ Months
Reason for moving from previous address:	
Name of previous landlord:	
Address and telephone number:	
Other address' within the past 3 years	Time at address: _____ Years _____ Months
Any defaults or County Court Judgments? Give details:	
Any criminal convictions, defaults or other court orders? Give details:	
Do you have any pets? YES/NO If yes, please state:	
Are you a smoker? YES/NO	

Section 5.

Prospect Tenant Bank / Building Society Details	
Bank name:	Account holder:
Branch address:	Sort code:
	Account number:
	Time account held:

Section 6.

References (please provide details of two referees, one of which must know you on a professional basis)	
Name & address:	Name & address:
Contact Tel No:	Contact Tel No:
Relationship to you:	Relationship to you:
Occupation:	Occupation:

Section 7. In certain circumstances a Guarantor may be required, all guarantors must be employed / self employed or have an additional source of income.

Guarantor Details	
Title:	Employer:
First name:	Employers address & Tel:
Surname:	
Other names:	
Previous names:	NI number:
Date of Birth:	Gross annual salary:
Current address details	Residential status (home owner, renting, council tenant, etc):
House number / name:	
Street:	Time at address: years months
District:	Contact Tel No:
Town:	
Post code:	

Declaration

I hereby certify that I believe the information given is true and accurate and hereby give permission for the landlord or his agents to use the above information for the following purpose:

- Performing a credit search via a third party agency.
- Contacting my current and previous employers, referees, and guarantors to confirm the details provided.
- Fraud prevention, credit assessment and insurance decisions.

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

I understand that if I default on my tenancy obligations, this information may be released to authorised debt recovery agencies and could effect any future applications I make for tenancies, credit and insurance.

I understand that providing false information may lead to early termination of any subsequent tenancy agreement.

I confirm that I am over 18 years of age.

Signature of Tenant(s)

(First applicant)

Date: _____.

(Second applicant)

Date: _____.