

# Tenancy Application

PLEASE COMPLETE USING BLOCK CAPITALS THROUGHOUT



Date of issue

## 01 Prospective Landlord's Details

Landlord's full name: *Mr/Mrs/Miss/Ms*

Telephone:

Email:

## 02 Applicant's Personal Details

Full name: *Mr/Mrs/Miss/Ms*

Date of birth:

Place of birth:

National Insurance Number:

Daytime no.:

Mobile no.:

Email:

Have you ever been known by any other name?  
*If yes, please provide details and dates.*

## 03 Bank Details

Name of bank (*or building society*):

Account number:

Sort code:

Address of branch:

Please attach copies of bank statements from the last six months either in your email or via post

## 04 Addresses

Please supply your address(es) during the last three years, starting with your current address.

| Lived there from / to | Address including postcode <i>(must be provided)</i> | Landlord's name, tel. /email |
|-----------------------|--|------------------------------|
|                       |  |                              |
|                       |  |                              |
|                       |  |                              |

## 05 Contacts

Next of kin *(or person to be contacted in the event of an emergency)*

Name:

Relationship:

Address:

Daytime No.:

Mobile No.:

Doctor's name and address:

Doctor's daytime no.:

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## 06 Car and Identification details

*For use if a property comes with a designated parking space*

Car make:

Car registration number:

Driving licence no.:

Please attach another form of identification in an email or via post if you do not hold a driving license:  
*(e.g. photocopy of passport or old utility bills etc)*

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## 07 Employment

Name and address of your current employer (or last job you had):

Name and contact details of your work supervisor:

Telephone:

Email:

Your job title:

Dates of employment:

From

To

Present salary:

£

Are your employment circumstances likely to change in the period of the tenancy / the next year (whichever is shorter)?

If so, how?

08

## Housing Benefit (HB) / Local Housing Allowance (LHA)

Are you claiming HB/LHA?  Yes  No

If yes, please provide date of last claim:

Local Authority:

If no, but you do intend to, what forms of identification verification do you intend to provide:

## 09 Other

Do you have any pets?  Yes  No

If yes, please detail

Do any of the proposed occupants smoke  Yes  No

## 10 Applicant's Consent

I hereby expressly consent to my personal details including any forwarding address at the termination of any tenancy being passed to the landlord and/or to the utility company and/or to the local authority. I understand that other than for reasons outlined above, all information will be treated as confidential.

10 I am applying for a tenancy on the basis that the property or accommodation will be my main or only home.

10.1 I give permission for enquiries to be made based on the information I have provided to establish my status.

10.2 I also certify that I do not:

- Have any County Court Judgements against me
- Owe money to any Housing Benefit Department or any Local Authority
- Owe monies or dilapidation monies to any previous Landlord
- Have substance or alcohol abuse problems.

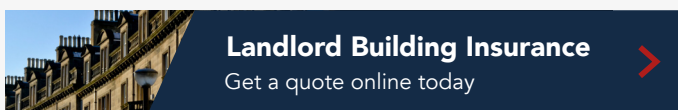
Signature

Date

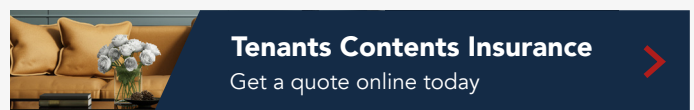
IF YOU KNOWINGLY SUPPLY FALSE INFORMATION IT MAY BE USED BY THE LANDLORD TO SEEK POSSESSION OF THE PROPERTY UNDER GROUND 17 OF SECTION 8 OF THE HOUSING ACT 1988 (AS AMENDED BY SECTION 102 OF THE HOUSING ACT 1996).

The information on this form is for the sole use of the landlord only for the purposes of letting. No information contained therein will be divulged to any third party, unless the Tenant defaults.

Note that under the 2018 GDPR rules the landlord declares they have both legitimate and legal interest to request this information. They further declare that the data will be held securely for no longer than is necessary. This data may be held on a computer.



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