

# Tenancy Application Form

Date:            /            /

Credit check: Rent4Sure Full Reference  
Fields marked with an asterisk (\*) are mandatory

## 1 | LANDLORD/AGENT DETAILS – please return completed form to:

Name: \*  Address: \*   
Telephone Number: \*

## 2 | PROPERTY DETAILS (the rental property)

House Number/Name: \*  Street, Area: \*   
Town: \*  Postcode: \*   
Tenancy period in months: \*  Tenancy start date: \*   
Rent: \*  Monthly    Weekly    Other:   
Payment method: \*  Bond amount: \*  Admin fee:   
Who is responsible for council tax, utilities and other charges?

## 3 | PRIMARY TENANT PERSONAL DETAILS

Title:  Full Name: \*   
Any Previous Names:  Date of Birth: \*   
Place / Country of Birth:  NI Number:   
Telephone number: \*  Mobile number: \*   
Email: \*  Marital status:   
Number of dependents under the age of 18: \*  Do you smoke?: \*    Yes     No   
Do you have any pets?: \*    Yes     No  If yes, what type?

Debt Problems: IVA / County Court Judgements (CCJ) / Bankruptcy in the past ten years? \*    Yes     No

If yes, please give the following details:

How many?: \*  Amount: \* £  Date: \*    Claimant: \*

Have you been evicted in the past three years?    Yes     No

More details on any of the above:

#### 4 | CURRENT ADDRESS

House Number/Name: \*  Street, Area: \*   
Town: \*  County:  Postcode: \*   
Time at this address:  Years  Months

#### Residence details

Residence type: \*  Owner  Mortgage   
 Tenant  Living with parents  Living with friend

#### If Residence Type is Tenant

Name of Current Landlord/Agent: \*   
Address: \*   
Town: \*  Postcode: \*   
Contact Name: \*  Telephone Number: \*   
Mobile Number: \*  E-Mail Address: \*

#### 5 | PREVIOUS ADDRESS/S (up to 6 years)\*

##### Previous address 1

House Number/Name: \*  Street, Area: \*   
Town: \*  Postcode: \*   
Date you left this address: \*

##### Previous address 2

House Number/Name: \*  Street, Area: \*   
Town: \*  County:  Postcode: \*   
Date you left this address: \*

##### Previous address 3

House Number/Name: \*  Street, Area: \*   
Town: \*  Postcode: \*   
Date you left this address: \*

If you have had more residences within the past six years, please provide us with details of previous residence in the space provided under section 12 (page 4)

#### 6 | ADDITIONAL RESIDENTS (sharers on this tenancy)\*

Full name	Share of rent	Relationship to applicant	Age (if under 18)
<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"/>

Are any of these residents smokers? Do they have pets? Previous debt problems? Evictions? Please provide us with details in the space provided under section 12 (page 4)

## 7 | EMPLOYMENT STATUS \*

### If Unemployed

Benefits received: *	<input type="text"/>	Annual amount: £	<input type="text"/>
Pensions received:	<input type="text"/>	Annual amount: * £	<input type="text"/>

### If Student

Name of University: \*

### If Retired

Gross annual income from all sources: \*

### If on Housing Benefit

Name of Local Authority: \*

Has housing benefit been granted: \* Yes  No

If yes, amount monthly:

If no, when will it be granted?:

Who is the benefit paid directly to, Tenant or Agent?:

### Employment:

Employed  Self-employed

Name of Employer/Accountant: \*

Address: \*

Town: \*  Postcode: \*

Contact Name: \*  Telephone Number: \*

Mobile Number: \*  E-Mail Address: \*

Position / Business Type:

Gross salary/Gross profit per annum: \*

Time with employer / Time self-employed: \*  Years  Months

If employment period is less than 1 year, please provide us with details of previous employment in the space provided under section 12 (page 4)

## 8 | BANK DETAILS (optional)

Bank Name:

Address:

Name of Account:

Account #:  Sort Code:  Time with bank:  Years  Months

## 9 | IDENTIFICATION DETAILS

Passport or Driving License Number: \*

## 10 | CHARACTER REFERENCE (optional) – professional person – not a relative – known for 3 years

Full name:	<input type="text"/>		
Address:	<input type="text"/>		
Town:	<input type="text"/>	Postcode:	<input type="text"/>
E-Mail Address:	<input type="text"/>	Telephone Number:	<input type="text"/>
Mobile Number:	<input type="text"/>	Occupation: *	<input type="text"/>

## 11 | NEXT OF KIN

Full name: *	<input type="text"/>		
Address: *	<input type="text"/>		
Town: *	<input type="text"/>	Postcode: *	<input type="text"/>
Telephone:	<input type="text"/>	Mobile: *	<input type="text"/>
E-mail:	<input type="text"/>		

## 12 | ADDITIONAL EMPLOYMENT / ADDRESS / TENANTS INFORMATION

## 13 | INFORMATION

The details supplied here will be checked using recognised reference agencies for tenancy selection purposes. This process will in no way affect your credit record or your ability to obtain credit in future. All information obtained will be kept secure and confidential in accordance with the UK Data Protection Act and international privacy laws. Preston Property Stop is a registered member of the Information Commissioners Office with registration number ZA128102.

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

You should be aware that defaulting on your 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.

Tenant Shop Limited acts on our behalf to notify the local council, water supplier(s) and energy provider(s) in line with your tenancy start date and secondly to supply notifications to the local council, water supplier(s) and energy providers(s) from the date that you vacate the property.

Tenant Shop limited will only use your information for the purpose of council and utility registration, closing of council and utility accounts and Energy/Media comparisons upon your arrival.

Call Centre comparisons are completely optional for you (the tenant) and you can opt out at any time.

Tenant Shop Limited is fully compliant with the data protection act 1998 and a registered member of the Information Commissioners Office with registration number Z305733X.

## 14 | AUTHORISATION

I apply for a tenancy as per this application. I confirm that the information provided is true and accurate and I authorise Preston Property Stop 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 Preston Property Stop and I understand that tenancies with false information can be terminated.

Applicant Signature:..... Applicant Name:..... Date:.....