



TENANT APPLICATION FORM 2018

Please note: A copy of this form must be completed by each proposed tenant over 18 years of age, and by any guarantor. This information is for record keeping and database only and will be used to assist us with your accommodation needs. With your permission, it may be used to gain references once you have applied for a tenancy. Thank you for your co-operation.

Surname (Mr/Mrs/Ms):	First Names:	D.O.B
Home/Mob Tel:	Work Tel:	NI Number:
Email Address:		

Present Address:				
Home Owner/Tenant/ Other:	Commenced/Expires		Rent/Mortgage £	
How is rent paid - please circle	Self	DSS	Weekly	Monthly
	Both			
Reason for Leaving?				
Landlord/Agent: If Applicable		Name:		Tel:
Email Address for landlord:				
If less than 3 years at the above address:				
Previous Address:				
				Postcode:
Owner/tenant/other (specify):			How long lived there:	
Reason to leave?				
Landlord/Agent: If Rented		Name:		
Address:				
Postcode:		Tel:	Fax:	
Email Address for landlord:				



Current Employer / Education	Name:	
Address:		
Postcode:	Tel:	Fax:
Position held:	Annual Salary:	
Date commenced:	Contact: Name:	Position:

Email Address for Employer :

Accountant if self-employed:	Name:	
Address:		
Postcode:	Tel:	Fax:

Your Bank:		
Branch Address:		
Sort Code: - -	A/c name:	A/c no:

Next of Kin: (Someone to contact in an emergency, not on the tenancy)	Name:	
Address:		
Postcode:	Tel:	Email:
Mobile:	Relationship:	Time known:
Email Address:		

General:	
Do you smoke?	Yes / No
Do you have any pets?	Yes / No
Will you be working / studying away during the tenancy?	Yes / No
Will any children be living at the property?	Yes / No
Do you have a criminal record?	Yes / No
Have you ever had any County Court Judgements against yourself?	Yes / No
Have you ever been evicted from or asked to leave a property you were renting for any reason?	Yes/ No



Declaration:

I declare that the information I have provided on this form is true and correct, and hereby authorise you to verify the details given and to seek future references if required, including employer's reference, banker's reference and a credit check. I understand that this does not represent any offer or contract of any nature. I further understand that if you decline to offer me any future tenancy no explanation will be given.

Signed by Tenant:

Date:

Additional information may be included here:

Please ensure the following documents are brought into the Urban office to assist with your application:

- 3 x Current Monthly Wage slips or 8 if weekly paid.
- 3 x Current Bank Statements
- Photographic ID ie: Driving License or Passport.
- Proof of Address
- Any other relevant documents to help support your application.

Thank You