

Tenancy Application Form



Please complete in black ink and block capitals

1. PERSONAL DETAILS

Title: Forename: Middle Name(s): Surname:

Date of Birth: NI Number: (or overseas equivalent) Gross annual salary/income:

Daytime contact number: Mobile telephone number: Marital status: (e.g. single/married)

Email address:

Current address:

Previous address (if less than 3 years at current)

Postcode:

Time at address: Years months

Time at address: Years months

Status at **current** address: (please tick one)

owner with mortgage, Please give lenders name:

owner with no mortgage

tenant (please provide further details on page 2)

living with family

living with friends

other, please specify:

Next of Kin Name & Address:
This should not be a joint tenant and should not be the property address

Next of Kin telephone:

Relationship to tenant:

2. OTHER OCCUPIERS

Do you intend to have pets at the property? No Yes

If yes, specify animal, breed, age, name:

Children/Dependants living at the property:

Number:

Ages of Children/Dependants:

Do any of the proposed occupants smoke?

No Yes

3. EMPLOYMENT/OCCUPATION DETAILS

If in current employment for less than 3 months please provide details of your previous employer in the additional information section.

Employed Self-employed Unemployed Retired Other – please specify

Occupation:

Employer/Accountants name:

Length of employment:

Employers/Accountants Address:

Payroll Number:

Contact Name/Department

Contact position:

Contact telephone number:

Contact email address

Please ensure contact name/department is able to confirm salary/income details and put them on notice to receive a reference request.

4. CURRENT LANDLORD/LETTING AGENT DETAILS (if you are currently in rented accommodation)

Landlord/Agency name:

Contact number:

Email address:

Address of Landlord/Agent:

Current rent amount:

5. BANK DETAILS (not compulsory for guarantors)

Account holder name:

Contact number:

Sort Code:

6. EXISTING FINANCIAL COMMITMENTS (not compulsory for guarantors)

Do you have any loans or overdrafts? If yes, please state below:

Lender Amount Monthly Repayment Expiry Date

Lender	Amount	Monthly Repayment	Expiry Date

Have you any credit cards or store cards? If yes, state below:

Card Company Credit Limit Balance Owing

Card Company	Credit Limit	Balance Owing

7. RIGHT TO RENT

From 1st February 2016, landlords and letting agents in England are required to check the immigration status of all adult tenants before the start of a new tenancy to determine whether they have the right to live in the UK legally. To comply with this legislation you will need to present an original identification document to the landlord or letting agent and they will retain a copy.

Your Full Name:

Nationality:

Please answer one of the following sections:

I have a permanent right to live in the UK

You will need to provide an original document from the list below. Please **tick one box** indicating which document you have:

- A passport (current or expired) showing that you are a British citizen or a citizen of the UK and colonies having the right of abode in the UK
- A passport or national identity card (current or expired) showing that you are a national of the EEA or Switzerland
- A valid Biometric Residence Permit issued by Home Office indicating that you are allowed to stay indefinitely in the UK
- A registration Certificate or document (current or expired) certifying permanent residence issued by the Home Office, to a national of an EU country or Switzerland
- A certificate of registration or naturalisation as a British citizen
- A passport (current or expired) endorsed to show that you are exempt from immigration control, are allowed to stay indefinitely in the UK, have the right of abode in the UK, or have no limit on your stay in the UK
- A valid immigration status document issued by the Home Office with an endorsement indicating that you are permitted to stay indefinitely in the UK or have no time limit on your stay in the UK
- A permanent Residence Card, indefinite leave to remain, indefinite leave to enter or no time limit card issued by the Home Office, to a non-EEA national, the family member of a national of a EU country, EEA country or Switzerland
- I do not have any of the above documents

I am allowed to live in the UK for a limited time

You will need to provide an original document from the list below. Please **tick one box** indicating which document you have:

- A current passport endorsed to show that you are allowed to stay in the UK for a time limited period
- A current Biometric Residence Permit issued by the Home Office, which indicates that you can currently stay in the UK for a time limited period
- A valid Immigration Status Document issued by the Home Office with a valid endorsement indicating that you may stay in the UK for a time limited period
- A Residence Card or a Derivative Residence Card issued by the Home Office to a non-EEA national who is either a family member of a national of an EU country, EEA country or Switzerland or has a derived of residence in the UK under EU law for a time limited period
- I do not have any of the above documents

Document Expiry Date:

(This is the date that your right to stay in the UK expires)

Do you have an ongoing immigration application or appeal to the Home Office?

- Yes No

If yes, please provide your Home Office reference number:

8. ADDITIONAL INFORMATION

Please provide any additional information that may be useful in the processing of your application:

Have you, your spouse or any other party to this application been insolvent, bankrupt, made arrangements with creditors or been involved in any criminal or civil court proceedings in the last 6 years? If yes, please provide details above.

Yes

No

9. CONSENT DECLARATION

Please read the declaration and sign and date below.

WE CANNOT PROCEED WITH THIS APPLICATION IF YOU DO NOT CONSENT TO THESE TERMS.

YOUR CONSENT

I confirm that the information supplied by me in this application is true and complete to the best of my knowledge and I give my consent to Newquay Property Centre to verify this information by whatever means deemed necessary. I consent to Newquay Property Centre searching information held by a credit reference agency and I understand that this search will be recorded and information relevant to this risk assessment will be passed to the managing agent or landlord of the property being applied for.

I agree that information supplied by me will be held in accordance with the Data Protection Act 1998 and understand that I have the right to request a copy of all information held about me subject to an administration fee.

THIRD PARTY REFEREES

As part of the referencing procedure we will apply to your refers for confirmation of details supplied on your application. By signing this document you give your consent for this information to be sent to us.

TO MY EMPLOYER/ACCOUNTANT:

I hereby authorise you to respond to any enquiry received from Newquay Property Centre and to provide to them confirmation of my salary/income and any other particulars of information they request in connection to this application.

TO MY CURRENT LANDLORD/LETTING AGENT:

I hereby authorise you to respond to any enquiry received from Newquay Property Centre and to provide to them details of how I have conducted my tenancy, including my payment history and condition of the property. I further confirm that I will be responsible for any reasonable charges raised by you in connection to the provision of this reference.

Signed:

Print Name:

Date: