

Individual Tenancy Application

A separate application is required for each adult resident – to avoid delays give full details - this form **MUST** be completed prior to carrying out credit searches – www.LandlordZONE.co.uk/verify.htm

Prospective Tenant Details:

Title: Mr Mrs Ms Dr Revd:

Last Name:

First Name:

Middle Name/s:

Any Previous Name/s in Full:

Address:

Post Code:

Time spent at this address:

Years:

Months:

Tel: Home:

Work:

Mobile:

e-mail address:

Identification (Please supply N.I. number with driver's licence or passport, plus photocopy showing your photo)

Date of Birth:

National Insurance Number:

Driver's Licence Number:

Passport Number:

Status: Single Married Divorced Widowed Living with Partner
(tick box)

House owner Council Tenant Private Tenant Lodger
Living with relatives or friends (tick box)

Answer clearly – write Yes or No ?

Smoker?

Pets?

County Court Judgements?

Court Decree?

Bankruptcy?

Evictions?

Criminal Convictions?

Administration Orders?

If yes to any of these, please give full details over...

Previous Addresses – full addresses for last **three years** including postcodes, dates, and reasons for moving – continue over if necessary...

Present Landlord [] or, Letting Agent [] Solicitor [] Estate Agent []
(tick a box)

Name:

Telephone:

Full Address:

Post Code:

Previous Landlord [] or, Letting Agent [] Solicitor [] Estate Agent []
(tick a box)

Name:

Telephone:

Full Address:

Post Code:

Bank or Building Society Details:		Bank Branch Name:	
Bank or Society Current A/c Name:		Bank Address:	
Account Number:		Post Code:	Sort Code:
Vehicle/s to be kept at the property (include cycles, motor cycles and caravans)			
Make:	Model:	Reg. No:	
Surety Guarantor / Referee (where applicable) Full Name: _____ Occupation: _____ Address: _____ Post Code: _____ Telephone: _____			
Next of Kin / Emergency Contact (not spouse or live-in partner) Full Name: _____ Occupation: _____ Address: _____ Post Code: _____ Telephone: _____			

I apply for a **Tenancy** at: (full description and address of property)

For a period of:

The rental amount is £ _____ per: _____ payable by
Cheque / Standing Order

I will be directly responsible for Council Tax, and for opening accounts with service providers and paying directly to them for **all** services to the property.

I will pay one month's rent in advance plus a security deposit of £ _____
and an administration fee of £ _____ (cheques must be cleared before entry)

Landlords' and Tenants' insurance: www.LandlordZONE.co.uk/insurance.htm

I believe the information provided here to be true and authorise the landlord or agent to:

- carry out credit searches and reference checks and to contact employers, banks, referees, guarantors and credit reference agencies.
- use the information obtained with third parties to assess credit ratings, make insurance decisions, for fraud prevention and tracing / debt collection.
- handle all information obtained in strictest confidence and in accordance with the principles of the Data Protection Act 1988.

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 affect any future applications I make for tenancies, credit and insurance.

Completing this form does not commit the prospective tenant or landlord to a tenancy. A shared or single tenancy will not be created until **all** applicants have been qualified and have signed the tenancy agreement.

I can confirm that I have read the above and have raised any concerns with the landlord or agent. Prospective tenants should be aware that any false statement made could result in early termination of the tenancy under ground 17 of the Housing Act 1996.

Signature of Applicant:

Date:

Print full name in block capitals:

Landlords and Agents - You MUST have and keep the tenant's signed application if applying for a credit search – go to www.LandlordZONE.co.uk/verify.htm © LandlordZONE.co.uk 1999 - 2004 all rights reserved – use at your own risk - read the site Disclaimer Notice.