



## INDIVIDUAL TENANCY APPLICATION FORM

### Applicant Details

Name(s): \_\_\_\_\_ Date of Birth:    /    /

Phone number: \_\_\_\_\_ Mobile number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Present Address: \_\_\_\_\_  
\_\_\_\_\_

How long have you lived there?                      Years:                      Months:

Please state why you are leaving this address:  
\_\_\_\_\_  
\_\_\_\_\_

Marital status:    Single / Married / Co-habiting / Separated / Divorced / Widowed

Dependants (Children): \_\_\_\_\_ Ages: \_\_\_\_\_

Nationality: \_\_\_\_\_

Employment:    Full-time    /    Part-time    /    Unemployed

Employer Name & Address (If applicable): \_\_\_\_\_

Gross annual income: \_\_\_\_\_ Job Title: \_\_\_\_\_

Do you currently receive Housing Benefit:    Yes / No

<b>Answer clearly- Yes or No?</b>	Smoker?	Pets?	Criminal convictions?	Evictions?	Bankruptcy?

If yes to any of these please give details AND details of why you want to move house:  
\_\_\_\_\_  
\_\_\_\_\_

## Current Landlords Details

If you are currently renting please provide these details

Landlords name:

Phone number:

Mobile number:

Email Address:

May I contact this person for a reference?

Yes / No

## Signature

### CHECKLIST (Please provide information stated below):

- **Photo Identification (Passport / Driving License)**
- **At least one Payslip, within the last 3 months (If employed)**  
**If Self-Employed, please provide proof of income or recent P60.**
- **Two Written References**

I confirm the above information is true to the best of my knowledge and by signing this form I give my permission that my employer and previous landlord may be contacted in the event of the tenant(s) finding accommodation.

Signed by:

Date signed:

.....

.....

## PRIVACY STATEMENT

**Tenants:** The details supplied here will be checked using recognised credit reference agencies for tenancy selection purposes. This process will in no way affect a prospective tenant's record or ability to obtain credit in future and all information obtained will be kept secure and confidential in accordance with the UK Data Protection Act and international privacy laws.

Tenants can obtain copies of their own credit records by application to the main credit reference agencies.

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

Tenants should be aware that defaulting on their 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.

**Landlords / Agents:** Guarantors should be checked and referenced separately, and landlords/agents should ensure that guarantors have seen and approved the tenancy agreement and signed a guarantor agreement prior to the tenancy.

Any deposit monies taken by the landlord or agent must be protected (Housing Act 2004) and the tenant must be notified by a (Tenancy Deposit Scheme) statutory notice within 14 days.

Landlords and Agents **MUST** keep and securely store a signed copy of this form in accordance with the principles of the Data Protection Act 1998 as evidence that the tenant has authorised credit checks.

Signed by: .....

Date:.....