



Tenant application form.

Address of property you wish to rent: _____

Tenancy Start Date _____ Length of Lease _____ Rent _____

How did you find out about the property? _____

Title: _____ First Name: _____ Surname: _____

Date of Birth: _____ Landline: _____ Mobile: _____

Email Address: _____

Current Address (including postcode) _____

How long have you lived at this address? _____

Why are you leaving this property? _____

Are you...

A property owner? A Housing Benefit Tenant? A private landlord tenant?

Living with parents? Living with friends? Other (Please specify): _____

Do you smoke? (if yes, please specify inside/outside/both) _____

Do you have any pets? (If yes, please specify what type(s), how many and if they live inside or outside): _____

Please tell us about any other adults/children who will be living with you (full or part time, including name & age): _____



Housing Benefit Applicants

Are you currently receiving Housing Benefit? Yes / No How much do you receive each month? _____

Is the payment made to you or to your landlord? You / Landlord

Do you have to pay top up's? Yes / No If yes, how much _____

Your Landlord Details

If you are currently renting or have rented before, please provide us with your landlord details. If your property was managed by an Agency, please provide the Agency details.

Landlord / Agent Name: _____

Landlord Mobile Number: _____ Landline Number: _____

Landlord Email Address: _____

Address of property you are renting/rented? _____

Date tenancy began: _____ Length of tenancy: _____

Your Employment Details

Please give details of your current employer. If you are self-employed, please provide last 3 years SA302's you must provide your last 3 monthly payslips or 12 weekly wage slips if your employed.

Name of Employer: _____

Employer Address: _____

Contact Name: _____ Telephone Number: _____

Date Employment Commenced: _____ Job Title: _____

Are you employed: Full Time / Part Time Is your position: Permanent / Temporary

If Temporary please give details: _____

Annual Salary: _____ Net Weekly / Monthly Income: _____

Overtime: _____ Bonuses: _____ Comms: _____

Do you have any other income? _____ If yes, please provide details: _____



Personal References

Please give us details of someone who can provide you with a character reference. This should be from 2 professional persons, non-professional references will not be accepted. Your personal reference must not be a relative or a colleague but can be a current employer..

1. Reference Name: _____ Profession: _____

Relationship to Applicant: _____ How long have you known this person? _____

Landline Number: _____ Mobile Number: _____

Current Address (including postcode) _____

2. Reference Name: _____ Profession: _____

Relationship to Applicant: _____ How long have you known this person? _____

Landline Number: _____ Mobile Number: _____

Current Address (including postcode) _____

The landlord's insurance will only cover the building and their own contents. We recommend that you have your own personal contents insurance in place.

Please ensure that you have included the following with your application:

Photographic ID

Proof of Residency dated in the last 3 months Credit card statement, Utility bill or Bank Statement received in post.

Last 3 months / 12 weeklypayslips

Last 3 months bank statements

Credit report dated within last 7 days

I confirm that the information supplied above is true and to the best of my knowledge. I have read and understood the Tenancy Application Process.

Applicant Signature _____ Date _____



GUARANTOR FORM.

To - The Landlord In consideration of you agreeing to accept Tenant(s) as follows:

Name of Tenant: Name of Tenant:

Name of Tenant: Name of Tenant:

as tenant(s) at the premises known as:

.....

I do hereby for myself, heirs, executors, administrators and assigns guarantee to you and to your heirs, executors, administrators and assigns and the owner of the premises for the time being the punctual payment of the said rent payable by the Tenant(s) and any reduced rent or as same may be varied by law and for any rates that may accrue until full clear and legal possession of the said premises shall be delivered up and I agree to indemnify you and your heirs, executors, administrators and assignees and the owner of the said premises for the time being from all loss or damage done to the said premises, furniture, fixtures and effects by the Tenant(s) or through the negligence or by reason of the non-fulfilment of any of the stipulations and conditions on the part of the Tenant(s) in the above Agreement contained and for all costs of proceedings for the recovery of the rent or possession of the said premises and should Notice to Quit be served by the Landlord or Tenant or Ejectment Summons issued or Eviction Decree obtained in respect of the said premises and afterwards withdrawn or waived by either party with or without my knowledge, my liability under this Guarantee shall not be affected thereby but shall remain in full force and effect in respect of the new Tenancy thereby created nor shall my liability under this Guarantee be affected by giving the Tenant time to pay the amount due by him/her or agreeing to accept same by instalments, nor shall this Guarantee be determined or my liability there under be affected by the bankruptcy of the Tenant. If the Tenancy shall be continued or extended or renewed, my guarantee shall apply to the additional term or terms. If this guarantee is signed by more than one person, my liability hereunder shall be joint and several.

We advise you to legal advice before signing this agreement.

Signature of Guarantor:

Name of Guarantor (PRINT):

Address:

Landline: Mobile:

Email: Date:

WITNESS

Signature: Name:

Occupation: Address:

GUARANTORS: Please ensure you have included Proof of Identity (Passport, Driving Licence or Electoral Identity Card) and latest bank Statement with your address printed on it. If no address on your bank statement please includes proof of address e.g. Utility Bill or Credit Card Bill dated in last 3 months with this agreement.