



Tenancy Application Form

The Market Place
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Anyone over the age of 18 has to fill in an application form. Forms are to be completed per person.

Details of Property

Address of property:

Rental amount: £

Bond amount: £

Number of adults to reside in property:

Tenancy start date:

Please state any verbal agreements made between you and the viewer while at the property (example; professional clean, replacement of carpets, re-decorating, etc.):

Personal Details – Basic details

Title: Mr Mrs Miss Ms Other

Forename(s):

Surname:

Have you ever been known by any other surname? If so, please state:

Date of birth:

Marital status:

Mobile number:

Daytime number:

E-mail address:

Address status: Owner Rented accommodation Living with parents/friends Other

Address (inc Postcode):

Reason for leaving:

Previous Addresses (covering last 6 years)

Address:

Length of residency: years months

Address:

Length of residency: years months

Address:

Length of residency: years months

Personal Details – Current Landlord / Letting Agent

Name of landlord / letting agent:

Address:

Telephone number:

E-mail:

Rental (monthly): £

Notice period:

Personal Details – About Your Household

Details of children. Please provide names and date of births:

Details of pets. Please provide type of pet, breed, size and age:

Does anyone in your household smoke?

Yes

No

Personal Details – Credit Information

Do you have any current/historic or pending adverse credit?

Yes

No

If yes, please give details:

Do you have any CCI's or Court Decrees?

Yes

No

If yes, please give details:

Have you ever been declared bankrupt or have IVA's, etc.?

Yes

No

If yes, please give details:

Personal Details – Employment/Income Details

Current Employment Status:

Employed

Unemployed

Self-employed

Retired

Temporary worker

Student

If employed, please fill in the following information.

Name of Company:			
Position:			
Period of Employment:	Will position change before tenancy starts?	Yes	No
Current Salary (P.A): £	Bonus/Overtime: £		
Person to Contact:	E-mail:		
Address of Employer (inc Postcode):			
Contact Number:			

If self-employed, please fill in the following information.

Name of accountant:	E-mail:
Address of Accountant (inc Postcode):	
Contact Number:	

If you have any additional income, please fill in the following information. *Proof will be required.*

Tax Credits: £	Child Benefit: £	Child Maintenance: £
Disability Benefit: £	Housing Benefit: £	Other: £
If other, please state:		
Pension: £		
Description:		

Current Bank Details

Please provide the bank details that your rent will be collected from.

Account number:	Sort code:
Bank name, address & postcode:	

Personal Reference

This **cannot** be a relative or employer.

Name:	Relationship:
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Telephone number:

E-mail:

Address (inc Postcode):

Guarantor

Landlords may require a guarantor to strengthen an application. If asked, could you provide a guarantor who would guarantee the rent if you may not be able to? *Please note, all guarantors have to be homeowners.*

Yes No

If you have selected “yes”, please fill in the following information.

Name:

Maiden Name:

Address (inc postcode):

Mobile number:

Daytime number:

Emergency Contact

Name:

Address (inc postcode):

Mobile number:

Daytime number:

Application Checklist

Photographic ID (Passport/Driving licence).

Two most recent monthly bank statements (if necessary).

Proof of income (E.G. last 3 payslips, copies of accounts).

Proof of benefits (if applicable).

Please note; if an applicant has a county court judgement, then a “Certificate of Satisfaction” is suggested to prove that there is no outstanding debt.

Declaration

Please read, sign and date the declaration below.

- I declare that the information supplied is to the best of my knowledge. I understand that if I give false or misleading information then my application for the tenancy may fail or subsequently the landlord may take steps to re-possess the property.
- I have no objection to all information being passed on to any landlord.
- Details of how I conduct myself in relation to the terms and conditions of the tenancy may be disclosed and used by others in assessing applications from me and other members of my household and for debt tracing.
- I understand that if I default on my tenancy obligations, this information may be released to debt recovery agencies and could affect any future applications I make for tenancies, credit and insurance.

If the landlord of the property accepts your application, it will be subject to the results of a credit reference. You will be required to pay a £100 administration fee per property. This fee is not per person. If a guarantor is necessary, you will have to pay a further £30 fee. These fees are non-refundable.

By agreeing to the terms outlined, you indicate your consent to your personal information being passed to our Utility Management Partner, Hallmark Corporate Services Limited who will attend to the continuity of your energy and service supply. You also consent to Hallmark Corporate Services Limited offering you the opportunity to sign up to the services of its preferred utility supplier, British Gas. You indicate your consent to receiving email marketing, telephone marketing, postal marketing and or text messages from our Utility Management Partner, Hallmark Corporate Services Limited and its selected third party utility providers, such as TenTel.

Please tick this box ONLY where you DO NOT wish to receive a Utility Pack from Hallmark Corporate Services Limited in order to be offered the opportunity to sign up to the services of our preferred utility supplier, British Gas.

Signed:

Date: