



Comprehensive Tenancy Application

Block CAPITALS will reduce errors
Use Black Ink or Type
Giving full details will avoid delays

Important - SAVE and OPEN this form on your computer BEFORE typing

1 – Sections 1 and 2 to be completed by Landlord / Agent

Landlord / Agent's Name & Address

Postcode

Telephone Number

Mobile Number

Fax Number

Date of Issue (dd/mm/yy)

E-mail Address

Alternative E-mail Address

2 - Property Details (The Rental Property)

Address of Rental Property

Postcode

Property: House Flat HMO Student-Let Commercial

Number of Bedrooms:

Tenancy Term (months)

Rent Period e.g. Monthly

Total Rent per Month

 £

No. of Tenants

Monthly Rent – this Applicant

 £

Deposit Amount if Applicable

 £

Administration Fee if Applicable

 £

Tenancy Start Date (dd/mm/yy)

Deposits will be protected & a statutory deposit notice (s213) served on the deposit provider/s within 30 days of receipt.

Details of the Deposit Protection Agency to be used:

The landlord / agent will provide the tenant/s with a current Gas Safety Certificate (CP12), Energy Performance Certificate (EPC) and the latest government provided "How to Rent Guide" - <https://www.gov.uk/government/publications/how-to-rent>

More Details as Necessary:

3 - All Sections below to be completed by the Tenant Applicant

Title	First Name	Initials	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Any Previous Names in Full

Date of Birth (dd/mm/yy)	National Insurance Number	Marital Status	Number of residents under 18
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Country of Origin

Permanent or Temporary Right to Reside in the UK – what document evidence will you provide?

Present Address

Postcode

Time at present Address?

Residency Status:

 Home Owner Renting With Relatives Employment Accommodation Other*

Mobile Number

Telephone Number

Work Telephone Number

Skype (Optional)

E-mail Address

Alternative E-mail Address (optional)

Smoker?

 Y/N

Pet/s?*

 Y/N

Debts Problems: had an IVA / Court Judgement (CCJ) / Bankruptcy in the last 6 years?*

 Y/N - Explain:

Any previous Evictions?*

 Y/N

Disabilities affecting housing?*

 Y/N

Do you intend to seek benefit assistance with rent payments?*

 Y/N

Next of Kin / Emergency Contact Name

Address

Postcode

Telephone Number

Mobile Telephone Number

E-mail Address

***Provide details in Section 13.** Note: debt problems in the past will not necessarily affect your credit score if they have been or are being dealt with satisfactorily. Under the Immigration Acts 2014/5 landlords must verify "Right to Rent" status by checking appropriate documents face-to-face and taking copies. It is illegal to treat a person with a disability less favourably (worse) than someone who isn't disabled.

4 – Your Income Status

Employed
 Self-Employed
 Unemployed
 Student
 Retired
 Other (specify):

Maternity / Paternity Leave

Start/Finish/Return dates (dd/mm/yy)

Are you returning from leave on the same employment terms as before? – Explain:

Earnings Your Net Monthly Earned Income £

Other Income: *Private / State Pensions / Investments etc.* Net Monthly Unearned Income* £

Finance: *Mortgages Loans / Credit Cards etc.* Total Monthly Finance Re-Payments £

**If you are Retired you must provide copies of pension statements. Other applicants may be asked for proof of earnings.
If your net income is below the affordability score you will need a guarantor.*

5 - If you are Employed

Company / Firm Name
 Company / Firm Address
 Postcode

Are you a director of and employed by your own company? Yes / No / Explain:

Gross Annual Earnings / Salary £

I am employed: Full-time Part-time Fixed-Term Contract* Temporary / Flexible

I am paid: Monthly Weekly Hourly - Average Weekly Hours:

Job Title / Position
 Employment Started dd/mm/yy
 *Fixed-term Contract Ends dd/mm/yy

6 – If you are Self Employed

Your Firm's Trading Name
 Firm's Address
 Postcode

Date Self-Employment Started (dd/mm/yy)
 Firm's Telephone Number
 Gross Annual Earnings* £

Firm's E-mail Address
 Alternative E-mail Address

**We may request 6 month's bank statements and/or your firm's annual accounts if you don't have an accountant.*

7 – Your Employment Referee

Employer Referee's Full Name

Referee's Position / Job Title

Employer Company Name

Company Telephone Number

Referee's Direct Dial Telephone No.

HR Dept. Telephone Number

Employer Referee's E-mail Address

HR Dept. E-mail Address

*Please pre-warn all referees to expect a contact from us.***8 – Your Self Employment Referee - Accountant**

Accountant's Name

Account's Firm Trading Name

Accountant's Telephone Number

Accountant's E-mail Address

Alternative E-mail Address

We may request 6 month's bank statements and/or your firm's annual accounts if you don't have an accountant.*9 - Previous Address/s where you have lived (up to 6 years)**

Previous Address 1

Postcode

Date left (dd/mm/yy)*

Previous Address 2

Postcode

Date left (dd/mm/yy)*

Dates can be approximate. Note: undeclared addresses will affect the outcome of this check.*10 – Your Bank or Building Society**

Bank or Building Society Name and Address

Postcode

Account Name

Account Number

Sort Code

11 - Additional Residents (sharers) in this tenancy

Full Name of Additional Resident 1	Age	Date of birth (dd/mm/yy)*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Full Name of Additional Resident 2	Age	Date of birth (dd/mm/yy)*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Full Name of Additional Resident 3	Age	Date of birth (dd/mm/yy)*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Full Name of Additional Resident 4	Age	Date of birth (dd/mm/yy)*
<input type="text"/>	<input type="text"/>	<input type="text"/>
Full Name of Additional Resident 5	Age	Date of birth (dd/mm/yy)*
<input type="text"/>	<input type="text"/>	<input type="text"/>

**All residents will by law require Right to Rent checks within 28 days before turning 18 years of age.*

12 - Present Landlord or Agent Referee

Landlord or Agency Name and Address		Postcode
<input type="text"/>		<input type="text"/>
Telephone Number	Mobile Number	Is this a Private or Social Landlord?
<input type="text"/>	<input type="text"/>	<input type="text"/>
Landlord / Agent's E-mail Address	Alternative E-mail Address	
<input type="text"/>	<input type="text"/>	

Please pre-warn all referees to expect a contact from us.

13 – Additional Information as required for this applicant – add continuation sheet if necessary

**Giving full details will avoid delays*

14 – General Guidance for Tenants and Landlords / Agents

Tenants Applicants: The details supplied here will be checked using recognised credit reference agencies. This process will not affect your ability to obtain credit and all information provided to TenantVERIFY® will be kept secure and confidential in accordance with the UK Data Protection Act and international privacy laws. Applicants can obtain copies of their own credit records by applying direct to any of the three main UK credit reference agencies.

To avoid delays applicants should write legibly or type, provide as much detail as possible and get prior consent from referees and guarantors (when applicable). Unemployed and student applicants will need ideally a home-owning guarantor, unless alternative funding is available. Validating postcodes will ensure speedy processing of applications – www.royalmail.com/find-a-postcode

Tenants should be aware that defaulting on tenancy obligations may mean that information is released and shared with third parties, if required by the courts or those authorised, and could affect future applications for tenancies, finance or insurance.

Landlords / Agents: Guarantors should be home-owners and checked & referenced separately. You should ensure that guarantors are kept informed at every stage of this process and during the tenancy, and approving the tenancy agreement beforehand.

Any deposit monies taken by the landlord or agent must be protected within an approved scheme and the provider/s of the deposit served a statutory notice (s213) within 30 days – this notice is available from the deposit protection agencies.

Under the Immigration Acts 2014/5 Landlords and Agents MUST verify ALL new tenants' Right to Reside in the UK within 28 days before tenants enter into an agreement. Face-to-face checking of appropriate documents is essential. Uploading copies of photo ID documents (Passports, Visas, Home Office Certificates etc) with this application can help us verify Right-to-Rent status.

All new tenants must be supplied with a gas safety certificate, an EPC, and the government's latest "How to Rent" guide.

Right to Rent in the UK - Checks & Documents Guides available here:

- www.landlordzone.co.uk/content/doing-right-to-rent-immigration-checks
- www.gov.uk/government/publications/right-to-rent-document-checks-a-user-guide

At all times keep this data safe and secure in accordance with the principles of the Data Protection Act 1998. By submitting an application Landlords / Agents accept our www.tenantverify.co.uk/terms.html terms and conditions.

15 – Declaration and Authorisation

I apply for this tenancy. I confirm that the information provided is true and I authorise the landlord or agent and TenantVERIFY® to share this information to carry out credit checks and referencing with agencies, organisations and individuals as necessary. I confirm that I have raised any concerns with the landlord or agent and I understand that tenancies obtained with false information can be terminated. I can confirm that I have a permanent or temporary right to reside in the UK. I agree to accept official documents and communications via surface mail, e-mail and SMS text messaging. Completing this application does not commit the landlord or tenant to a tenancy.

Your Signature

Print Your Name

Date

Please return this form to the Landlord or Agent in Section 1 above as soon as possible:

1 – If you completed this form by typing on your computer, check the details are correct, then SAVE it as a file. Next attach the file to an email and SEND it to the e-mail address in Section 1 - (this is the preferred method).

2 – If you have printed the form off and completed it by hand, you can scan and email it to the landlord or agent, hand deliver it, fax it, or send it by 1st class post.