

Prospective Tenants Application Form

PLEASE COMPLETE IN BLOCK CAPITALS TO REDUCE ERRORS; ALL SECTIONS TO BE COMPLETED

1. Property Details

Property Required, E.g One Bed Apartment, 2 Bed House:

Rent Affordable

£

per Month

2. Prospective Tenant Details

Title	First name	Middle Name(s)	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Any Previous names in Full

Date of birth

NI Number

Drivers Licence No.

Passport Number

Current Address Inc. Postcode

Reason for leaving

Time at address

years months

Contact number

Mobile telephone number

Marital status (e.g. single/married)

Email Address

Address status: Owned/mortgaged Rented (provide landlord details at Section 5) Family/friends

Do you have any children? Yes No If yes, how many? _____

Proposed Additional Residents inc any Dependants (Continue Over if Necessary) Age (if under 18) Share of rent

<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>
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<input type="text"/>	<input type="text"/>	<input type="text"/>
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2. Prospective Tenant Details Continued...

Are you or any of the named a smoker? Yes No

Do you have any pets? Yes No

If yes Type & Breed _____

Have you ever been previously evicted from a property? Yes No

If Yes, please give details; _____

Have you had any County Court Judgements or rent arrears in the past 6 years? Yes* No

Have you ever been made Bankrupt in the past 6 years? Yes* No

Do you have any previous Criminal Convictions? Yes No

If Yes, please give details; _____

* Details of any Judgments and arrears should be included within section (11).

3. Previous Address (If at current less than 6 years. Full Addresses required for the last 6 years)

Previous address

Reason for leaving

Postcode

Time at address

years months

3.1 Previous Address (If at current & previous less than 6 years)

Previous address

Reason for leaving

Postcode

Time at address

years months

3.2 Previous Address (If at current & previous less than 6 years)

Previous address

Reason for leaving

Postcode

Time at address

years months

4. Employment / Occupation details (Employed/Self employed)

Employment status (e.g. permanent)	Name of organisation	Employment dates
<input type="text"/>	<input type="text"/>	From <input type="text"/> To <input type="text"/>
Position held	Employment Status (e.g. Full/Part Time)	Salary
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address		
<input type="text"/>		
Contact Name & Position	Contact Number	Contact E-mail address
<input type="text"/>	<input type="text"/>	<input type="text"/>
Your Payroll Number		
<input type="text"/>		

4. Previous Employment / Occupation details (if Under 3 years at current employment)

Employment status (e.g. permanent)	Name of organisation	Employment dates
<input type="text"/>	<input type="text"/>	From <input type="text"/> To <input type="text"/>
Position held	Employment Status (e.g. Full/Part Time)	Salary
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address		
<input type="text"/>		
Contact Name & Position	Contact Number	Contact E-mail address
<input type="text"/>	<input type="text"/>	<input type="text"/>
Your Payroll Number		
<input type="text"/>		

5. Current landlord or agent

Landlord/Agency name	Contact number	E-mail address
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address of landlord/agent		
<input type="text"/>		

5.1 Previous landlord or agent (if Current less than 3 years)

Landlord/Agency name	Contact number	E-mail address
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address of landlord/agent		
<input type="text"/>		

7. Guarantor

Title First name Surname

Address Postcode

Date of Birth Occupation

Contact Number:

Your relationship to Proposed Guarantor

Guarantor Signature

Guarantor's authority to disclose

We will contact the proposed Guarantor to obtain their consent to act in this capacity.

9. Next of Kin / Emergency Contact

Full Name Occupation

Address inc. Postcode

Contact Number

10. How would you pay your rent

Will the rent be paid by own means? YES NO

Will the rent be paid by Universal Credit/other means? YES NO

If Universal Credit is claimed please give claim reference number

NB. If you are not currently receiving Universal Credit and therefore do not have a reference number, we will require you to provide evidence of entitlement.

11. Additional Notes & Comments

Use this section to add any additional general information that you feel is relevant to this application.

AUTHORISATION TO DISCLOSE

I confirm that the information given, to the best of my knowledge and belief, to be true, I consent to this information being verified by contacting the third parties named in this application. I understand that the results of the findings will be forwarded to the appointed letting agent and/or landlord, and may be accessed again should I default on my rental agreement or apply for a new tenancy agreement in the future.

I agree that Simon Britten, No. 5 Properties / No.47 Properties may search the files of a Credit Reference Agency, which will keep a record of that search. I understand that I may request the name and address of the Credit Reference Agency to whom I may then apply for a copy of the information provided.

I also understand that in the event of my defaulting on the rental payment, that any such default may be recorded with the Credit Reference Agency, who may supply the information to other credit reference agencies in the quest for the responsible granting of tenancies and credit.

I further understand that in the event of any default by me in the covenants in my Tenancy Agreement with my Landlord, the information contained herein may be disclosed to tracing companies and/or debt collection agencies in order to recover any monies due or to trace my whereabouts. I understand that the information provided by me may be transferred to a country outside the EU for the purposes only of processing this reference application, notwithstanding such transfer. Paul Wiseman Investigations will remain the Data Controller for the purpose of the Application.

The information provided in this application form by me is information as described in Ground 17 of the Housing Act 1986 and I understand that if any information within this application is found to be untrue, it is grounds for termination of the Tenancy. I also understand that any default in the payment of rent will affect any future application for a tenancy or credit.

I consent to my information being kept on file if my application is successful and in accordance with the privacy policy which can be viewed at no47properties.co.uk which are compliant with the principles of The General Data Protection Regulation 2016/679

Should my application be unsuccessful I consent to my information being kept on file if my and I am happy to contacted should any suitable properties that meet my requirements become available.

All information will be handled and obtained in strictest confidence and in accordance with our privacy policy which can be viewed at no47properties.co.uk which are compliant with the principles of The General Data Protection Regulation 2016/679

12. Guidance & Information

Deposit

If you wish to secure tenancy of the property, subject to satisfactory references being received and approved by the landlord, you should pay a holding deposit (equivalent to one month's rent) as soon as possible.

This holding deposit will secure the tenancy of the property for you, subject to satisfactory references being received and the landlord's agreement.

The holding deposit is non-returnable in the event of you withdrawing your application. However, the holding deposit is fully refundable should the landlord withdraw from the transaction. Upon approval of your application, the holding deposit becomes the first month's rent and the security deposit (equivalent to one and a half month's rent) should be paid. The security deposit will be registered with the Tenancy Deposit Scheme and is returnable at the end of the tenancy subject to a satisfactory inspection by the landlord or landlord's agent.

Guarantor

It is our company policy that any applicant can only be considered if details of a Guarantor (who would be liable for the condition of the property and payment of the rent in the event of any default) is provided.

Rent

Rent is paid in advance by standing order unless an alternative arrangement is made between landlord and tenant.

Utilities

The tenant(s) will be responsible for payment of all utilities (Council Tax, Electricity, Gas, Water, Telephone etc.)

PLEASE NOTE: THE INFORMATION ASKED FOR IN THIS APPLICATION IS VERIFIED BY OUR VETTING AGENT AND SUBSEQUENTLY USED TO DETERMINE YOUR SUITABILITY FOR A TENANCY – PLEASE BE ADVISED THAT UNTRUTHS EITHER BY COMMISSION, OMISSION OR BY INFLUENCE THAT ARE RELEVANT TO GRANTING THE TENANCY COULD LEAD TO AN ALLEGATION OF **FALSE REPRESENTATION UNDER SECTION 2 OF THE FRAUD ACT 2006.**

Completed Forms

Please return completed forms to the following address;
No 47 Properties
Foresters Hall
1 Wyle Cop
Shrewsbury
SY11 UT

01691 668805