

TENANCY APPLICATION FORM

Applicants Name _____.

Joint Applicants Name _____.

Relationship to joint applicant _____ (For multiple applications please fill one form per applicant)

Marital Status _____.

Children and Ages _____.

_____.

ADDRESS

Current Address _____.

_____.

Postcode _____.

Landline Number _____, Mobile Number _____.

Contact e-mail _____.

Reason for Move _____.

_____.

IDENTIFICATION

Date of Birth _____, NI Number _____.

Photo ID provided (Make a photocopy or photo) Driving License Passport Other:



CURRENT ACCOMMODATION

Time at present address _____ (If less than 3 yrs fill in below address)

Previous Address/es

(1) _____ Post code _____.

Time at address : Years _____ Months _____

Notes (*office use*) _____

(2) _____ Post code _____.

Time at address : Years _____ Months _____

Notes (*office use*) _____

(3) _____ Post code _____.

Time at address : Years _____ Months _____

Notes (*office use*) _____

How is your current property held by you? Homeowner Private Tenant Council
 Lodger Living with Parents
 Housing Association Other:

(If Tenant or lodger please complete address below)



Landlord/Council Address _____

Postcode _____

Current Rent _____ . per _____ .

Notes (*office use*) _____

EMPLOYMENT STATUS

What is your employment status? Full time employment Self-Employed
Part time employment Un-Employed Student

Job Title/Role _____

Occupation/Nature of business _____

Employer/Business Address _____

Postcode _____

Time with Employer/Trading time _____

Contact Name _____ . Contact Position _____

Contact Number _____ .

Contact Email _____ .

If unemployed please state reason _____

NUS Number (students only) _____

Notes (*office use*) _____



Are you currently in receipt of?

| Benefit | Frequency Paid | Amount | Confirmed |
|---------------------------------------|----------------|--------|-------------------------|
| Housing Benefit | | | Letter/Bank Stat/Other: |
| Jobseekers (JSA) | | | Letter/Bank Stat/Other: |
| Disability and Sickness Benefit (ESA) | | | Letter/Bank Stat/Other: |
| Universal Credit | | | Letter/Bank Stat/Other: |
| Retirement Pension | | | Letter/Bank Stat/Other: |

I confirm I give permission for Elite Property Lettings and associated landlord to discuss my housing allowance/universal credit in association with my tenancy.

Signed _____

Notes (*office use*) _____



MONTHLY RENT BUDGET

| Income | Monthly Amount (£) | |
|--|---------------------------|-----------------|
| Wages or salary | £ | |
| Wages or salary (partner) | £ | |
| Local Housing Allowance | £ | |
| Jobseeker's Allowance | £ | |
| Income Support or Pension Credit | £ | |
| Tax Credit | £ | |
| Retirement or works pension | £ | |
| Child Benefit | £ | |
| Incapacity Benefit | £ | |
| Maintenance | £ | |
| Non-dependants contributions | £ | |
| Other: | £ | |
| Total | £ | |
| Expenditure | Current Rent | New Rent |
| Rent | £ | £ |
| Council Tax | £ | £ |
| Water rates | £ | £ |
| Contents insurance | £ | £ |
| Life insurance and pension | £ | £ |
| Gas | £ | £ |
| Electricity | £ | £ |
| TV rental and License | £ | £ |
| Maintenance payments | £ | £ |
| Car Costs including fuel and insurance | £ | £ |
| Travelling expenses | £ | £ |
| Groceries and Clothing | £ | £ |
| Phone and mobile phone | £ | £ |
| Childminding | £ | £ |
| Total | £ | £ |
| Difference | £ | £ |



RIGHT TO RENT

Do you have a right to rent? Yes*/No

*Only those fitting one of the below criteria have an automatic right to rent

- British citizens; European Economic Area nationals (Austria, Belgium, Bulgaria, Croatia, Republic of Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Iceland, Ireland, Italy, Latvia, Liechtenstein, Lithuania, Luxembourg, Malta, Netherlands, Norway, Poland, Portugal, Romania, Slovakia, Slovenia, Spain, Sweden and the UK.); and Swiss nationals,
- People who have a right of abode in the UK; who have been granted indefinite leave to remain; or have no time limit on their stay in the UK.

If the answer is yes we will require the following.....

List A - British, EEA, Swiss Nationals or those with an indefinite right to be in the UK

Group 1 - Any one of these documents will prove indefinite right to rent

- | | | |
|----|---|--------------------------|
| 1. | A passport (current or expired) showing that the holder is a British citizen or a citizen of the UK and Colonies having the 'right of abode' in the UK. | <input type="checkbox"/> |
| 2. | A passport or national identity card (current or expired) showing that the holder is a national of the European Economic Area or Switzerland. | <input type="checkbox"/> |
| 3. | A 'permanent' residence card, 'indefinite leave to remain', 'indefinite leave to enter' or 'no time limit' card issued by the Home Office (current or expired), to a non-EEA national who is a family member of an EEA or Swiss national | <input type="checkbox"/> |
| 4. | A registration certificate or document (current or expired) certifying or indicating permanent residence issued by the Home Office, to a national of the European Economic Area country or Switzerland. | <input type="checkbox"/> |
| 5. | A biometric 'residence permit' card (current or expired) issued by the Home Office to the holder indicating that the person named has 'indefinite' leave in the UK, or has 'no time limit' on their stay in the UK. | <input type="checkbox"/> |
| 6. | A passport or other 'travel document' (current or expired) endorsed to show that the holder is either 'exempt from immigration control', has 'indefinite' leave in the UK, has the 'right of abode' in the UK, or has 'no time limit' on their stay in the UK. | <input type="checkbox"/> |
| 7. | An immigration status document (current or expired) containing a photograph issued by the Home Office to the holder with an endorsement indicating that the named person has 'indefinite' leave in the UK or has 'no time limit' on their stay in the UK the UK or has no time limit on their stay in the UK. | <input type="checkbox"/> |
| 8. | A certificate of registration or naturalisation as a British citizen. | <input type="checkbox"/> |



Group 2 - Any two of these documents will prove indefinite right to rent

1. A full birth or adoption certificate issued in the UK, the Channel Islands, the Isle of Man or Ireland, which includes the name(s) of at least one of the holder's parents or adoptive parents.
2. Evidence (identity card, document of confirmation issued by one of HM forces, confirmation letter issued by the Secretary of State) of the holder's previous or current service in any of HM's UK armed forces.
3. A letter from HM Prison Service, the Scottish Prison Service or the Northern Ireland Prison Service confirming the holder's name, date of birth and that they have been released from custody of that service in the 6 months prior to the check.
4. A letter issued within the 3 months prior to the check from an officer of the National Offender Management Service in England and Wales confirming that the holder is the subject of an order requiring supervision by that officer; from an officer of a local authority in Scotland confirming that the holder is the subject of a probation order requiring supervision by that officer; or, from an officer of the Probation Board for Northern Ireland confirming that the holder is the subject of an order requiring supervision by that officer.
5. A current full or provisional photocard UK driving licence.
6. Benefits paperwork issued by HMRC, a UK Local Authority or Job Centre Plus, on behalf of the Department for Work and Pensions or the Northern Ireland Department for Social Development, issued within the 3 months prior to the check.
7. A letter issued within the 3 months prior to the check signed by a representative of a public authority, voluntary organisation or charity which operates a scheme to assist individuals to secure accommodation in the private rented sector in order to prevent or resolve homelessness. This letter must confirm the holder's name, and the address details of the prospective tenancy which they are assisting with obtaining for the holder.
8. A letter issued within the 3 months prior to the check by a UK government department or Local Authority and signed by a named official (giving their name and professional address), confirming the holder's name and that they have previously been known to the department or local authority.
9. A letter issued within the 3 months prior to the check confirming the holder's name signed by the person who employs the holder (giving their name and business address) confirming the holder's status as employee and employee reference number or their National Insurance number
10. A letter issued within the 3 months prior to the check from a British passport holder who works in (or is retired from) an acceptable profession as specified in the list of acceptable professional persons at Annex A. The letter should confirm the holder's name, and confirm that the acceptable professional person has known the holder for at least three months. This letter should be signed by the acceptable professional person giving their name, address, passport number, profession and place of work (or former place of work if retired), how long they have known the holder and in what capacity.
11. A letter from a UK police force confirming that the holder is a victim of crime and has reported a passport or Home Office biometric immigration document stolen, stating the crime reference number, issued within the 3 months prior to the check.
12. A letter issued within the 3 months prior to the check from a UK further or higher education institution confirming the holders acceptance on a current course of studies. This letter should include the name of the educational institution, as well as the name and duration of the course.
13. Disclosure and Barring Service Certificate (criminal record check) issued within the 3 months prior to the check.



List B - Time limited right to rent

Group 1 - Any one of these documents will prove time limited right to rent

- 1. A valid passport or other travel document endorsed to show that the holder is allowed to stay in the UK for a time-limited period.
- 2. A current biometric immigration document issued by the Home Office to the holder, which indicates that the named person is permitted to stay in the UK for a time limited period
- 3. A current residence card (including an accession residence card or a derivative residence card) issued by the Home Office to a non-EEA national who is either a family member of an EEA or Swiss national or has a derivative right of residence.
- 4. A current immigration status document issued by the Home Office to the holder with a valid endorsement indicating that the named person may stay in the UK for a time-limited period.

Notes (*office use*) _____



CONVICTIONS

Do you have (or had) any convictions/ASBO etc? Yes/No

If Yes please detail below _____

(Please note convictions may not necessarily disqualify you from successful application).

Notes (*office use*) _____

PERSONAL HISTORY

Do you currently (or previously) suffer from any of these? Yes/No

Alcohol Issues Drug Issues
Mental Health Issues Disabilities (please circle)

If Yes please detail below _____

(Please note these may not necessarily disqualify you from successful application).

Notes (*office use*) _____



NEXT OF KIN

Name _____.

Relationship to applicant _____.

Current Address _____.

_____.

_____.

Postcode _____.

Landline Number _____ . Mobile Number _____.

Contact e-mail _____.

BANK DETAILS

Bank Name _____.

Bank Address _____.

_____.

Postcode _____.

Account Number _____ .Sort Code _____.

Account Name _____.

Details of Past or present - Disclose any County Court Judgement, IVA, Debt relief orders,
Bankruptcy or similar.

_____.

_____.

_____.

_____.

Notes (*office use*) _____.

_____.

_____.



TENANCY DETAILS

Address of Tenancy _____

Postcode _____

Preferred Start Date _____ Preferred Length of Tenancy _____

Details of anyone else to occupy the property including children.

| Name | Relationship | Age |
|-------|--------------|-------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Do you have any pets and details _____

Are you a smoker _____

GUARANTOR DETAILS IF APPLICABLE

Name _____

Relationship to applicant _____

Current Address _____

Postcode _____

Landline Number _____ Mobile Number _____

Contact e-mail _____



Declaration

I hereby confirm that I am over 18 years of age and the information I have provided is to the best of my knowledge true and accurate at the time of completion and hereby authorise the landlord and/or their agent to:

- carry out credit searches/checks and reference checks, to contact employers, banks, referees, guarantors and credit reference agencies as appropriate.
- I authorize my employer, bank/building society, local authority, previous/current landlords and personal referees to provide information regarding tenancy history and financial affairs that we may deem relevant to the application.
- To pass on information to a third party referencing service to perform the above checks.
- Use the information obtained with third parties to assess credit ratings, make insurance decisions, for fraud prevention and tracing / debt collection, and informing suppliers and councils if tenancy granted.
- Handle all information obtained in strictest confidence and in accordance with the principles of the Data Protection Act 1988.
- Share this information with the landlord with regards to assessing the application.
- “Tenant Shop Limited acts on our behalf to notify the local council, water supplier(s) and energy provider(s) in line with your tenancy start date and secondly to supply notifications to the local council, water supplier(s) and energy providers(s) from the date that you vacate the property.

Tenant Shop limited will only use your information for the purpose of council and utility registration, closing of council and utility accounts and Energy/Media comparisons upon your arrival. Call Centre comparisons are completely optional for you (the tenant) and you can opt out at any time. Tenant Shop Limited is fully compliant with the data protection act 1998 and a registered member of the Information Commissioners Office with registration number Z305733X”

I acknowledge that my application may be refused if the landlord is unable to obtain satisfactory references. I accept that due to the confidential nature of this application, I will not be permitted access to the references or be given any explanation should my references prove unsatisfactory.

Signed:

Name (BLOCK CAPITALS):

Date:

