

**APPLICATION FOR RESIDENTIAL TENANCY**

**Please Print, Complete the form and send it to us by post, e-mail or fax.**

Name of agent: \_\_\_\_\_ Ref No: \_\_\_\_\_ Date: \_\_\_\_\_

**DETAILS OF PROPERTY APPLIED FOR:**

Address: \_\_\_\_\_ Rent Per Week: \_\_\_\_\_

\_\_\_\_\_ Rent Per Calendar Month: \_\_\_\_\_

Flat: \_\_\_\_\_ Studio: \_\_\_\_\_ Bedsits: \_\_\_\_\_ Deposits required: \_\_\_\_\_

**PERSONAL DETAILS:**

Surname: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Forename: \_\_\_\_\_ National Insurance No: \_\_\_\_\_

Present Address: \_\_\_\_\_ How long at address: \_\_\_\_\_

\_\_\_\_\_ Reason for leaving: \_\_\_\_\_

Tel No: \_\_\_\_\_ Mobile No: \_\_\_\_\_

Email: \_\_\_\_\_

**If new to the United Kingdom please provide us with the address that you lived at in the country you arrived from.**

Address: \_\_\_\_\_ Contact Name: \_\_\_\_\_

\_\_\_\_\_ Purpose of visit: \_\_\_\_\_

Country: \_\_\_\_\_ Tel No: \_\_\_\_\_

**EMPLOYMENT DETAILS:**

Your Status: Full Time: \_\_\_\_\_ Part Time: \_\_\_\_\_ Student: \_\_\_\_\_ Unemployed: \_\_\_\_\_

Occupation: \_\_\_\_\_ Period Employed: \_\_\_\_\_

Employers Name: \_\_\_\_\_ Supervisor Name: \_\_\_\_\_

Employers Address: \_\_\_\_\_ Tel No: \_\_\_\_\_

Ref No: \_\_\_\_\_

**STUDENT INFORMATION:**

Name of Institution: \_\_\_\_\_ Course Studying: \_\_\_\_\_

\_\_\_\_\_

Year in Course: \_\_\_\_\_ Year Course Finishes: \_\_\_\_\_

Name of Course Tutor: \_\_\_\_\_ Tel No: \_\_\_\_\_

**TENANCY HISTORY**

Name of landlord: \_\_\_\_\_ Name of agent: \_\_\_\_\_

Address of rented premises: \_\_\_\_\_ Agents address: \_\_\_\_\_

\_\_\_\_\_

Period of tenancy: \_\_\_\_\_ Weekly rent: \_\_\_\_\_

Landlords Tel No: \_\_\_\_\_ Agents Tel No: \_\_\_\_\_

**BANK DETAILS**

Name of Bank: \_\_\_\_\_ Name of Building Society: \_\_\_\_\_

Address: \_\_\_\_\_ Account No: \_\_\_\_\_

\_\_\_\_\_ Sort Code: \_\_\_\_\_

**GUARANTOR**

Guarantors Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Tel No: \_\_\_\_\_

\_\_\_\_\_ Mobile No: \_\_\_\_\_

**EMERGENCY CONTACTS (Wife, Husband, Father, Mother, Brother etc)**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Tel No: \_\_\_\_\_

\_\_\_\_\_ Mobile No: \_\_\_\_\_

**PERSONAL REFERENCES****(1)**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Time Known: \_\_\_\_\_ Tel: \_\_\_\_\_

**(2)**

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Time Known: \_\_\_\_\_ Tel: \_\_\_\_\_

**A separate application form must be filled out by each applicant (even if married)****For this application to be considered you must provide identification and references from the following sources.****IDENTIFICATION**Passport with photo X  
Student card with Photo \_\_\_\_\_  
Driver's licence with photo \_\_\_\_\_**REFERENCE**Employment reference (letter from your work) X  
Bank, Building society reference \_\_\_\_\_  
Landlord's reference \_\_\_\_\_  
Guarantor's letter \_\_\_\_\_  
Three months bank statement X  
Letter from College or University \_\_\_\_\_

I/We the applicant(s) do sincerely declare that all statements herein are true and correct and submitting this form by post or fax I/We authorize the landlord, Agent or staff to contact any persons, Institutions or Employers to obtain any information which is necessary to verify the information and statements in the application. I/We understand that incomplete or incorrect information provided in the application, may cause a delay in processing and can result in denial of application.

Applicant signature: \_\_\_\_\_ Date: \_\_\_\_\_