

# TENANCY APPLICATION INFORMATION



You have just viewed a property that you would like to rent. The question we are asked most often is “How do I go about applying for the tenancy of this property”? Below are simple steps to assist you through what we require to process your application quickly and efficiently.

## **What we need (to the satisfaction of the landlord):**

1. Fully completed & signed application forms with supporting documents from each applicant & guarantor\*.
2. References and credit report from all applicants and guarantors.
3. Full payment of security deposit and first advance rental payment.

## **How do I go about applying?**

Firstly, and most urgently we require fully completed and signed tenant application forms and guarantor forms (where applicable), from each applicant over the age of 18 intending on using the property as their only or main residence. We also require full payment of the security deposit for the property. Payment of the first advance rent will be due 10 days prior to the entry date.

## **Please enclose with your application:**

- A utility bill, bank statement or official letter addressed to the applicant from each of the last three years.
- Photographic identification (driving licence or passport).
- Last three years accounts and auditors details (If self employed).
- Your two most recent monthly or three most recent weekly payslips
- A letter from your employer’s human resources department confirming your employment details including type and length of contract etc.
- A written reference from your current landlord regarding payment of rent and compliance with the terms of your lease.
- A written reference from your most recent previous landlord (unless with current landlord for more than 1 year).
- A written reference on your character from a professional who has known you for at least 1 year and who is **not** a family member or someone already mentioned on your application form such as a landlord, employer or another applicant.
- A personal credit report from an independent credit referencing agency

**We will be unable to process your application without all of the above.**

**The final decision on the acceptance of your application will rest with the landlord of the property. There will be no contract between the applicant and the landlord until a lease has been signed by both parties.**

- During the application process we may send you several pre-tenancy forms, as well as a blank lease for your records. Some of the pre-tenancy forms will have signing dockets on the last page, which should be signed by each applicant and returned to us as soon as possible.
- Once we agree to proceed with your application, if you have not already paid the total balance due, we will ask for full payment of any outstanding amounts. This must reach us at least 10 days before the agreed date of entry as cheques can take time to clear.
- Finally, we will ask you to sign the lease and arrange a check-in appointment at which we will meet you at the property, agree the inventory and issue you with keys.

**\*Guarantors are necessary when it is judged that the tenant applicant cannot afford the rent using their own income.**





**PAST EMPLOYMENT DETAILS** – If you have been in your current employment for less than 3 years, please provide details of previous employment including commencement and leaving dates. *(Please attach on a separate sheet if required)*

Position Held and Salary  £  :  p.m. Start Date  Leaving Date

Company

Address   
 Post Code

Contact Name  their position

Daytime Tel No  Fax No

Email

**DO YOU HAVE ANY ADDITIONAL SOURCE OF INCOME? - Proof must be provided**

Pension  £  :  P/A Investment Income  £  :  P/A Other  £  :  P/Week

Please Specify

**CURRENT LETTING AGENT/LANDLORD** If applicable. *(Please give authority to your Agent to pass on opinion on you)*

Name

Address   
 Post Code

Daytime Tel No  Fax No

Email  Current Rent Paid  £  :

**PREVIOUS LETTING AGENT/LANDLORD** If applicable. *(Please give authority to your Agent to pass on opinion on you)*

Name

Address   
 Post Code

Daytime Tel No  Fax No

Email  Previous Rent Paid  £  :

**PERSONAL REFERENCE** (This must not be anyone already mentioned on this form or a relative of the applicant.)

Name

Address   
 Post Code

Daytime Tel No  Mobile

Email

How long known  yrs  mths Relationship

Do any of the named applicants or proposed Tenants for this property have any pets? Yes  No  Type  Smokers Yes  No

Are you a vehicle owner? Yes  No  Drivers Licence No  Vehicle Reg

**BANK/BUILDING SOCIETY DETAILS (CURRENT ACCOUNT ONLY)**

Bank Name

Address  Post Code:

Name of Account Holder

A/C No.  Sort Code  Tel. No.

How long have you held this bank account?  yrs  mths

Do you have a Credit Card? Yes  No  If so, for how long?  yrs  mths

**PREVIOUS BANK/BUILDING SOCIETY DETAILS (If with current one for less than 3 years)**

Bank Name

Address  Post Code:

A/C No.  Sort Code  Tel. No.

**NEXT OF KIN**

Name  Relationship

Address  Post Code:

Day Tel  Eve Tel

Email

Are you aware of any previous CCJ/ or Bankruptcy? Yes  No  If YES, please give details:

I/We hereby authorise Leaseguard Ltd to make any enquiries considered necessary to substantiate information supplied on this application. I/We authorise you or your assessment company to disclose any information about me/us and/or my company to any credit reference agency and/or any other tenancy database who may retain a record of such a search. The information is used to help make me credit, insurance, rental and property decisions and occasionally for fraud prevention or debtor tracing. Credit searches and other information which is provided to us and/or credit reference agencies, about you and those with whom you are linked financially and have associated records with, may be used by Leaseguard and other companies if credit decisions are made about you or other members of your household. I give my permission to take up all necessary references and these may be shown to a Landlord and/or their agent. D.R.M. Residential and not Leaseguard will carry out personal character reference check. The details you provide will be held by LEASEGUARD and may be used to keep you up to date on our products and services and those of other organisations we believe will be of interest to you and for a quotation for Tenants Contents. If you prefer not to receive this information, please tick this box.

Tenant Shop Limited acts on our behalf to notify the local council and energy provider(s) in line with your tenancy start date and 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 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/We hereby authorise D.R.M. Residential to make any enquiries considered necessary to substantiate information supplied on this application. I/We authorise you or your assessment company to disclose any information about me/us and/or my company to any credit reference agency and/or any other tenancy database who may retain a record of such a search. I give my permission to D.R.M. Residential to take up all necessary references and to obtain or view my credit report. I understand that this information may be shown to a Landlord. DRM Residential is subject to the Letting Agent Code of Practice, a copy of which is available on request. The details you provide will be held by D.R.M. Residential and, in the event of you entering in to the tenancy of a property under our management, will be used as necessary in matters relating to your tenancy.

**We regret that no explanation will be given should we be unable to accept you as a tenant**  
I confirm that the information supplied is, to the best of my knowledge and belief, true.

Signature of Applicant 1 ..... Date .....

Signature of Applicant 2 ..... Date .....  
*(Only applicable if married couple)*