

Tenant Application Form



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 proof of address letter such as a utility bill, bank statement or official letter addressed to the applicant.
- 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

Please provide an explanation if you are unable to provide any of the documents listed 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.**



Tenant Application Form



Please complete all pages of the form clearly and fully or this may cause delays in processing your application.

Property address applied for: _____
Address *Post code*

Number of bedrooms: _____ Proposed tenancy commencement date: _____ Intended rental period: _____

Total rent per month for the property: £ _____ Total rent per month for the applicant: £ _____

Applicant Information

Full Name: _____ Date of Birth: _____
Title First name (s) Surname

Phone: _____ Email: _____

Marital status: _____ Maiden name: _____

Current Address: _____
Post code

Period at Address: _____ Are you currently: Owner Private Tenant Council Tenant With Parents
Years Months
Other (please specify): _____

Please provide previous addresses and dates of residency for the last 3 years (please attach a separate sheet if required)

Previous Address: _____
Post code

Period at Address: _____
Years Months

Please list all other proposed occupants of the property (include children if applicable): **Applicants will be jointly and severally liable for the total rent per month for the property.**

Full Name: _____ Date of Birth: _____
First name (s) Surname

Full Name: _____ Date of Birth: _____
First name (s) Surname

Full Name: _____ Date of Birth: _____
First name (s) Surname

Full Name: _____ Date of Birth: _____
First name (s) Surname



Employment details during the proposed tenancy

Please notify your employer/accountant contact that enquiries will be made to verify this information

Current status: Employed Self employed Student Retired Other - Please specify

Employer/Accountant company name: _____

Address: _____

Position held: _____ Gross monthly salary:£_____ Start date:_____

National Insurance Number: _____ Payroll number:_____

Employer/Accountant contact name: _____

Employer/Accountant contact phone number: _____ Employer/Accountant email address: _____

Are you aware of any matters that may cause your employment/income to change in the near future? YES
(if yes, please give details on a separate sheet) NO

PLEASE PROVIDE THE SAME DETAILS AS ABOVE FOR ANY OTHER EMPLOYMENT ON A SEPARATE SHEET

Do you have any other sources of income? – Evidence must be provided

Pension (p/a): £ _____ Investment income (p/a):£_____ Other (p/a):£_____

-Please specify: _____

STUDENTS – Please complete below:

Name of University/College: _____ Course: _____ Year of study at start date
of propose tenancy: _____

References

Current Letting agent/Landlord (if applicable)

Name: _____

Address: _____

Phone number: _____ Email address: _____ Current rent paid: £ _____

Previous Letting agent/Landlord (if applicable)

Name: _____

Address: _____

Phone number: _____ Email address: _____ Previous rent paid: £ _____

Personal Reference – this must not be anyone already mentioned on the form nor a relative of the applicant

Name: _____

Address: _____

Phone number: _____ Email address: _____

How long known: _____ Relationship: _____



Other

Do you or any of the applicants
for this tenancy have any pets? YES NO

Type of pet & any other
relevant information: _____

Do you or any of the applicants
have a vehicle? YES NO

Do you or any of the applicants
smoke? YES NO

Next of Kin (in the case of emergency)

Name: _____ Relationship to you: _____

Address: _____

Phone number: _____ Email address: _____

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

Disclaimer and Signature

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: _____ Date: _____

Signature: _____ Date: _____
(Only applicable if married couple)

