

**Property Address :****Prospective Tenant Details:**

Title: Mr Mrs Ms Dr Revd:

Last Name:

First Name:

Middle Name/s:

Any Previous Name/s in Full:

Address:

Post Code:

Time spent at this address:

Years:

Months:

Tel: Home:

Work:

Mobile:

e-mail address:

**Identification** (Please supply N.I. number with driver's licence or passport, plus good photocopy showing your photo)

Date of Birth:

National Insurance Number:

Driver's Licence Number:

Passport Number:

**Rent:** For what proportion of the total rent will you be personally responsible (e.g. 100%) [ ]  
Do you intend to seek assistance to pay all or part of the rent (e.g. Housing Benefit)? Answer Yes or No [ ]  
If so, please attach full details.

**Status:** Single [ ] Married [ ] Divorced [ ] Widowed [ ] Living with Partner [ ]  
(tick box)

House owner [ ] Council Tenant [ ] Private Tenant [ ] Lodger [ ]  
Living with relatives or friends [ ] Employment Accommodation [ ] (tick box)

**Answer clearly –  
write Yes or No?**

Smoker?

Pets?

Individual Voluntary  
Arrangement?County Court  
Judgements?

Court Decree?

Bankruptcy?

Evictions?

Administration  
Orders?Debt Management  
Plans?

Are you disabled?

If you answered yes to any  
of these questions please  
attach full details.

**Previous Addresses** – full addresses for last three years including postcodes, dates, and reasons for moving – continue over if necessary...

**Present Landlord** [ ] or, Letting Agent [ ] Solicitor [ ] Estate Agent [ ]  
(tick a box)

Name:

Telephone:

Full Address:

Post Code:

**Previous Landlord** [ ] or, Letting Agent [ ] Solicitor [ ] Estate Agent [ ]  
(tick a box)

Name:

Telephone:

Full Address:

Post Code:



<b>Bank or Building Society Details:</b>	Bank Branch Name:
Bank or Society Current A/c Name:	Bank Address:
Account Number:	Post Code:
	Sort Code:

**Vehicle/s** to be kept at the property (include cycles, motor cycles and caravans)

Make:	Model:	Reg. No:

**Garantour Details ( please complete guarantor form)**

Full Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

**Next of Kin / Emergency Contact (not spouse or live-in partner)**

Full Name: \_\_\_\_\_ Occupation: \_\_\_\_\_

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

I wish to apply for a Tenancy at: (full address of property)

The rental amount agreed is £                      pcm

*If this amount is different than advertised this will need to be confirmed in writing from our office.*

I agree I will be directly responsible for paying Council Tax, for opening accounts with service (utilities) providers and for paying directly for all services to the property, unless otherwise agreed.

A reservation fee equal to one months rent will need to be paid for the property to be taken off the market. We will hold the property of your choice for up to 28 days subject to the following being supplied:

- 2 Written references ( an employment reference proofing income and a previous landlord reference)
- Copy of a photo identification and a current utility bill.
- A homeowner guarantor will be required for anyone under 30 years of age or claiming housing benefit. A guarantor will be required to supply proof of home ownership and photo identification.

We reserve the right to request a guarantor if we feel references are unsuitable.

Once the property has been reserved, if you no longer wish to proceed with the property the reservation fee will be none refundable. If Simply Residential decline your application an admin fee of £150 will be retained and the remainder returned to you. All references must be received 3 days before a lease can be signed. On the day the lease is signed all applicants and **guarantor** must be available to sign. A months rent and £150 admin will be due.

I believe the information provided to be true and authorise the landlord or agent to:

- Carry out credit searches and reference checks and to contact employers, guarantors and credit reference agencies as appropriate.
- Use the information obtained with third parties to assess credit ratings, make insurance decisions for fraud prevention and tracing/debt collection.
- Handle all information obtained in strictest confidence and in accordance with the principles of the Data Protection Act 1998

I understand that if I default on my tenancy obligations this information may be released (per S35 DPA 1998) if required to authorised debt recovery agencies and could affect any future applications I make for tenancies, credit and insurance.

Completing this form does not commit the prospective tenant or landlord to a tenancy. A shared or single tenancy will not be created until all applicants have been qualified and have signed the tenancy agreement.

I can confirm that I have read the above and have raised any concerns with the landlord or agent. Prospective tenants should be aware that any false statement made could result in early termination of the tenancy under ground 17 of the Housing Act 1996.

Signature of Applicant:

Date:

Print full name in block capitals:

**Please note we do not accept payment by cheque, credit or debit cards. All initial payments must be paid in cleared funds.**