

# Individual Tenancy Application

A separate application is required for each adult resident – to avoid delays give full details - this form

**MUST** be completed prior to carrying out credit searches –

## Prospective Tenant Details:

Title: Mr Mrs Miss Ms Dr

First Name:

Middle Name/s:

Last Name:

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 photocopy showing your photo)

Date of Birth:

National Insurance Number:

Driver's Licence Number:

Passport Number:

**Status:** (tick box)

Single  Married  Divorced  Widowed  Living with Partner

House owner  Council Tenant  Private Tenant  Lodger

Living with relatives or friends  Employment Accommodation

**Answer clearly – write Yes or No?**

Smoker?      Pets?

County Court Judgements?

Court Decree?

Bankruptcy?

Evictions?

Administration Orders?

If yes to any of these, please give full details.

**Previous Addresses** – full addresses for last **three years** including postcodes, dates, and reasons for moving –

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

Name:

Full Address:

Post Code:

Telephone:

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

Name:

Full Address:

Post Code:

Telephone:

**Proposed additional residents:**

Name:

Address:

Postcode

Telephone:

Date of Birth:

Occupation:

**Present Occupation:** (tick box)

Employed  Self-Employed  On-Contract  Retired   
Un-employed  Student  Independent Means

**Employer:**

Company Name:

Address:

Post Code:

Employer Telephone:

Employer Fax:

Employer Email:

Date started this employ:

Position Held:

Employee Ref No:

Manager's Name:

**Gross Annual Earnings £**

Is your employment permanent?  
Do you plan to change employment soon?

**Unemployed/Disability Income**

Housing Benefit £

Disability Living Allowance £

Child Tax Credit £

Please state any other benefits - £

**Previous Occupation** (if less than 3 years):

Employer:

Address:

Post Code:

Telephone:

Date started this employ:

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

Make:

Model:

Reg. No:

**Surety Guarantor / Referee** (where applicable)

Name:

Address:

Post Code:

Telephone:

Occupation:

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

Name:

Address:

Post Code:

Telephone:

Occupation:

I apply for a **Tenancy** at:

For a period of:

The rental amount is £                      per:                      payable by

Cash / Cheque / Standing Order (delete as appropriate)

I will be directly responsible for Council Tax, and for opening accounts with service providers and paying directly to them for **all** services to the property.

I will pay one month's rent in advance plus a security deposit of £.....  
and an administration fee of £ .....(cheques must be cleared before entry)

Landlords' and Tenants' insurance:

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

1. carry out credit searches and reference checks and to contact employers, referees, guarantors and credit reference agencies as appropriate.
2. use the information obtained with third parties to assess credit ratings, make insurance decisions, for fraud prevention and tracing / debt collection.
3. handle all information obtained in strictest confidence and in accordance with the principles of the Data Protection Act 1988.
4. I understand that I can request the details of any credit reference agencies used so that I can verify with them the information provided.
5. I understand that if I default on my tenancy obligations, this information may be released (per S35 DPA 1988) 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:

Please include administration costs of **£100.00**

RobsonCarter  
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Station Buildings  
Station Square  
Saltburn  
Cleveland  
TS12 1AQ