

Tenancy Application Form

Please complete the form in BLOCK CAPITALS and ensure the application is completed in full. All sections marked with * are mandatory information. A tenancy application form must be completed for each applicant. If you require a Guarantor then as part of your Tenancy Application they must complete the Guarantor Application Form.

Due to the confidential nature of the information supplied and required, we regret that no explanation will be given if we are unable to recommend a tenancy. You may however request the name of the credit reference agency searched.

Rental Property Details				
Address:				
Postcode:				
Total rent per month* : £		Your share of rent per month* :£		
Tenancy term (months)*:		Deposit amount*:		
Applicant Details				
Title*:				
First name*:				
Surname*:		Date of birth *: / /		
National Insurance Number*:		No of dependants*:		
Marital Status*:				
Any previous surnames*:				
Home phone number*:		Work phone number:		
Mobile phone number:		Email address*:		
Have you ever been issued with a county court judgement**? (Y/N):				
Have you had any detrimental information registered against you?* (Y/N): If Yes, please provide details:				
Employment Details (Please note that if you are self employed we will need details of your accountant)				
Employment Type (please circle)*: Full Time Part Time Self employed Temporary/Contract Student Retired Homemaker Other (please specify)				
Company Name*:				
Company Address (inc postcode):				
Contact Tel number:				
Line Manager/HR Contact Name:				
Line Manager/HR Contact email address:				
Your Job Title*:		Your salary* (per annum):		
If you are self employed please complete your Account's details below				
Accountant name*:		Contact name:		
Accountant address				
Daytime phone number*:		Mobile phone number:		
Fax number*:		Email address*:		
Please supply addresses to cover your last 3 years of residency (if there is more than one address please provide the information on a separate piece of paper)				
Current Address – Please complete all address details				
Address: *				
Postcode*:				
Is this an address out of the UK?* (Y/N):				
Time at address from*: Month - Year -		To: Month - Year -		
Living status* (please circle): Furnished tenant Unfurnished tenant Own home Living with parents Other				

Landlord or Previous landlord details

Landlord/Agent name*:	Contact name*:
Address*:	
Postcode*:	
Daytime phone number*:	Mobile phone number:
Fax number:	Email address:
Additional information to assist the referee:	

Bank Details

Current account held?*(Y/N):	
Sort code*:	Name of bank*:
Account name*:	Account number*:
Address*:	

Additional Information

Will any of the tenants have pets?*(Y/N):
Will any of the tenants smoke?*(Y/N):
Will there be any children living at the property?*(Y/N):
Names of children:
Age of children:

Next of Kin

First name:	Surname:	Relationship:
Postcode:	House/Flat number/Name:	Street:
Town:	County:	
Home Phone:	Mobile number:	Email address:

Please ensure that you have completed all fields indicated * as failure to do this may result in a delay in you moving into the property.

Declaration

I hereby confirm that the information provided by me is to the best of my knowledge true. I consent to this information being verified by contacting the third parties detailed in this form. I understand that the results of the findings will be forwarded to the appointed letting agent and/or landlord and may be accessed again should I default on my rental payment or apply for a new tenancy agreement in the future. I agree that Express Lettings (Nottingham) Ltd will make a search with their credit referencing agency, which will keep a record of that search and will share information with other businesses. They may also make enquiries about the principal directors with a credit agency.

I also understand that in the event of my defaulting on the rental payment, that any such default may be recorded with the Credit Referencing Agency, who may supply the information to other credit companies or insurers in the quest for the responsible granting of tenancies, insurance and credit. I understand that in the event of any default by me in respect of the covenants in my tenancy agreement with my landlord, the information contained herein may be disclosed to Express Lettings Ltd and/or one or more tracing companies and/or debt collection agencies in order to recover any monies or to trace my whereabouts.

By confirming my agreement to proceed I am accepting that Express Lettings (Nottingham) Ltd may use my information in this way

I consent to the information provided to be used in this way.

Signed:

Date: