



McALLISTER  
ESTATE AGENTS

## TENANCY APPLICATION

(Please complete and return to McAllister Estate Agents)

### SECTION 1. - PROPERTY DETAILS

Address: \_\_\_\_\_  
\_\_\_\_\_  
Postcode: \_\_\_\_\_  
Tenacy term: \_\_\_\_\_  
Proposed move in date: (DD/MM/YY) \_\_\_\_\_  
Monthly rental: £ \_\_\_\_\_ Applicant rental share: £ \_\_\_\_\_  
Number of applicants: \_\_\_\_\_  
Do you smoke? Yes \_\_\_\_\_ No \_\_\_\_\_  
Do you have pets? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes please specify: \_\_\_\_\_

Agent notes:

### SECTION 2. - TENANT'S PERSONAL DETAILS:

Title: \_\_\_\_\_ First name: \_\_\_\_\_ Middle name(s): \_\_\_\_\_ Surname: \_\_\_\_\_  
Date of birth: (DD/MM/YY) \_\_\_\_\_ Marital status: \_\_\_\_\_ Nationality: \_\_\_\_\_  
NI Number: \_\_\_\_\_ Phone number: \_\_\_\_\_ Email: \_\_\_\_\_  
Have you ever been know by another name?: Y/N If yes, please confirm here: \_\_\_\_\_

### PLEASE PROVIDE LAST 3-YEARS ADDRESS HISTORY:

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

Postcode: \_\_\_\_\_

Time at this address: Years: \_\_\_\_\_ Months: \_\_\_\_\_

Address status: (tick)

Owner:  Rented:

Living with Parents:  Other: \_\_\_\_\_

Previous Address 1: \_\_\_\_\_

Postcode: \_\_\_\_\_

Time at this address: Years: \_\_\_\_\_ Months: \_\_\_\_\_

Address status: (tick)

Owner:  Rented:

Living with Parents:  Other: \_\_\_\_\_

Previous Address 2: \_\_\_\_\_

Postcode: \_\_\_\_\_

Time at this address: Years: \_\_\_\_\_ Months: \_\_\_\_\_

Address status: (tick)

Owner:  Rented:

Living with Parents:  Other: \_\_\_\_\_

Previous Address 3: \_\_\_\_\_

Postcode: \_\_\_\_\_

Time at this address: Years: \_\_\_\_\_ Months: \_\_\_\_\_

Address status: (tick)

Owner:  Rented:

Living with Parents:  Other: \_\_\_\_\_

Landlord/ Letting Agent Details:

Landlord/Letting Agent Name: \_\_\_\_\_

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

Postcode: \_\_\_\_\_

Phone number: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Landlord/ Letting Agent Details:

Landlord/Letting Agent Name: \_\_\_\_\_

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

Postcode: \_\_\_\_\_

Phone number: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Landlord/ Letting Agent Details:

Landlord/Letting Agent Name: \_\_\_\_\_

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

Postcode: \_\_\_\_\_

Phone number: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Landlord/ Letting Agent Details:

Landlord/Letting Agent Name: \_\_\_\_\_

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

Postcode: \_\_\_\_\_

Phone number: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_



McALLISTER  
ESTATE AGENTS

SECTION 3. - TENANT CREDIT INFORMATION:

*ADVERSE CREDIT: It is impertive that you declare any adverse credit, whether it is satisfied or unsatisfied. Failure to do so could have a detrimental affect on your application.*

Do you have any undischarged bankruptcy?: (tick) Yes  No  If yes, please confirm details here: \_\_\_\_\_

Have you ever applied for an I.V.A?: (tick) Yes  No  If yes, please confirm details here: \_\_\_\_\_

Have you ever previously rented a property?: (tick) Yes  No

Have you ever been in arrears with your rental payments?: (tick) Yes  No

Have you ever been named on a mortgage?: (tick) Yes  No

Have you ever been in arrears with your mortgage payments?: (tick) Yes  No

Have you got or have had any CCJ's?: (tick) Yes  No

If yes, please confirm details here: \_\_\_\_\_

SECTION 4. - TENANT EMPLOYMENT DETAILS:

Current Employment status: (tick one)

Employed (FT)       Employed (PT)       Self-Employed       Unemployed       Student   
Agency Worker       Temporary Worker       Zero Hours       Independent Means       Retired

*NOTE: If you are Self-Employed, A Director of your own company, Retired or of Independent Means, go to Section 5.*

Name of Company: \_\_\_\_\_ Position: \_\_\_\_\_

If Company Director, Company Number: \_\_\_\_\_ Full Time:  Part Time:

Salary: \_\_\_\_\_ Start date: (DD/MM/YY) \_\_\_\_\_

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

\_\_\_\_\_ Postcode: \_\_\_\_\_

Reference contact name and position: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Is your position going to change in the near future: (tick) Yes  No  If yes, give details below:

Details of previous employer (if less than 6 months).

Name of Company: \_\_\_\_\_ Position: \_\_\_\_\_

If Company Director, Company Number: \_\_\_\_\_ Full Time:  Part Time:

Salary: \_\_\_\_\_ Start date: (DD/MM/YY) \_\_\_\_\_

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

\_\_\_\_\_ Postcode: \_\_\_\_\_

Reference contact name and position: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_



McALLISTER  
ESTATE AGENTS

OTHER SOURCES OF INCOME:

*If you have other sources of income then please state them below. Additional income proof will be required.*

Overtime:	<input type="text" value="£"/>	Shift Allowance:	<input type="text" value="£"/>	Bonus:	<input type="text" value="£"/>
Car Allowance:	<input type="text" value="£"/>	Employment Support Allowance:			<input type="text" value="£"/>
Tax Credits:	<input type="text" value="£"/>	Child Maintenance:	<input type="text" value="£"/>	Child Benefit:	<input type="text" value="£"/>
Disability Benefit:	<input type="text" value="£"/>	Housing Benefit:	<input type="text" value="£"/>	Carers Allowance:	<input type="text" value="£"/>
Guardian Allowance:	<input type="text" value="£"/>	Fosterers Allowance:	<input type="text" value="£"/>		
Additional Income 1:	<input type="text" value="£"/>	Description/details:	_____		
Additional Income 2:	<input type="text" value="£"/>	Description/details:	_____		

SECTION 5. - SELF-EMPLOYED, DIRECTOR, INDEPENDENT MEANS OR RETIRED:

Self-Employed/ Director

Are you a Company Director: (tick one) Yes  No

Annual Income: Salary

Start date: (DD/MM/YY) \_\_\_\_\_

Dividend

Have you got proof of income/funds? Yes  No

Will accountants be verifying income? Yes  No

Have final accounts been prepared? Yes\*  No

If yes, by an accountant or self-assessment? \_\_\_\_\_

Independent Means

Have you got proof of income/funds? Yes  No

Will accountants be verifying income? Yes  No

Retired

Have you got proof of pension? Yes  No

Pension provider: \_\_\_\_\_ Pension number: \_\_\_\_\_

Pension amount:

SECTION 6. - OTHER OCCUPANTS:

*Everyone living in the property regardless of age must be listed below:*

Name	DOB	Age	Relationship to Applicant
1. _____			
2. _____			
3. _____			
4. _____			
5. _____			
6. _____			
7. _____			
8. _____			

Will the deposit be paid by anyone other than the tenant? : (tick) Yes  No  If yes, please confirm details below:

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

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

Postcode: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_



McALLISTER  
ESTATE AGENTS

EMERGENCY CONTACT:

*This must be a UK resident who is not a cohabiting tenant and detailed below:*

Next of Kin: \_\_\_\_\_ Relationship to Tenant: \_\_\_\_\_

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

Postcode: \_\_\_\_\_

Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_

SECTION 7. - BANK DETAILS:

Name of Bank/Building Society: \_\_\_\_\_

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

Postcode: \_\_\_\_\_

SECTION 8. - INSURANCE:

You may be liable for any loss or damage you may cause to the Landlords contents. We can arrange this insurance for you.

Would you like a quotation? Yes  No

HOW TO PROCEED WITH YOUR APPLICATION:

Step 1

Complete and sign the tenancy application form and return it to McAllister Estate Agents along with your reservation and admin fee (if applicable). Please also provide photographic identification of who you are (i.e. passport or driving license)

Step 2

Assuming your application has been accepted, you will need to pay the balance due either in cash, bank transfer or cheque when you move into the property. If you wish to pay by cheque, then you must pay it at least one week before you are due to move into the property. Please make all cheques payable to McAllister Estate Agents. Deposit may vary depending on your credit history and personal circumstances.

NOTES

*I understand that some or all of a holding deposit may not be returned to me should I not wish to proceed with this application after submission but understand that it will be returned to me should McAllister Estate Agents not accept me as a tenant unless I have given false information or failed to disclose any material fact or where applicable, my guarantor has given false information or failed to disclose any material fact. For the avoidance of doubt, a material fact is anything that would influence the landlords decision as to whether to rent the property to me.*

*If you pay an admin fee and subsequently withdraw your application or do not satisfy the referencing requirements, then your application fee will not be returned. The property may continue to be marketed following the submission of my application.*

Declaration

*I understand that providing false information may lead to a tenancy being refused or early termination of any subsequent tenancy agreement. McAllister Estate Agents may use a third-party referencing agent. If so, you agree to being contacted by that agency. McAllister Estate Agents will make you aware of that company is used. McAllister Estate Agents or their selected third-party referencing agents will hold your data securely and only use it with regard to the referencing for this tenancy application and future tenancy.*

I have read and agree to be bound by the terms above:

Signed: \_\_\_\_\_ Print: \_\_\_\_\_

Dated:            /            /

General Data Protection Regulations

By providing us with the above information you consent to us obtaining, holding and using personal data about you in connection with the business of letting and renting out of residential properties for so long as may be reasonably required for our legitimate purpose. We will use that information for communicating with you. We may also provide that information to third parties with a legitimate reason to receive it in connection with your dealings (e.g. landlords (where applicable), utility and service providers or transferee of our business) or to such third parties as required by you or the law, whether within or outside the European Economic area. Our privacy policy can be found on our website.

How did you hear about us? \_\_\_\_\_