



## INDIVIDUAL TENANCY APPLICATION FORM

Today's Date: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Rental Property being applied for: \_\_\_\_\_

TO ENSURE THAT YOUR APPLICATION IS PROCESSED QUICKLY AND EFFICIENTLY PLEASE:

- USE BLACK INK AND CAPITAL LETTERS THROUGHOUT THE FORM
- DETAIL ALL REQUESTED TELEPHONE NUMBERS INCLUDING DIALLING CODES
- WE REQUIRE ALL ADDRESSES THAT YOU HAVE LIVED AT FOR THE LAST 3 YEARS, AND DATES
- CONTACT DETAILS FOR YOUR CURRENT LANDLORD OR LETTING AGENT
- CONTACT DETAILS FOR YOUR CURRENT EMPLOYER
- IF THERE ARE TWO ADULTS WISHING TO RENT THIS PROPERTY (FOR EXAMPLE: HUSBAND AND WIFE), FOR EACH INDIVIDUAL WHO IS EMPLOYED AND IS PAYING TOWARDS THE RENT, MUST COMPLETE AN APPLICATION FORM EACH.

**Please complete and return your application with the following:**

### TENANT CHECKLIST (TICK WHEN COMPLETED)

- Photographic Identification (Current Passport and/or current driving license with current address etc)
- Proof of Residency (Utility bill, mobile/telephone bill or credit card statement no more than 3 months old)
- At least one Payslip within the last 3 months (if employed)  
If Self-Employed, please provide proof of income with bank statements and/or recent P60
- Two Written References (Must be in writing and requested by you to the Referee directly. Landlord and Employer/Accountant References preferred). One professional reference and one character reference is preferable. Please specify in each reference & guarantor information (if applicable) what relation the party is to you.
- Application is signed and dated

**If you intend to seek Housing Benefit payments and/or Universal Credit payments, you must provide a Guarantor. Your Guarantor must: Own their own property, be in full time employment and reside in the U.K.**

### GUARANTOR CHECKLIST (TICK WHEN COMPLETED)

- Section 9 completed within this form including signature
- Photographic Identification (Current Passport and/or current driving license with current address etc)
- Proof of Residency (Utility bill, mobile/telephone bill or credit card statement no more than 3 months old)
- Proof of Home Ownership i.e. Mortgage statement
- At least one Payslip within the last 3 months  
If Self-Employed, please provide proof of income with bank statements and/or recent P60

**\*\*If you wish to scan over your application form/and or additional documentation, please email all to [katie@bairdrealstate.co.uk](mailto:katie@bairdrealstate.co.uk)**

# Individual Tenancy Application

Please use Block CAPITALS

Giving full details will avoid delays

## (1) PROPERTY DETAILS (The Rental Property you are applying for)

Address of Rental Property including Post Code

How long would you like to live in this property?

What date would you like to start your tenancy?

## (2) IDENTITY DOCUMENTS

Passport Number:

and/or Driving License Number:

Utility Bill Provider:

Utility Bill Reference/Account Number:

## (3) APPLICANT (TENANT) DETAILS

Title	First Name	Initials	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Any Previous Names

Date of Birth

Country of Birth

Religion

Nationality

National Insurance No.

Present Address including Post Code

Time at this Address

Status: Home-Owner/ Renting/ Living with Relatives

Relationship Status

Home Telephone Number

Mobile Telephone Number

Work Telephone Number

Email Address

Do you Smoke?

Do you have any pets?

Are you disabled?

Do you have any debt problems: IVA / Court Judgements (CCJ) / Bankruptcy?

Have you had any previous evictions?

Do you intend to seek benefits i.e. Housing Benefit or Universal Credit for your rental payments?

**(4) ADDITIONAL RESIDENTS (SHARERS) ON THIS TENANCY (I.E. WHO WILL BE LIVING WITH YOU?)**

Name of Resident	Relationship to You	Share of Rent	Age
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**(5) WHY DO YOU WANT TO MOVE TO A NEW HOUSE?**

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**(6) CURRENT LANDLORD AND/OR ESTATE AGENT (IF PROPERTY IS MANAGED BY THEM)**

Landlord or Estate Agency Name including address and post code

Mobile Number

Home Number

Office Number

Email Address

**(7) PREVIOUS ADDRESS(ES) (UP TO 6 YEARS)**

Previous Address 1 with Post Code

Date moved in \_\_\_\_\_ Date moved out \_\_\_\_\_

Previous Address 2 with Post Code

Date moved in \_\_\_\_\_ Date moved out \_\_\_\_\_

Previous Address 3 with Post Code

Date moved in \_\_\_\_\_ Date moved out \_\_\_\_\_

**(8) EMPLOYED**

Name and Address of Employer Organisation including Post Code

Date Started dd/mm/yyyy

Present Position / Job Title

Manager/CEO of Company or Other

Office Number

CEO/Manager Mobile Number

Email Address

How many hours do you work per week?

Is your contract on a permanent or temporary basis?

Gross Annual Income (Before tax)

**(9) SELF-EMPLOYED**

Name and Address of Accountant / Solicitor including Post Code

Office Number

Mobile Number

Email Address

**(10) GUARANTOR INFORMATION (IF REQUIRED) \*\*A GUARANTOR MUST BE SUPPLIED IF YOU INTEND TO SEEK HOUSING BENEFIT PAYMENTS AND/OR UNIVERSAL CREDITS FOR HELP WITH RENTAL PAYMENTS**

Name and Address of Guarantor to include Post Code

Occupation

If Retired, Previous Occupation

Employed / Self Employed / Retired

Mobile Number

Home Number

Work Number

Email Address

Guarantor Signature

**(11) YOUR BANK OR BUILDING SOCIETY**

We will use these bank details to set up a standing order for rental payments to paid directly each month/week to Landlord/Agent.

Bank or Building Society including Address and Post Code (Branch you set up your Account in initially)

Account Number

Sort Code

Name on Account



## GENERAL GUIDANCE

**Tenants:** The details supplied here will be checked using recognised credit reference agencies for tenancy selection purposes. This process will in no way affect a prospective tenant's record or ability to obtain credit in future and all information obtained will be kept secure and confidential in accordance with the UK Data Protection Act and international privacy laws.

Tenants can obtain copies of their own credit records by application to the main credit reference agencies.

To avoid delays tenants should provide full contact details and get prior consent from referees and guarantors (if applicable) – **at least 2 referees will be required** for Comprehensive Checks.

Tenants should be aware that defaulting on their tenancy obligations could mean that information is sought or released (per s35 DPA 1998), including Housing Benefit enquiries, if required by the courts or those authorised and could affect any future applications for tenancies, finance or insurance.

**Landlords / Agents:** Guarantors should be checked and referenced separately, and landlords/agents should ensure that guarantors have seen and approved the tenancy agreement and signed a guarantor agreement prior to the tenancy.

Any deposit monies taken by the landlord or agent must be protected (Housing Act 2004) and the tenant must be notified by a (Tenancy Deposit Scheme) statutory notice within 14 days.

Landlords and Agents **MUST** keep and securely store a signed copy of this form in accordance with the principles of the Data Protection Act 1998 as evidence that the tenant has authorised credit checks.

## (13) DECLARATION AND AUTHORISATION

I apply for a tenancy as per this application. I confirm that the information provided is true and accurate, and I authorise the landlord or agent to seek additional information and carry out credit checks and referencing by contacting agencies, organisations and individuals as necessary. I confirm that I have raised any concerns with the landlord or agent and I understand that tenancies obtained with false information can be terminated. Completing this application does not commit the landlord or tenant to a tenancy.

PRINT NAME

SIGNATURE

DATE dd/mm/yyyy