

MPP RENTALS

The letting agent
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TENANT APPLICATION FORM

- Submit a fully completed application form, accompanied by **two written references and photographic ID for each adult (please do not send originals as these will not be returned)** to MPP Rentals via email, post or hand to our office.
- Written references can come from a landlord, employer, bank manager, teacher, solicitor, doctor or other professional.

EXPLANATORY NOTES FOR NEW TENANTS

Please read these notes before signing and returning your application.

Applying for a property

- 1) Complete the attached tenant application form.
 - 2) Provide **2 written references** for each adult.
 - 3) Provide **Photographic ID** for each adult
- Please return all of the above to our office as soon as possible.

References:

Written references can come from your landlord, employer, bank, teacher, solicitor, doctor or any professional. A reference should include how long they have known you and in what capacity.

How can I return my application form?

Application forms can be returned to our office by hand, scanned & emailed or posted. Our contact details are found at the top of this page.

What happens next:

Once we have received all the application forms and references for the particular property we will forward same to the landlord. The landlord makes the

decision of which application they wish to accept.

What will I have to do if my application is successful?

Once we have received acceptance of your application from the landlord we will contact you immediately. At this stage you will be required to:

- 1) Pay the deposit within 48 hours
- 2) Provide bank details for future rent payments by standing order

This will secure the property and we will withdraw it from the market. Properties are only secured once the deposit payment has been received.

The day of signing:

On the day of signing all parties are required in person at our office to:

- 1) Sign the tenancy agreement
- 2) Pay the first installment of rent
- 3) Sign the My Deposit agreement
- 4) Collect the keys to the property.

Property applying for:	Today's date:
Length of tenancy required:	Occupancy date:

Personal Details - Adult 1

Full name:	Contact number:
Email:	Date of birth:
Current address:	Previous address(if current address is less than 3 years):
How long at Current property:	How long at Previous property:
Rent - Own - Living with family- Other	Rent - Own - Living with family- Other
Reason for move:	Reason for move:
Length of notice given:	Length of notice given:
National Insurance Number:	Nationality:
Children:	Children Ages:
Smoker:	Pets: Yes / No Type: Indoor / Outdoor Age:
Employed Self-employed - Please give details Unemployed Retired Other:	
Business Name:	
Business address:	
Telephone Number:	
Position:	
Employer Name:	
How long in current employment:	
Do you have a criminal record? Yes No (Please give details of any convictions)	
Current Landlord/ agent:	
Current Landlord/agent address:	
Phone number:	

Personal Details - Adult 2

Full name:	Contact number:
Email:	Date of birth:
Current address:	Previous address(if current address is less than 3 years):
How long at Current property:	How long at Previous property:
Rent - Own - Living with family- Other	Rent - Own - Living with family- Other
Reason for move:	Reason for move:
Length of notice given:	Length of notice given:
National Insurance Number:	Nationality:
Children:	Children Ages:
Smoker:	Pets: Yes / No Type: Indoor / Outdoor Age:
Employed Self-employed - Please give details Unemployed Retired Other:	
Business Name:	
Business address:	
Telephone Number:	
Position:	
Employer Name:	
How long in current employment:	
Do you have a criminal record? Yes No (Please give details of any convictions)	
Current Landlord/ agent:	
Current Landlord/agent address:	
Phone number:	

Next of kin - Adult 1:

Name:	Relationship:
Address:	
Phone number:	

Next of kin - Adult 2:

Name:	Relationship:
Address:	
Phone number:	

Declaration

1) I have read the attached explanatory notes and confirm that the information supplied on this application is true and complete
2) I agree to any checks to be carried out for the application process and for my data to be held by the agency until a decision has been made, at which point my application and references will be destroyed.
3) 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 landlord.
4) I have enclosed 2 written references for each adult applicant.
5) I have enclosed a copy of I.D for each adult applicant
Signed: _____ (Adult 1) _____ (Adult 2) Date: _____