

Tenancy
Application Form



Important - please read our Privacy Notice before completing this Application Form. The Notice explains to you why we collect this information and what we can do with it

Upon completion please return this form to:

Name of Landlord: _____

Address of Landlord: _____

In the case of joint-applicants, each joint-applicant must complete and submit a separate application form.

Please either photocopy this form for the number required before completing – or ask for the number of forms required.

Applicant's name
(Mr/Mrs/Miss/Ms) _____

Address _____

Email Address _____

Telephone (landline) _____ Telephone (mobile) _____

Telephone (work) _____ N.I. Number _____

Date of Birth _____

Name of other
joint applicants
(if any) _____

Relationship of
joint applicants
to you _____

Length of time
At present address _____

How was that property held by you? (tick the box that is relevant)

As private tenant

As a lodger

As tenant of a housing association

As owner

Living with parents

As a council tenant

of which local authority _____

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If you are a tenant or lodger please give the name and address of the current landlord below

Current Landlord's contact number _____
and _____
Email address _____

Previous Address _____
(if less than 3 years at _____
current property) _____

Time spent at address _____

Previous landlord _____ Phone _____
email address _____ Number _____

If more addresses are needed to reach 3 years of tenant history, please see continuation sheet at the end of this document.

Current Employment status

Employed		Student	
Unemployed		Retired	
Self-employed		Other Please Specify	

If employed

Occupation _____

Name of Employer _____

Address of Employer _____

Email Address _____

If a student, university or college name _____

Address of college/university _____

Course attended _____ Year of graduation _____

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Accountant details
(where self-employed)

Name _____

Address _____

Telephone number _____ Email Address _____

Benefits you are presently in receipt of	Universal Credit	
Housing benefit	Income support	
Unemployment benefit	Sickness	
Retirement Pension	Disability Allowance	

Address of the tenancy being _____
being applied for _____

The date you would like to begin _____
occupying the property if your
application is successful

The length of tenancy being applied for _____

If anyone else is intended to occupy the property please list their names, ages and relationship to you below
(including any children).

Name _____ Age _____ Relationship _____ Email _____

Name _____ Age _____ Relationship _____ Email _____

Name _____ Age _____ Relationship _____ Email _____

Name _____ Age _____ Relationship _____ Email _____

Name _____ Age _____ Relationship _____ Email _____

Bank / building society name			
Address			
Account name(s)			
Account number		Sort code	

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Have you ever been made bankrupt or entered into a voluntary arrangement of any kind with your creditors?

Yes No

Have you ever had a county court judgement made against you? Yes No

If you answered yes to either of the above questions, please give details

Do you have any children who will not be living at the property? Yes No

Will any animals / pets be living at the property? Yes No

If yes, provide details

Next of kin and their contact details

Character reference name

Address

Email Address

This cannot be a family member

Will anyone else besides yourself pay towards the deposit? Yes No

If yes, provide the names, addresses, and email addresses of each person paying towards the deposit beside yourself and also the amount of the deposit each one is contributing

If the answer to this question changes it is important that you notify me/us immediately.

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I confirm that I am over 18 years of age and the information given above is true and accurate. I confirm that no one will be living in the property except anyone who is named above.

SIGNED _____

NAME _____

DATE _____

I understand that the Landlord named at the beginning of this application form, as a data controller, has a legitimate interest in processing the data contained in this document to decide on my suitability as a tenant. I understand that the landlord may have to share this data with third parties to establish my suitability as a tenant. I confirm that I have been provided with access to the Landlord's Privacy Notice which outlines who this information may be shared with, how long the information will be held, my rights under the General Data Protection Regulation, as well as the lawful bases for sharing this data with third parties.

I confirm that where I have shared information relating to third parties in this application I have the consent of the third parties concerned to do so.

I consent to receiving my copy of 'How to rent: a checklist for renting in England', the energy performance certificate report (EPC) or any other documentation relating to the proposed tenancy via the given email address on page 1.

To be completed where the landlord undertakes a credit check to be obtained from Call Credit via the RLA

I understand that I have to provide original documents proving the right to reside in the United Kingdom for all potential occupiers in the presence of the landlord or the agent. I understand that if I do not provide these documents for all occupiers then I will not be granted a tenancy.

I consent to a credit check being carried out in relation to myself by CreditCall which will be conducted on the landlord's behalf by RLA Publishing Limited (RLAP).

Where the credit check is carried out by RLAP the footprint will show that the credit check was ordered by RLAP – not the landlord.

SIGNED _____

NAME _____

DATE _____

Tenancy Application
Form
Continuation sheet



If more addresses are needed to reach 3 years of tenant history, please use this continuation sheet.

Previous Address _____
(if less than 3 years at
current property) _____

Time spent at address _____

Previous landlord _____ Phone _____
email address _____ Number _____

Previous Address _____
(if less than 3 years at
current property) _____

Time spent at address _____

Previous landlord _____ Phone _____
email address _____ Number _____

Previous Address _____
(if less than 3 years at
current property) _____

Time spent at address _____

Previous landlord _____ Phone _____
email address _____ Number _____

Previous Address _____
(if less than 3 years at
current property) _____

Time spent at address _____

Previous landlord _____ Phone _____
email address _____ Number _____