



# Tenancy Application Form

PLEASE COMPLETE IN BLOCK CAPITALS TO REDUCE ERRORS

Advanced  Priority  International

User ID:

Date:

## 1. Property Details (Address to be let)

Property address

Tenancy period

 months

Tenancy start date

No of applicants

Total rent

 £ per

Rent for this applicant

 £ per

## 2. Primary applicant Details (All fields marked \*\* MUST be completed)

Title\*\*

First name\*\*

Initials

Surname\*\*

Date of birth\*\*

 / /

NI Number (or overseas equivalent)

Gross annual salary/income

 £

Current address\*\*

Current address (cont)

Postcode\*\*

Time at address

 years  months

Occupation\*\*

Contact number\*\*

Mobile telephone number

Marital status (e.g. single/married)

Address status: Owned/mortgaged

Rented (provide landlord details at Section 5)

Family/friends

Names of additional tenants entering this agreement \*\*

Age (if under 18)

Share of rent

Are you or any of the above named a smoker? Yes  No

Do you have any pets? Yes\*  No

Have you had any County Court Judgements or rent arrears in the past 6 years? Yes\*  No

\* Details of any Judgments, arrears and/or pets should be included within section (11).

### 3. Previous Address (If at current less than 6 years\*)

Previous address

Previous address (cont)

Postcode

Time at address

years

months

### 3.1 Previous Address (If at current & previous less than 6 years\*)

Previous address

Previous address (cont)

Postcode

Time at address

years

months

### 4. Employment / Occupation details (Employed/Self employed)

Employment status (e.g. permanent)

Name of organisation

Employment dates

From

To

Position held

Contact name

Contact position

Address

Contact telephone number

Contact fax number

Contact E-mail address

### 5. Current landlord or agent

Landlord/Agency name

Contact number

Fax number or E-mail address

Address of landlord/agent

### 6. Character Referee (Non relative known for 3 years+)

Referee name

Relationship (e.g. previous employer)

Time known

years

Address

Contact number

Fax number or E-mail address

A CONTACT TELEPHONE/FAX NUMBER OR E-MAIL ADDRESS MUST BE INCLUDED FOR EACH REFEREE

## 7. Guarantor

OPTIONAL

<b>Title</b>	<b>First name</b>	<b>Surname</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Address</b>		<b>Postcode</b>
<input type="text"/>		<input type="text"/>
<b>Contact no</b>	<b>Income status (e.g. self/employed, retired)</b>	
<input type="text"/>	<input type="text"/>	
<b>Employment (e.g. self/emp, retired)</b>	<b>Employer's contact name^</b>	<b>Employer's contact no^</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>

We will contact the proposed Guarantor to obtain further information or to verify their consent to act in this capacity.  
^ Please leave blank if unknown or inapplicable. An accountant or solicitor may be entered if self employed.

## 8. Banker's Details

<b>Account holder name</b>	<b>Account number</b>	<b>Sort code</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Banker's address</b>		
<input type="text"/>		

## 9. Identification Validation (UK Passport, Driver's Licence, Utility Bill)

OPTIONAL

<b>ID Type (e.g. passport)</b>	<b>Reference / Account number</b>	<b>Issuer (Utility only e.g. BT)</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>

## 10. Authorisation

The details supplied by you are checked against those held on credit reference agency databases for the purposes of pre-tenancy/lease selection.

A record is kept of this search; however it will not affect your ability to obtain credit or other services in any way.

Information is processed in confidence and within the guidelines of The Data Protection Act (1998) & the appropriate International privacy laws.

I confirm that the information provided on this application is accurate & true.

I authorise Rentchecks to conduct these searches and to make any employer or financial enquiries necessary to assess my suitability for this agreement.

<b>Signed</b>	<b>Date</b>
<input type="text"/>	<input type="text"/>
	<b>Name</b>
	<input type="text"/>

## 11. Additional Notes & Comments

Use this section to add any additional general information that you feel is relevant to this application.

## Guidance & Information

- Section 2 must be completed. This is the minimum amount of information required to assess an application.
- Married couples should add the highest earner as the primary applicant.
- Validating postcodes before submitting this form will speed up processing times ([postcodeanywhere.com](http://postcodeanywhere.com)).
- Please ensure that all names, addresses & numbers are clearly legible.
- Please double check all fields prior to submission. Once a report is queued for processing, it cannot be cancelled.
- Unemployed & student applicants should include a Guarantor unless proof of alternative funding can be provided.
- Applicants with low incomes may be required to provide details of a suitable Guarantor.
- The Guarantor provided must be a homeowner and agree to act in this capacity. An affordability assessment & credit check will be performed during processing.
- The applicant's signed or verbal permission & identification **must** be obtained prior to submission of this application.
- Please ensure that you include a current and accurate telephone or fax number for all referees. Failure to do so will delay this application.
- You should, where possible advise referees that we will be contacting them as this will reduce delays.
- National Insurance number, monthly rental value and referee sections are optional. Please consult the website to establish whether you wish to include this information for processing.
- Any falsehoods uncovered at a later date will result in the immediate termination of any agreement that may be in place or offered.

Prospective tenants requiring further information relating to the completion of this form or The Data Protection Act can contact us via the following methods.

E-mail - [validation@rentchecks.com](mailto:validation@rentchecks.com)

Tel – 0844 412 7752

Fax – 0844 412 7753

**PLEASE RETURN THIS FORM VIA: FAX – 0844 412 7753  
E-MAIL - [VALIDATION@RENTCHECKS.COM](mailto:VALIDATION@RENTCHECKS.COM)**