



# Tenant Application Form

Property Details	
Address of Property Applied for:	
Postcode:	
Preferred Tenancy Start Date:	
Monthly Rent:	
Share of Rent:	
Tenancy Term (Months):	

Applicant Details (please circle where appropriate)	
Title:	Mr      Miss      Mrs      Ms      Dr      Other
First Name:	
Full Middle Name:	
Last Name:	
Date Of Birth:	
Sex:	Male      Female
Marital Status:	Single      Married      Divorced      Separated      Widow(er)
No of Dependants:	
Mobile Number:	
Home/Work Number:	
*Email Address:	

## Please supply addresses to cover your last 3 years of residency

Address History – Current Address (please circle where appropriate)	
Current Address:	
Postcode:	
Time at Address:	From: _____ To: _____
Living Status:	Furnished Tenant    Unfurnished Tenant    Own Home Living with Parents    Other (Please Specify):
Are you registered at this address?	Yes                      No  (if you are not registered then please provide us with proof of address, i.e., a utility bill)

Address History – Previous Address 1 (please circle where appropriate)	
Property Address:	
Postcode:	
Time at Address:	From: _____ To: _____
Living Status:	Furnished Tenant    Unfurnished Tenant    Own Home Living with Parents    Other (Please Specify):

Address History – Previous Address 2 (please circle where appropriate)	
Property Address:	
Postcode:	
Time at Address:	From: _____ To: _____
Living Status:	Furnished Tenant    Unfurnished Tenant    Own Home Living with Parents    Other (Please Specify):

### Landlord/ Previous Landlord Details

Landlord/ Agent Name:	
Landlord/Agent Address:	
Postcode:	
Phone Number:	
*Email Address:	
Additional Information to assist the referee:	

### Employment Details: If your employment is likely to change please supply your offer letter or contract of new employment

Employment Type:	Full time employed      Part Time Employed      Temporary/Contract Unemployed      Self-Employed      Retired      Student Housewife/Home Maker      Payment in Advance
Occupation:	
Start Date:	
Organisation Name:	
Organisation Address:	
Postcode:	

### Employer Reference Provider Details

Contact Name:	
Job Title:	
Phone Number:	
*Email Address:	
Additional Information to assist the referee:	

**Accountant Details: please only complete if you are self employed**

Company/ Accountant Name:	
Address:	
Postcode:	
Phone Number:	
*Email Address:	
Additional information to assist the referee:	

**Affordability Details**

Gross Annual Income:	£
Any additional sources of income?	Yes                      No If yes please provide details below
Amount of additional income per annum:	£
Details of additional income:	

**Additional Information (please circle where appropriate)**

Have you ever received any County Court Judgements or Involuntary Arrangements against you?
Yes                                      No
If Yes, please provide details:
Have you ever been declared bankrupt?
Yes                                      No
If Yes, please provide details:
Do you have any pets?
Yes                                      No
If yes, please list:

## Consent

I declare that:

- The information contained in this application form is correct to the best of my knowledge.
- I have given my consent that all information contained in this application form may be passed on to third parties to carry out a credit check and tenancy references.
- I have been advised that a search 'footprint' will be recorded on my credit report; this should not affect my ability to obtain credit in the future.
- I have given my consent that all information contained in this application form can be stored electronically and manually by the letting agency and will only be deleted on my request
- I give my consent for all my personal details including phone number/ email address to be passed on to third party contractors where necessary during my tenancy.
- In order to comply with the Immigration Act 2014, I understand that all persons who will be occupying the property will need to demonstrate that they have a Right to Rent and that checks on my/their immigration status will need to be carried out. The government criteria for the Right to Rent can be found by going to [gov.uk/](http://gov.uk/) and searching Right to Rent.
- Should my application be accepted, I agree to pay all outstanding due balances before the start of the tenancy in cleared funds.

### General Data Protection Regulation (GDPR)

By providing us with the information in this application form you consent to us obtaining, holding and using personal data about you to enable us to make the necessary enquiries to determine your suitability to rent a property through this letting agency. This data will be held for as long as it is reasonably required for our legitimate use in connection with our letting services before, during and after the tenancy has ended.

We will use this data to communicate with you and make contact details available to our third party, appointed contractors (and Landlords when applicable) to enable them to carry out repairs as reported by you or otherwise. For further details please refer to our **PRIVACY POLICY** which can be found on our website at [mooreandyorklettings.co.uk](http://mooreandyorklettings.co.uk)

By signing **your agreement to proceed** you are accepting that we may use and store your information in this way.

Applicant Signature

Signed:

Date: