

Tenant Assessment Application Form

(A) Property details:

Property Address	
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Rent (pcm)	£
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Preferred Move in date <small>If your application is successful</small>			
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(B) Personal Details:

It is a mandatory requirement for a separate form, for each applicant over 18 years old, to be completed.

Where did you hear about? _____

How do you propose to pay the rent? Own Means ____ Housing Benefit ____

	First Name	Middle name(s)	Surname	Share of rent
Tenant 1				
Tenant 2				
Tenant 3				
Tenant 4				

(C) Personal Details

Title	First Name	Middle name(s)	Surname
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Date of Birth (dd/mm/19yy)		Sex: Male / Female
Marital Status		Maiden Name

(1) Contact Details

Phone (Home)		(Mobile)	
Phone (Work/		Other	

daytime)			
E-Mail			

(2) Current Address

Number/ Name		Street	
District		Town	
County		Postcode	
Status (Circle One)	Owner / rented / Living with parents / Council Tenant / Other		
If other please explain:			

How long have you lived at this address?	
Reason for leaving the property?	

(3) Previous Address

Enter this information only if you have lived at your current address for less than 3 years:

Number/ Name		Street	
District		Town	
County		Postcode	
Status (Circle One)	Owner / rented / Living with parents / Council Tenant / Other		
If other please explain:			

How long have you lived at this address?	
Reason for leaving the property?	

(4) Employment details

Status (Circle One)	Employed / Self Employed / Unemployed / Student / Retired / Housewife
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Job Title			
Annual Salary (gross)		Employment start date	
Payment Date		Payroll/ Pension number	

If your job is likely to change or you have additional income please give further details	
If you have additional income please state how much	

(5) Employer Details:

Employer/ Accountant/ Pension		
Number / Name		Street
District		Town
County		Postcode

Contact Name			
Contact Job title			
Phone (daytime)		Phone (evening)	
Email		Fax	

If you have been in you current job less than 1 year please fill in the section below:

Job Title/ Company			
Annual Salary (gross)		Employment start date	
Payroll/ Pension number			

(D) Landlord Details:

Complete this section if you indicated that you are or have lived in rented accommodation

Landlord / Agent Name	
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Address

Number/ name		Street	
District		Town	
County		Postcode	
Phone (daytime)		Phone (evening)	
E-Mail		Fax	

(E) Bank Details: To be completed by the applicant (mandatory) – Please note this information is used solely for the purpose of a credit check.

Sort Code		Account Number	
Account In the name of		How long with this branch?	
Do you have a cheque book?			
Do you have a cheque guarantee card?			

Will you be able to set up a standing order from your bank account by the 1st of each month? _____

Do you have any adverse credit history? CCJs etc _____

Supplementary Questionnaire

- 1. Do you Smoke? Yes/ No
- 2. Do you have any Pets? Yes/ No If Yes, What?
- 3. National Insurance Number
- 4. Children who will be living with you –

Name	Date of Birth

5. Next of Kin

6. Character Reference
(Not your employer or family members)

Name

Name

Relationship

Capacity

Address

Address

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.....

Tel

Tel

Gas Safety (Installation & Use)

I accept that gas appliances and installations must be checked and found to be safe by a CORGI registered engineer annually. I will allowto instruct and allow access on an annual basis for a gas engineer to enter the property. I will be advised of the appointment time and make access available or alternatively key access will be permitted if I am unavailable.

Print Name: _____

Signed: _____ Date: _____

Applicant's Consent

In connection with this application a search will be carried out by Creditsafe to check all or any of the application details, which have been submitted. I consent to this information being shared with other organizations for the purpose of assessing tenant applications and services.

I expressly consent to passing the results of any such search or assessment to my prospective landlord(s) for the purpose of assessing this application.

I also confirm that may contact third parties to check employment, character and tenancy details.

I understand that as do not disclose information relating to declined applications.

(Please sign and date the form)

Print Name: _____

Signed: _____ **Date:** _____