



Tenancy Application Form

1. PROPERTY DETAILS (DETAILS OF PROPERTY YOU ARE LETTING)

Property To Let Address

2. PROPOSED TENANCY DETAILS

Tenancy Start Date No.of Applicants Rent £ Rent frequency month

3. APPLICANT DETAILS (PLEASE COMPLETE ALL SECTIONS)

Title First Name Initials Surname

Date of Birth NI Number (or overseas equivalent) Gross Annual Salary

Current Address

Current Address cont Postcode Time at this Address Occupation

Contact Number Mobile telephone number Marital Status (e.g. single/married)

Address Status: Owner/Mortgaged Rented (provide landlord details at Section 5) Family/Friends

Names of additional tenants entering this agreement		Age (if under 18)
Mr/Mrs/Ms/Miss	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>

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 Judgments or rent arrears in the past 6 years? Yes No

4. APPLICANTS ASSETS

Do you own any property commercial or residential in your name in the UK?
Yes No

If you own a property in the UK, what is the full address?

 Postcode

5. PREVIOUS ADDRESS (IF AT CURRENT ADDRESS LESS THAN 6 YEARS)

Previous Address

Previous Address cont Postcode Time at Address



5.1 PREVIOUS ADDRESS (IF AT CURRENT AND PREVIOUS LESS THAN 6 YEARS)

Previous Address

Previous Address cont

Postcode

Time at Address

6. EMPLOYMENT/OCCUPATION DETAILS (EMPLOYED/SELF EMPLOYED)

Employment status (e.g. permanent)

Position held

Employment Dates

Name of Employer

Contact name

Contact position

Address

Contact telephone number

Contact fax number

Contact E-mail address

7. CURRENT LANDLORD OR AGENT

Landlord/Agency name

Address of landlord/agent

Postcode

Contact Number

Fax Number

E-mail address

8. CHARACTER REFEREE (NON RELATIVE KNOWN FOR 3 YEARS+)

Referee Name

Relationship (e.g. previous employer)

Time Known

Address

Contact Number

Fax Number

E-mail address

A CONTACT TELEPHONE/FAX NUMBER OR EMAIL ADDRESS MUST BE INCLUDED FOR EACH REFEREE

9. GUARANTOR

Title

First Name

Surname

Address

Address cont

Postcode

Contact No

Employment (e.g. self/emp, retired)

Employers contact name

Employers contact no

Employer Address

We may 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 can be entered if self employed.

10. BANKER'S DETAILS

Account holder name

Account number

Sort code

British Landlords Association – Free national landlords Association for UK landlords & Letting Agents.

The BLA is the fastest growing national landlords association in the UK



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Banker's address

11. IDENTIFICATION VALIDATION (UK PASSPORT, DRIVER'S LICENCE, UTILITY BILL)

ID Type (e.g. Passport/Drivers licence)

Reference/Account number

Issuer (Utility only e.g. BT)

12. 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), GDPR & the appropriate privacy laws.

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

I authorise REGENCY LAW REFERENCING LTD to conduct these searched and to make any employer or financial enquiries necessary to assess my suitability for this agreement.

Signed

Date

Name

13. ADDITIONAL NOTES & COMMENTS

Guidance & Information

- Section 2, 3, 4, 5, 5.1, 6, 7, 9, 10, 11 and 12 must be completed. This is the minimum amount of information required to assess an application.
- Tenants should add the highest earner as the primary applicant.
- Validating postcodes before submitting this form will speed up processing times (postcodeanywhere.com).
- Please ensure that all details are clearly legible.
- Please double check all fields prior to submission. Once a report has been submitted for processing, it cannot be cancelled.
- Unemployed, student applicants or low income applicants must include a Guarantor unless proof of alternative funding can be produced
- The Guarantor provided must be in full-time employment and agree to a credit & suitability assessment. We will contact the Guarantor to confirm this,
- The applicant's signed permission **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.
- Any false information uncovered at a later date will result in the immediate termination of any agreement that may be in place and section 8 notice ground 17 maybe used by the landlord to terminate the tenancy.



Prospective tenants requiring further information relating to the completion of this form or The Data Protection Act can contact us by email: