

A separate application is required for each adult resident – to avoid delays give full details  
This form **MUST** be completed prior to carrying out credit searches

## YOUR DETAILS

Title: Mr Mrs Ms Dr Revd  Last Name

First Name  Middle Name/s

Any Previous Name/s in Full

Current Address

Post Code

Time spent at this address: Years  Months

Tel: Home  Work  Mobile

e-mail address

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### Identification (Please supply N.I. number with driver's licence or passport, **plus photocopy showing your photo**)

Date of Birth  National Insurance Number

Driver's Licence Number  Passport Number

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### Status: (tick box)

Single  Married  Divorced  Widowed  Living with Partner

House owner  Council Tenant  Private Tenant  Lodger

Living with relatives or friends  Employment Accommodation

### Answer clearly – write Yes or No?

Smoker?  Pets?

Individual Voluntary Agreement?  County Court Judgements?

Court Decree?  Bankruptcy?  Evictions?

Administration Orders?

If yes to any of these, please give full details over...

# PREVIOUS ADDRESSES

full addresses for last **three years** including postcodes, dates, and reasons for moving –continue over if necessary...

**Present Landlord**  or, Letting Agent  Solicitor  Estate Agent  (tick a box)

Name

Telephone

Full Address

Post Code

**Previous Landlord**  or, Letting Agent  Solicitor  Estate Agent  (tick a box)

Name

Telephone

Full Address

Post Code

**Proposed additional residents** – names, full addresses and occupations:

Continue over if necessary...

# EMPLOYMENT

## Present Occupation:

Employed  Self-Employed  On-Contract  Retired

Un-employed  Student  Independent Means  (tick box)

**Employer:**  Line Manager or other contact:

Address:  Date started this employ

Post Code:

**Employer** Tel  Fax  E-mail

Employee Ref No  Position Held

**Gross Annual Earnings** £

**Your work** Tel  Fax  E-mail

Is your employment permanent?

Do you plan to change employment soon?

## Previous Occupation (if less than 3 years):

Employer  Line Manager/ other contact:

Address  Date started this employ

Telephone

Post Code

# BANK OR BUILDING SOCIETY DETAILS

Bank Branch Name

Bank or Society Current A/c Name

Bank Address

Post Code

Account Number

Sort Code

**Vehicle/s** to be kept at the property (include cycles, motor cycles and caravans)

Make

Model

Reg. No

**Surety Guarantor / Referee** (where applicable)

Full Name

Occupation

Address

Post Code

Telephone

**Next of Kin / Emergency Contact** (not spouse or live-in partner)

Full Name

Occupation

Address

Post Code

Telephone

I apply for a Tenancy at

For a period of **6 MONTHS**

The rental amount is per calendar month, payable in advance by Standing Order

I will be directly responsible for Council Tax, and for opening accounts with service providers and paying directly to them for **all** services to the property.

I will pay one month's rent in advance plus a security deposit of £ and an administration fee of £ (cheques must be cleared before entry, made payable to "**SENIOR DAVIS LTD**")

I believe the information provided here to be true and authorise the landlord or agent to:

- Carry out credit searches and reference checks and to contact employers, banks, referees, guarantors and credit reference agencies as appropriate.
- Use the information obtained with third parties to assess credit ratings, make insurance decisions, for fraud prevention and tracing / debt collection.
- Handle all information obtained in strictest confidence and in accordance with the principles of the Data Protection Act 1988.

I understand that I can request the details of any credit reference agencies used so that I can verify with them the information provided.

I understand that if I default on my tenancy obligations, this information may be released (per S35 DPA 1988) to authorised debt recovery agencies and could affect any future applications I make for tenancies, credit and insurance.

Completing this form does not commit the prospective tenant or landlord to a tenancy. A shared or single tenancy will not be created until **all** applicants have been qualified and have signed the tenancy agreement.

I can confirm that I have read the above and have raised any concerns with the landlord or agent.

Prospective tenants should be aware that any false statement made could result in early termination of the tenancy under ground 17 of the Housing Act 1996.

Signature of Applicant

Date

Print full name in block capitals

Landlords and Agents - You MUST have and keep (as per the principles of the DPA 1988) the tenant's signed application if applying for a credit search .