



# Individual Tenancy Application

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 – [TenantVERIFY.co.uk](http://TenantVERIFY.co.uk)

## Prospective Tenant Details:

Title: Mr Mrs Ms Dr Revd:	Last Name:
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First Name:	Middle Name/s:
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Any Previous Name/s in Full:

Address:

  
  
  
  

Post Code:

Time spent at this address:	Years:	Months:
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Tel: Home:	Work:	Mobile:
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e-mail address:

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

Date of Birth:	National Insurance Number:
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Driver's Licence Number:	Passport Number:
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**Status:** Single  Married  Divorced  Widowed  Living with Partner   
(tick box)

House owner  Council Tenant  Private Tenant  Lodger   
Living with relatives or friends  Employment Accommodation  (tick box)

<b>Answer clearly – write Yes or No?</b>	Smoker?	Pets?	<b>Individual Voluntary Agreement?</b>
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County Court Judgements?	Court Decree?	Bankruptcy?	Evictions?
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Administration Orders?	Debt Management Plans?	Are you disabled?	If you answered yes to any of these questions please attach full details.
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**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:

<b>Proposed additional residents</b> – names, full addresses and occupations:	
Continue over if necessary...	
<b>Present Occupation:</b> Employed [ ] Self-Employed [ ] On-Contract [ ] Retired [ ] Un-employed [ ] Student [ ] Independent Means [ ] (tick box)	<b>Employer</b> or Accountant (Self Employed)
Line Manager or other contact:	Address:  Post Code:
Date started this employ:	Employer Contact Telephone:
Fax:	Email:
Employee Ref No:	Position Held:
<b>Gross Annual Earnings £</b>	Your own work Fax:
Your own work Telephone:	Your own work email:
Is your employment permanent?	Do you plan to change employment soon?
<b>Previous Occupation</b> (if less than 3 years):	Employer:
Line Manager or other contact:	Address:  Post Code:
Date started this employ:	Telephone:

<b>Bank or Building Society Details:</b>		Bank Branch Name:
Bank or Society Current A/c Name:		Bank Address:
Account Number:		Post Code:
		Sort Code:
<b>Vehicle/s</b> to be kept at the property (include cycles, motor cycles and caravans)		
Make:	Model:	Reg. No:
<b>Surety Guarantor / Character Referee</b> (where applicable)		
Full Name:		Occupation:
Address:		
Post Code:		
Telephone:		
<b>Next of Kin / Emergency Contact</b> (not spouse or live-in partner)		
Full Name:		Occupation:
Address:		
Post Code:		
Telephone:		

