

TENANCY APPLICATION FORM (Tenant)

ONE FORM TO BE COMPLETED PER PERSON AGED 18 YEARS AND OVER THAT WILL BE LIVING AT THE PROPERTY

Property Address			
Applicant			
Name			
Address			
DOB			
Telephone			
Email address			
Employment status		Employed / Self Employed / Retired / Student	
National Insurance number			
Company and position held			
Annual salary (only guaranteed income will be considered)		Basic guaranteed £	Guaranteed overtime £
		Guaranteed overtime £	Other guaranteed income £
Duration of employment			
If in receipt of Pension (pa)		£	
Pension provider			
Other income and details		£	
Proposed rent (pcm)		£	Next of kin: Name:
Term (6 / 12 / 24 / 36 months)		_____ mths	Address:
Earliest occupation date			Telephone:
Signed:			
Date:			
Additional Information			
Pets	Yes		<u>Number</u>
	No		<u>Type</u>
Children	Yes		<u>Name(s)</u>
	No		<u>D.O.B.</u>
Smoker	Yes		
	No		
Rented in last 3 years?	Yes		Positive landlord's reference?
	No		Yes
Individual Voluntary Arrangement	Yes		No
	No		<u>Details</u>
County Court Judgement	Yes		
	No		<u>Details</u>
Bankruptcy	Yes		
	No		<u>Details</u>
Any other adverse credit history	Yes		
	No		<u>Details</u>
In receipt of housing benefit / universal credit etc.	Yes		
	No		
IF YES, PLEASE PROVIDE A SHORT SUMMARY			
Any other information:			

Continued overleaf

Tenant Application Charges (VAT not applicable)

Holding Deposit (equivalent to one week's rent) £

Other charges due prior to move in

Deposit (equivalent to five week's rent) £

Balance of rent (rent, less the Holding Deposit) £

Useful Information

At least one Applicant's income must equate to 30 x the monthly rent as a minimum (subject to consideration of individual circumstances on a case-by-case basis)

Deposit equivalent to five weeks rent

Unsatisfied adverse credit / CCJs will not be considered

The Tenancy must commence within 15 days of receipt of the Holding Deposit (unless a written extension has been agreed by all parties)

All applicants must pass the referencing in order for the overall application to be successful

1 application form (per applicant over 18 years of age) must be completed

Self-employed applicants - fully audited accounts / HMRC statements will be considered as proof of income

The property you are applying to rent is managed by Howland Jones on behalf of the landlord

If your application is successful, some permitted fees may apply during your tenancy. To review these charges go to <http://www.midlandsresidentiallettings.co.uk/pages/tenants>

PLEASE NOTE: IF YOUR REFERENCING PROVIDES INFORMATION WHICH DIFFERS FROM THAT STATED IN THIS APPLICATION, YOUR APPLICATION WILL BE CANCELLED AND YOU WILL LOSE YOUR HOLDING DEPOSIT

Applicant

Signed: _____

Date: _____

Please return completed form to:

annette@howlandjones.com

helenc@howlandjones.com

carla@howlandjones.com

rebecca@howlandjones.com