

## TENANCY APPLICATION FORM

Please complete all questions

PROPERTY APPLIED FOR: \_\_\_\_\_

### APPLICANT 1

#### PERSONAL INFORMATION

Forename(s): \_\_\_\_\_

Surname: \_\_\_\_\_

Previous Surname: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

NI No: \_\_\_\_\_

Mobile No: \_\_\_\_\_

Other Tel No: \_\_\_\_\_

Email Address: \_\_\_\_\_

Current Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Time at current address: \_\_\_\_years \_\_\_\_months

#### ABOUT YOUR WORK

Name of Employer: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address of workplace: \_\_\_\_\_

\_\_\_\_\_

Tel No: \_\_\_\_\_

Job Description: \_\_\_\_\_

Start Date in this employment? \_\_\_\_\_

Net Salary: £\_\_\_\_\_Per\_\_\_\_\_

### APPLICANT 2

#### PERSONAL INFORMATION

Forename(s): \_\_\_\_\_

Surname: \_\_\_\_\_

Previous Surname: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

NI No: \_\_\_\_\_

Mobile No: \_\_\_\_\_

Other Tel No: \_\_\_\_\_

Email Address: \_\_\_\_\_

Current Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Time at current address: \_\_\_\_years \_\_\_\_months

#### ABOUT YOUR WORK

Name of Employer: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address of workplace: \_\_\_\_\_

\_\_\_\_\_

Tel No: \_\_\_\_\_

Job Description: \_\_\_\_\_

Start Date in this employment? \_\_\_\_\_

Net Salary: £\_\_\_\_\_Per\_\_\_\_\_

Please list any children or dependants who will be living with you

	SURNAME	FORENAME(S)	M/F	D.O.B.	RELATIONSHIP
1				__/__/__	
2				__/__/__	
3				__/__/__	
4				__/__/__	

APPLICANT 1

Welfare Benefits

Please tick all that apply to you and give amounts;

JSA  £\_\_\_\_\_per\_\_\_\_\_

ESA  £\_\_\_\_\_per\_\_\_\_\_

DLA/PIP  £\_\_\_\_\_per\_\_\_\_\_

Income Support  £\_\_\_\_\_per\_\_\_\_\_

Tax Credits  £\_\_\_\_\_per\_\_\_\_\_

Child Benefit  £\_\_\_\_\_per\_\_\_\_\_

Other (please state)\_\_\_\_\_ £\_\_\_\_\_

Have you been convicted of a criminal offence? [Y][N]

If yes, please give details: \_\_\_\_\_

\_\_\_\_\_

Do you have any CCJ's? [Yes][No]

Do you smoke? [Yes][No]

Do you have any pets? [Yes][No]

If yes, please state: \_\_\_\_\_

CURRENT LANDLORD DETAILS

Landlord Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Tel No: \_\_\_\_\_

Start date of tenancy? \_\_\_\_\_

Why do you wish to move? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

When do you wish to move? \_\_\_\_\_

Do you have any current rent arrears? [Yes][No]

Have you ever had rent arrears? [Yes][No]

If yes, please give details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will you be claiming Housing Benefit?

APPLICANT 2

Welfare Benefits

Please tick all that apply to you and give amounts;

JSA  £\_\_\_\_\_per\_\_\_\_\_

ESA  £\_\_\_\_\_per\_\_\_\_\_

DLA/PIP  £\_\_\_\_\_per\_\_\_\_\_

Income Support  £\_\_\_\_\_per\_\_\_\_\_

Tax Credits  £\_\_\_\_\_per\_\_\_\_\_

Child Benefit  £\_\_\_\_\_per\_\_\_\_\_

Other (please state)\_\_\_\_\_ £\_\_\_\_\_

Have you been convicted of a criminal offence? [Y][N]

If yes, please give details: \_\_\_\_\_

\_\_\_\_\_

Do you have any CCJ's? [Yes][No]

Do you smoke? [Yes][No]

Do you have any pets? [Yes][No]

If yes, please state: \_\_\_\_\_

CURRENT LANDLORD DETAILS

Landlord Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Tel No: \_\_\_\_\_

Start date of tenancy? \_\_\_\_\_

Why do you wish to move? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

When do you wish to move? \_\_\_\_\_

Do you have any current rent arrears? [Yes][No]

Have you ever had rent arrears? [Yes][No]

If yes, please give details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Will you be claiming Housing Benefit?

APPLICANT 1

PREVIOUS ADDRESSES

Previous Address 1: \_\_\_\_\_

\_\_\_\_\_

Dates Lived There: \_\_\_\_\_ to \_\_\_\_\_

Landlord Name: \_\_\_\_\_

Contact Number \_\_\_\_\_

Previous Address 2: \_\_\_\_\_

\_\_\_\_\_

Dates Lived There: \_\_\_\_\_ to \_\_\_\_\_

Landlord Name: \_\_\_\_\_

Contact Number \_\_\_\_\_

APPLICANT 2

PREVIOUS ADDRESSES

Previous Address 1: \_\_\_\_\_

\_\_\_\_\_

Dates Lived There: \_\_\_\_\_ to \_\_\_\_\_

Landlord Name: \_\_\_\_\_

Contact Number \_\_\_\_\_

Previous Address 2: \_\_\_\_\_

\_\_\_\_\_

Dates Lived There: \_\_\_\_\_ to \_\_\_\_\_

Landlord Name: \_\_\_\_\_

Contact Number \_\_\_\_\_

**GUARANTOR DETAILS** – please complete both columns below with the Guarantor’s details;

Please provide details of your proposed guarantor. This will be someone who is prepared to pay your rent if you or your Benefit does not pay. This should be a mature home owner or someone in a full time job.

Surname: \_\_\_\_\_

Current Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Time at current address: \_\_\_\_ years \_\_\_\_ months

Date of Birth: \_\_\_\_\_

Mobile No: \_\_\_\_\_

Other Tel No: \_\_\_\_\_

Home Owner: [Yes][No]      Employed: [Yes][No]

Forename(s): \_\_\_\_\_

Name of Employer: \_\_\_\_\_

Address of Employer: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Employer Tel No: \_\_\_\_\_

Job Description: \_\_\_\_\_

Time Employed: \_\_\_\_\_

Net Salary: £ \_\_\_\_\_ Per \_\_\_\_\_

**DECLARATION**

I/we certify that the information given in this application is true.

I/we understand that Platinum Lettings Limited reserve the right to take action for possession of any accommodation if it has been obtained by providing false or misleading information, whether deliberately or recklessly.

I/we consent for Platinum Lettings Limited to obtain relevant information about me for the purposes of processing this application for Housing including a credit check.

I/We agree for any necessary enquiries being made by or on behalf of Platinum Lettings Limited in order to confirm the details given on this form.

I/We understand that the information provided on this form may be used to prevent and detect fraud

Applicant 1

Applicant 2

Signed \_\_\_\_\_

Signed \_\_\_\_\_

Dated \_\_\_\_\_

Dated \_\_\_\_\_