

TENANCY APPLICATION FORM

Agency / Landlord Name: DOWNER & CO. (LETTINGS) Ltd Newbury

Tenants Please Note:

A SEPARATE FORM MUST BE FULLY COMPLETED IN CAPITALS AND BLACK INK BY EACH APPLICANT AGED 18 YEARS AND OVER AND SUBMITTED TO OUR OFFICE. **APPLICANTS MUST ALSO BRING THEIR ORIGINAL PASSPORT INCLUDING ANY RELEVANT VISAS BEFORE APPLICATIONS WILL BE PUT FORWARD TO THE LANDLORD.**

TO BE COMPLETED BY LETTING AGENT

CREDIT CHECK
 COMPREHENSIVE REFERENCE

Proposed Tenancy Details:

Address			
Town			
Postcode			
Rental Period	months		
Total rent per property	£	PCM	
Total rent per applicant	£	PCM	

Negotiator _____

Proposed Tenancy Commencement Date _____

Is the Tenancy Shared? Yes No

Is this a Student Property? Yes No (If Yes a Guarantor will be required)

TO BE COMPLETED BY TENANT

Title	First Name	Middle Name	Surname	Other names you have been known by

Contact Details

Telephone Mobile

E-mail Address

Where possible we will send draft contracts and offer letters by electronic mail – it will be your responsibility to regularly check your e-mail account and ensure that mail received from downer.co.uk is accepted

Date of Birth National Insurance Number

Married Single Separated Divorced Widowed Living with partner

Address Details

Please provide previous address and dates of residency in the last 6 years, (over 3 months) attaching a separate sheet if necessary.

Current Address

Address				
Post Code				
Period at address		Years		Months

Owner Council Tenant Private Tenant Living with Parents/Relatives

Estate Agent/Solicitor/Managing Agent for your current address.

Name			
Address			
Telephone (Day)		Telephone (Eve)	
Fax No:			

Landlord for your current Address.

Name			
Address			
Telephone (Day)		Telephone (Eve)	
Fax No:		E-mail:	

Previous Address

Address				
Post Code				
Period at address		Years		Months

Have you ever had any County Court Judgements, Court Decree, Bankruptcy or Administration Orders?

Yes No (If yes, please detail on a separate sheet)

Have you had any criminal convictions? Yes No

Have you got any pets? Yes No

Do you smoke? Yes No

Names of all children living in property as well as DOB? Please continue on a separate sheet if necessary

Employment/Income Details

Employed Self Employed On Contract Retired Unemployed Student

Name of Employer:			
Address of Employer:			
Applicants Work Telephone No:	Employee No.:		
Applicants E-mail Address:	Position Held:		
Starting Date:	Salary		
Reference Contact Name:	Ref. No:	Tel	
Reference Fax No:	Ref. E:mail		

If you are Self-Employed please complete Accountants details below. Please Note - Failure to complete this section will result in a delay in your application:

Accountant			
Address			
Telephone No:		Fax No:	
E:mail Address:		Your trading name:	
Date commenced trading		Approx annual income	

Please provide details of any additional income i.e. Tax Credits, Second Employments etc. below. Proof of this income will be required.

Bank/Building Society Details (Current Only)

Bank/Society Name			
Address			
Account No:		Sort Code	

Declaration:

I confirm that the details that I have provided are, to the best of my knowledge, true. I also confirm, by submitting this application form, that I am aware that any information provided by me will be used by Hazelton Mountford Sanders to verify and assess my application. This information might also be used to help recover any arrears that may occur and to get in contact with me once the tenancy is ended. Consequently, I consent to the information I have provided being used and verified by Hazelton Mountford Sanders for the purpose of assessing my application. This includes, but is by no means limited to, Hazelton Mountford Sanders contacting all parties included in the application form; including any employer/accountants, previous/ current landlords and other third parties that could support my application. I am aware that any references and information obtained in relation to this application, including the credit check, will be shared freely between Hazelton Mountford Sanders, the prospective letting agency and/or landlord and any third party companies that the landlord/ letting agency consider necessary to the tenancy such as, but not limited to, their insurers, the local authority and utility companies). The information that I have provided may also be accessed in the future. It may be used to assess a future application should I apply for tenant/guarantor status again. It may also be used if the details are needed by Hazelton Mountford Sanders, the letting agent, landlord, and/or the third party companies the landlord/letting agency use (at their discretion) as necessary. I consent for the details I have supplied in the application form to be used by a credit reference agency ('CallCredit') to assess my credit profile and residency information (via checks on the electoral role and credit agreements etc.) and all the associated actions that may occur (including a 'footprint' being left on my credit profile). The information returned from CallCredit will be used to assess my application. I also consent to any of the information I have provided being passed to the letting agency and/or landlord and/or the local authority and/ or utility companies, past the end of the tenancy this application is in regards to should it be needed.

Applicant's Signature Date

Print Name

**2x PROOF OF RESIDENCY OBTAINED:
MUST BE AN ORIGINAL PASSPORT INCLUDING ANY RELEVANT VISAS AND ONE OF THE FOLLOWING BEFORE APPLICATIONS WILL BE PUT FORWARD TO THE LANDLORD:
I.D CARD
UTILITY BILL
DRIVING LICENCE**