

**TENANCY APPLICATION FORM**

ALL ADULTS (AGED 18 OR OVER) MUST COMPLETE AN APPLICATION FORM TO BE CONSIDERED FOR TENANCY.

**1) DOCUMENTS REQUIRED (TO BE ENCLOSED WITH APPLICATION):**

- 1 X PROOF OF CURRENT ADDRESS (UTILITY BILL, BANK STATEMENT)
- 3 MONTHS COPY BANK/BUILDING SOCIETY STATEMENTS AND PAYSIPS OR RELEVANT FUNDING LETTER
- 1 X PHOTOGRAPHIC IDENTIFICATION (UK OR IRISH PASSPORT OR DRIVING LICENCE)  
OR
- 1 X NON-UK PASSPORT/RESIDENCY CARD AND GOVERNMENT SHARECODE

You may also be contacted to arrange a date and time during normal working hours for a "home visit" to be carried out.

**2) MONIES REQUIRED:**

UNDER NEW LEGISLATION, PRIVATE INDIVIDUALS WILL NOT BE ASKED TO PAY ANY FEES OR CHARGES IN CONNECTION WITH THEIR APPLICATION(S) FOR TENANCY. HOWEVER, PAYMENT OF A "HOLDING DEPOSIT" WILL BE REQUIRED TO PROCESS THE APPLICATION ONCE AN AGREEMENT IN PRINCIPLE HAS BEEN MADE – 1 HOLDING DEPOSIT PER PROPERTY.

- A "HOLDING DEPOSIT" EQUIVALENT TO 1 WEEK OF THE GROSS MONTHLY RENT (TO RESERVE THE PROPERTY WHILST REFERENCE CHECKS ARE UNDERTAKEN).

If you decide not to proceed with the tenancy your holding deposit will be retained by this firm.  
If it turns out that you have provided us with false or misleading information as part of your tenancy application or if you fail any of the checks which the landlord is required to undertake under the immigration act 2014 ("Right to Rent"), then your holding deposit will not be returned. It will be retained by this firm.  
However, if the landlord decides not to offer you a tenancy for reasons unconnected with the above then your deposit will be refunded within seven days. Should you be offered and you accept a tenancy with our landlord, then your holding deposit will be credited to the first month's rent due under that tenancy.  
Where for whatever reason, your holding deposit is neither refunded nor credited against any rental liability, you'll be provided with written reasons for your holding deposit not being repaid within seven days.

**SPECIFIC REQUESTS**

IT IS ASSUMED YOU ARE SATISFIED WITH THE CONDITION OF THE PROPERTY AFTER YOUR VIEWING(S). IF NOT, PLEASE SPECIFY ANY PARTICULAR REQUEST HERE AS THESE CANNOT BE TAKEN VERBALLY.

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**IT IS IMPORTANT THAT YOU HAVE READ AND UNDERSTOOD ALL OF THE ABOVE, SHOULD THERE BE ANY DOUBT, PLEASE ASK A MEMBER OF STAFF BEFORE SIGNING.**

I understand all of the above information and ask you to submit my completed application to the Landlord:

Name(s) \_\_\_\_\_

Signature(s) \_\_\_\_\_

Date: \_\_\_\_\_

**TENANTS PERSONAL DETAILS**

Title: .....

Forename(s): .....

Middle Name(s): .....

Surname: .....

Date of birth: ...../...../.....

Marital Status:            Married     Divorced     Not Married

Mobile number .....

Contact details:            Home number .....

(All are required fields apart from Fax)            E-mail address .....

Fax .....

Nationality: .....

All Previous / Maiden / Marriage names:  
 .....

**ADDRESS OF PROPERTY APPLYING FOR**

.....

Ideal tenancy term:        6 MONTHS     12 MONTHS

Ideal tenancy start date: ...../...../.....

Beeston Office  
 130 High Road  
 Beeston  
 Nottingham  
 NG9 2LN  
 01159 229 090  
[letting@robertellis.co.uk](mailto:letting@robertellis.co.uk)

Long Eaton Office  
 11 Derby Road  
 Long Eaton  
 Nottingham  
 NG10 1LU  
 01159 466 946  
[longeatonlets@robertellis.co.uk](mailto:longeatonlets@robertellis.co.uk)

Stapleford Office  
 30 – 32 Derby Road  
 Stapleford  
 Nottingham  
 NG9 7AA  
 01159 496 740  
[staplefordlets@robertellis.co.uk](mailto:staplefordlets@robertellis.co.uk)

**TENANTS ADDRESS HISTORY**

You must provide **three** years address history

Address : .....

**Current address** .....

.....

Postcode: .....

Time at this address: ..... Yrs .....mths

Address Status (Please circle): **Owner** **Rented Accommodation**  
**Living with Parents/Friends** **Other: .....**

*Reason for leaving/selling current address?.....*  
.....  
.....

**Previous Address 1:**

Address : .....

.....

.....

Postcode: .....

Time at this address: ..... Yrs .....mths

Address Status (Please circle): **Owner** **Rented Accommodation**  
**Living with Parents/Friends** **Other: .....**

*Reason for leaving/selling this address?.....*  
.....  
.....

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**Previous Address 2:**

Address : .....

.....

.....

Postcode: .....

Time at this address: ..... Yrs .....mths

Address Status (Please circle): **Owner** **Rented Accommodation**  
**Living with Parents/Friends** **Other: .....**

Reason for leaving/selling current address?.....

.....

.....

**LANDLORD / LETTING AGENT**

Please provide details below of your current landlord/letting agent. If you do not currently have a landlord/letting agent but do have landlord details for your previous address(s) then please could you provide these details.

Name of Landlord / Letting Agent

.....

Number: .....

**Please Note:**  
**Failure to provide adequate contact details could delay your application**

Email: .....

Fax: .....

Address: .....

.....

.....

Postcode: .....

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**TENANT CREDIT INFORMATION**

<b>ADVERSE CREDIT</b>	Do you have any current, historic or pending adverse credit?	Yes / No
<b>IT IS IMPERATIVE THAT YOU DECLARE ANY ADVERSE CREDIT, WHETHER IT IS SATISFIED OR UNSATISFIED. FAILURE TO DO SO COULD RESULT IN ON YOUR APPLICATION NOT GOING AHEAD.</b>	Do you have any CCJs or Court Decrees?	Yes / No
	Have you ever been declared bankrupt or any IVA's, etc.?	Yes / No
	Any outstanding or historic rent arrears?	Yes / No

**If you have said 'yes' to any of the above, please could you provide us with details such as:**

- 1) When the original debt occurred?
- 2) What each debt was for?
- 3) Amount original debt was for?
- 4) Has this been paid off?
- 5) Is this being paid off and if so how much do you pay monthly and how much is now left to pay?

*Example: 21<sup>st</sup> March 2018 – unpaid electric bill to the amount of £200.00. Paying back £5.00 per month and £195.00 left to pay.*

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**FUTURE/SECONDARY EMPLOYMENT DETAILS**

(if current position is due to change in the near future)

Please circle one:      **Employed**    **Unemployed**    **Self Employed**    **Retired**  
                                  **Contract Worker**    **Temp Worker**    **Student**    **Independent Means**

Name of company: .....

Position .....      Full Time / Part Time (circle)

Minimum Contracted Salary £.....

Bonus .....      Over Time .....

Payroll No.....      Start Date...../...../.....

Address: .....

.....

.....

Postcode: .....

Contact Name: .....

Email: .....

Contact Number: .....

Fax number: .....

Contact Position: .....

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**SELF EMPLOYMENT / ACCOUNTANT DETAILS**

Name of Company: .....

Type of Profession: .....

Company Registered Address: .....

Annual Income - £..... Start Date:..... / ..... / .....

Full time / Part Time (please circle)

**Accountant Details**

Name of Accountant: .....

Address: .....

Postcode: .....

Contact Name: .....

Email: .....

Contact Number: .....

Fax number: .....

Contact Position: .....

**PENSION DETAILS**

Retirement Date:...../...../.....

Name of Pension Provider 1: .....

Annual Income from Pension 1: ..... Pension Number:.....

Name of Pension Provider 2: .....

Annual Income from Pension 2: ..... Pension Number:.....

Name of Pension Provider 3: .....

Annual Income from Pension 3: ..... Pension Number:.....

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**FURTHER INCOME DETAILS**

Working Tax Credits: ..... Child Tax Credits: .....  
 Disability Benefit: ..... Housing Benefit: .....

If you have any further income, then please provide us with details of this below:

.....  
 .....  
 .....  
 .....

**FURTHER INFORMATION**

**NATIONAL INSURANCE NUMBER:** .....

Number of adults: ..... Number of children: .....

Ages of Children: .....

Are any of the occupants Smokers? Yes / No

Do you have any pets? Yes / No

If yes to these questions, please provide details: .....

**EMERGENCY CONTACT: Please provide details of your Next of Kin (not an applicant of the property).**

Next of Kin name: .....

Contact telephone number: .....

e-mail address: .....

Home address: .....

Relationship to tenant: .....

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**DECLARATION**

I hereby certify that the information provided is true and accurate and give permission for this information to be verified by third parties and disclosed as detailed above for the purpose of:

- Performing a credit search by a third-party agency (Let Alliance)
- Contacting my current, previous employers and referees to confirm the details provided
- Fraud prevention, credit assessment and insurance decisions

I understand that the results of these searches will be provided to the Letting Agent and accessed again in the event of a default in my rental payments.

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 to authorised debt recovery agencies and could affect any future applications I make for tenancies, credit and insurance.

I understand that providing false information may lead to early termination of any subsequent tenancy agreement. As well as Robert Ellis, I am happy for reference companies to contact me in respect to this application.

I confirm I have read and understood the above information and agree to be bound by the above terms

Signature: .....

Print: .....

Date: .....

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