

# Tenancy Application | Subject To Contract

## Personal & Property Information

Percentage share of the rent:		Will the property be your main residence?	Yes	No
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Mr	Mrs	Miss	Ms	Dr	Rev	Other
Divorced	Married	Separated	Single	Widowed	Other	
First Name:			Surname:			
Middle Name(s):			Other Names (Maiden or Changed by Deed Poll):			
Date of Birth:			National Insurance No:			

Home Telephone:	Work Telephone:	Mobile Telephone:
E-Mail Address:		

**Please supply details of your current and previous addresses covering the last 3 years.**

Present Address:				
Period at Address:	Year of Entry:	Year of Exit:		
Tenant	Homeowner	Houseshare	Living With Parents	Other <small>Delete as appropriate</small>

Previous Address:				
Period at Address:	Year of Entry:	Year of Exit:		
Tenant	Homeowner	Houseshare	Living With Parents	Other <small>Delete as appropriate</small>

Only complete this section if the present address that you occupy is rented:				
Letting Agent / Landlord:				
Telephone Number:				
E-Mail Address:				

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**Financial Information**

Employed	Self Employed <small>Please provide Accountant Details below</small>	Unemployed	Retired	Other
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Employer at commencement of the tenancy	Pension Administrator	Accountant
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Company Name:

Contact Name To Verify Details Provided:

Contact Name Telephone Number:

Contact Name E-Mail Address:

Gross Salary / Pension / Drawings:	Per year
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Position Held:

Start Date:

Is This Position Permanent?

Do you have any other income? If yes, please provide details:

<p><b>Do you have any County Court Judgements, Court Decrees, Bankruptcy, Administration Orders, Individual Voluntary Arrangements, or any other adverse credit history whether settled or not?</b></p> <p>If <b>YES</b>, please detail on a separate sheet. Please note that failure to disclose information relating to adverse credit history may result in your application being declined.</p>	Yes	No
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<p>It is your responsibility to have a Contents Insurance policy in place prior to occupation. Please tick the box if you would like Higos to contact you with a <b>FREE</b> and no obligation quotation.</p>	<input style="width: 50px; height: 30px;" type="checkbox"/>
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**Further Information**

<b>Bank Information:</b>		
Name Of Bank:		
Account Name:		
Sort Code	Account Number	Time with Bank (Years/Months)

<b>Personal Referee (NOT a relative or anyone else named on this application):</b>		
Name:		
Telephone Number:		
E-Mail Address:		
Address:		

<b>Next Of Kin (excluding a partner or spouse):</b>		
Name:		
Telephone Number:		
E-Mail Address:		
Address:		

Will there be any children living at the property? If yes, please provide details (name, age, etc.):

Will there be any pets living at the property? If yes, please provide details (type, age, etc.):

In accordance with the deposit regulations please provide the name of the person who is paying the deposit. Please note that this is the person whom the deposit will be returned to at the end of the tenancy – If there is more than one person paying the deposit please provide details of who will act as the Lead Tenant:

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### Legionella Risk Assessment

Prior to the commencement of your tenancy we need to assess whether you are likely to be susceptible to legionella disease.

In order to help us do this, please complete the questionnaire below:

At the commencement of the tenancy will you be over the age of 45?	Yes	No
Are you smoker?	Yes	No
Are you a heavy drinker?  (Heavy drinking is defined as drinking 5 or more drinks on the same occasion on each of 5 or more days in the past 30 days.)	Yes	No
Do you suffer from a chronic respiratory disease or kidney disease?	Yes	No
Do you have an impaired immune system?	Yes	No

Low Risk	Medium Risk	High Risk
If, 'Yes' answered to 1 or 2 of the above questions	If, 'Yes' answered to 3 or 4 of the above questions	If, 'Yes' answered to 5 or 6 of the above questions

### Additional Notes/Comments to support your tenancy application:

**Please ensure that you have completed all sections of this form. Failure to do so will result in a delay to the processing of your tenancy application.**

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### **Right to Rent**

As of the 1<sup>st</sup> February 2016 we must make checks that Tenant(s) can legally rent a residential property in the United Kingdom.

**We cannot accept copies of documentation you must bring in original documentation to the office for us to check and verify.**

### **List A (Group 1) – One of the following:**

- UK Passport
- EEA/Swiss national passport/identity card
- Registration Certificate or document certifying permanent residence of EEA/Swiss National
- EEA/Swiss family member Permanent Residence card
- Biometric Residence Permit with unlimited leave
- Passport or travel document endorsed with unlimited leave
- UK immigration status document with unlimited leave
- A certificate of naturalisation or registration as a British Citizen

**OR**

### **List A (Group 2) – Any two of the following:**

- UK birth or adoption certificate
- Full or provisional UK driving license
- A letter from HM Prison Service
- A letter from a UK Government Department of Local Authority
- A letter from National Offender Management Service
- Evidence of current or previous service in armed forces
- A letter from a police force confirming that certain documents have been reported stolen
- A letter from a private rented sector access scheme
- A letter of testimony from an employer
- A letter from a UK further or higher education institution
- A letter of testimony from a UK passport holder
- Benefits paperwork
- Criminal Record Check

**OR**

### **List B – Any one of the following:**

- A valid passport endorsed with a time-limited period
- Biometric immigration document with permission to stay for a time-limited period
- Non-EEA national residence card
- UK immigration status document with a time-limited endorsement from the Home Office

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### Consent

I confirm that the information provided in this application form is true, accurate and complete. I understand that the information that I have submitted will be used in order to assess my suitability to be granted a tenancy agreement, or to be named on the tenancy agreement as a Guarantor, and I give my consent to the information that I have provided being shared with third parties for this purpose. I understand and agree that **current or former employers, landlords and letting agents** may be asked to provide additional information about me or to verify information that I have provided, calls for which are recorded for training and monitoring purposes. I further agree that the information that I have provided will be submitted to credit reference agencies in order that a credit check can be conducted.

I expressly acknowledge that Rent4sure Limited is not entitled to disclose a copy of my credit report to me but that I may obtain a copy of the report by applying to the relevant credit reference agency directly.

I understand that I may be refused a tenancy, or may be found unsuitable to act as a Guarantor, as a result of the searches and references obtained by Rent4sure Limited and I agree that I shall not seek to hold Rent4sure Limited liable for such refusal nor shall I seek to bring any claim against Rent4sure Limited for any loss or damage suffered by me as a result of such refusal. I understand that information which I provide or which is collected about me may be retained on file or stored electronically in accordance with the provisions of the Data Protection Act 1998.

I do want Rent4sure Limited passing my contact details to third parties including Intasure Limited, RGA Underwriting Limited and ARC Legal Assistance Limited in order that Rent4sure Limited, or a third party, may contact me by e-mail or telephone about products and services which may be of interest to me, such as Tenants Liability Insurance.

Rent4sure Limited is a data controller under the Data Protection Act 1998. Rent4sure Limited's full privacy policy and a data protection fact sheet are available at [www.rent4sure.co.uk](http://www.rent4sure.co.uk).

I consent to Stuarts Residential Ltd passing my details to both utility companies and the district council at the commencement and termination of the tenancy.

I agree that I shall not seek to bring any claim against Stuarts Residential Limited for any loss or damage suffered by me as a result of the answers provided in the Legionella Risk Assessment

I agree that the information being supplied by me will be held in accordance with the Data Protection Act 1998 and understand that I have a right to request a copy of all the information held about me subject to the payment of an administration fee of £25.00 plus VAT.

I understand that in the event of a failure to make a rental payment a default may be recorded against my credit file.

I understand that the administration fee is non-refundable and will be forfeited if:

- I fail the referencing process or provide us with inaccurate or incomplete information in my application
- I withdraw from the proposed tenancy at any time prior to the tenancy agreement being signed

**Name:**

**Signed:**

**Date:**