



TENANT APPLICATION FORM

Date application completed	Property:
LEAD APPLICANT Personal details	SECOND APPLICANT Personal details
Title	Title
1 st name	1 st name
Surname	Surname
Previous names	Previous names
Marital status	Marital status
Date of birth	Date of birth
Current address	Current address
Contact Details	Contact Details
Telephone number	Telephone number
Email	Email
NI Number	NI Number
Country of citizenship	Country of citizenship
Relationship between applicants	
Income details	Income details
Employed Yes / No	Employed Yes / No
Employer name	Employer name
Address	Address
Tel no	Tel no
Contact	Contact
Salary	Salary
Frequency paid	Frequency paid
Permanent or temporary	Permanent or temporary
Length of time at employer	Length of time at employer

Previous Employer (if less than 3 years)			Previous Employer (if less than 3 years)		
Tel No			Tel No		
Contact			Contact		
Length of time at employer			Length of time at employer		
Salary			Salary		
Benefit details (please detail below)			Benefit details (please detail below)		
Benefit type	Income	Frequency	Benefit type	Income	Frequency
Have you any adverse credit or arrears - please detail below.					
County Court Judgements			County Court Judgements		
Bankruptcy			Bankruptcy		
Any other adverse Credit			Any other adverse Credit		
Criminal Record					
Please give details of any unspent Criminal Convictions					
Please give details of any licences still in force					
Guarantor (if required and/ or if available to you)					
Full name					
Address					
Are they a homeowner?					
Employment status					
Will they be helping towards your rent?					

Telephone number	
Email address	
National Insurance Number	
General details	
Others over 18's of this proposed household -	
How many children will be living in the house? Please give their month and year of birth	
Child 1	
Child 2	
Child 3	
Child 4	
Any other children	
Next of Kin/Emergency contact	
Does any member of the household smoke?	
Do you intend to have any pets in the property?	
Do you have the full deposit available?	
Current previous address details	
How long at your current address?	How long at your current address?
Is this property rented?	Is this property rented?
Full name of your landlord/ agents (if rented)	Full name of your landlord/ agents (if rented)
Telephone/ email address	Telephone/ email address
Do you have any rent or mortgage arrears?	Do you have any rent or mortgage arrears?

Reason for leaving (if rented)?	Reason for leaving (if rented)?		
Have you been served notice to leave the property and under what grounds?	Have you been served notice to leave the property and under what grounds?		
Other relevant information			
Previous address history 3 years required - First applicant	From	To	Rented?
Previous address history 3 years required - second applicant	From	To	Rented?
Documentation required (for each applicant)			
Last two months bank statements (Most recent) Proof of identity (Driving license and Birth Certificate or Passport) Wage slips showing last months income - Last 4 weeks or one month & proof of benefits Proof of existing address at least one utility bill dated within the last 3 months Completed guarantor application form (if applicable) Signed consent to obtain a landlord reference	Applicant 1	Applicant 2	
Application fees and charges (In addition to the rent and deposit)			
Item	Applicant 1	Applicant 2	
Stage one application fee (this is paid after the application is accepted subject to references and covers the credit searches, references and processing fee)	£75	£50	
Guarantor application (this is paid after the application is accepted subject to references)	£50	£50	
Signing fees (when your application has been accepted and paid when you sign your lease)	£75	£50	

NOTE AN INCOMPLETE APPLICATION OR MISSING DOCUMENTS INCLUDING MAY RESULT IN YOUR APPLICATION BEING REJECTED

Please be aware that we may consult social media while assessing your application.



I hereby certify that the information provided is accurate to the best of my knowledge.

In order to meet our legal obligations we will share information with the following when assessing your suitability for a property Credit Reference Agencies, Right to Rent agencies, your former and/or current Landlords, your Employer, Fraud Prevention Agencies, and the Landlord of this property. We will also provide information to the following agencies as required both during the tenancy and after the tenancy ends; Local Authorities, Utility Companies, the Police, the Deposit Protection Service, Insurance Companies, the Court Services and any other agency that may require your details in connection with the tenancy.

Please give your consent by ticking this box.

If consent is not given, and it is your right not to consent, we may not be able to grant the tenancy applied for.

During the course of the tenancy we may communicate with you by phone email letter SMS or in person .

Please give your consent by ticking the appropriate boxes. We may not be able to grant a tenancy if you so not give permission.

Your personal information will be retained for the duration of the tenancy and may be retained for 10 years after the tenancy has ended. The data will be kept for 12 months from the date of application if not accepted and then destroyed

Applicant One -

Name.....Signed..... Date.....

In order to meet our legal obligations we will share information with the following when assessing your suitability for a property Credit Reference Agencies, Right to Rent agencies, your former and/or current Landlords, your Employer, Fraud Prevention Agencies, and the Landlord of this property. We will also provide information to the following agencies as required both during the tenancy and after the tenancy ends; Local Authorities, Utility Companies, the Police, the Deposit Protection Service, Insurance Companies, the Court Services and any other agency that may require your details in connection with the tenancy.

Please give your consent by ticking this box.

If consent is not given, and it is your right not to consent, we may not be able to grant the tenancy applied for.

During the course of the tenancy we may communicate with you by phone email letter SMS or in person .

Please give your consent by ticking the appropriate boxes. We may not be able to grant a tenancy if you so not give permission.

Your personal information will be retained for the duration of the tenancy and may be retained for 10 years after the tenancy has ended. The data will be kept for 12 months from the date of application if not accepted and then destroyed

Applicant Two -

Name.....Signed..... Date.....

See full details of our privacy notice at www.whitakers.co.uk/privacy