



TENANCY APPLICATION FORM

Please note that all applicants over the age of 18 years old looking to reside within the property; **will need to complete** and return this form along with the required identification documentation.

Your application **will not** be processed and passed over to the landlord/s until you have completed this form and provided the required supporting documentation.

Rental Property Address: Pref. Move Date:

Personal Information

Forename/s: Surname:
Maiden Name: National Insurance Number:
D.O.B: Email:
Mobile: Home: Work:
Pets? *If yes, how many/ type/ breed:*
Smoker? Do you own a vehicle? *If yes, registration:*
Current Address: Postcode
Time at Address: Position:

Details of Current Landlord

(if in rented accommodation currently)

Name of Landlord/ Agent: Number:
Email:
Address: Postcode:

Address History

(if you have lived at your current address for less than 3 year, please provide your last 3 years address history below)

Address: Postcode:
From: To:
Address: Postcode:
Time at Address: To: *Please go onto a separate page, if you need to provide more info.*

Employment Information

Name of Employer/ Company: Number:

Address: Postcode:

Email: Job Title:

Employment Commencement Date: Annual Gross Salary: £

Manager/ Point of Contact:

Self-Employment Information

Accountant's Name: Number:

Address: Postcode:

Email:

Self-Employment Commenced: Annual Income: £

Dependants Details

Any children that are going to be staying at the property

NAME	D.O.B	RELATIONSHIP
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Next of Kin Details

Name: Mobile:

Home: Email:

Address: Postcode:

Relationship: *This would be someone we would contact in case of emergencies, where we have been unable to make contact with you directly.*

Other Income

Please declare any other incomes you will be in receipt of including but, not limited to: pensions, housing benefits, child benefit, income support...

Amount: £ Frequency: Type:

Amount: £ Frequency: Type:

Amount: £ Frequency: Type:

Credit History

Do you have any CCJs? *If yes, provide details:*

Have you ever had a mortgage? *If yes, have you ever been in arrears?*

Have you ever been in arrears with your rent? *If yes, how much?* £

Have you even been declared bankrupt?

Consent Declaration

I declare by signing this form that I have read and understand every part of this form and what is requested from me. Furthermore, I declare all information provided is true to the best of my knowledge and that I am happy for Hornsea Property Services to complete credit checks and employment/landlord references (*where applicable*) with the details I have provided on this form. I also confirm I am happy for this information to be passed onto the landlord of this property.

Signed:

Date:

DD/MM/YYYY

Print Name:

Please note all applications are subject to referencing.

SUPPORTING DOCUMENTS

In addition to completing this application form, you are also required to provide the below supporting documents:

- **Proof of Income** – this can any of the below:
 - The last 3 months bank statements
 - The equivalent to the last 3 months wage slips (*3 if monthly, 12 if weekly*)
- **Address Identification** – this can be:
 - A banks statement dated within the last 3 months
 - A utility bill dates within the last 3 months
- **Right to Rent Checks** – this can be:

You must provide us with one document from List A or two documents from List B. This is to comply with the new adjustments to the Immigration Act 2014. All letting agents/ landlords must perform document checks to establish that a tenant or lodger can legally rent residential property in England.

LIST A

- UK Passport
- EEA/Swiss national passport or identity card.
- Registration certificate or document certifying permanent residence of EEA/Swiss national.
- EEA/Swiss family member permanent residence card.
- Biometric residence permits with unlimited leave.
- Passport or travel document endorsed with unlimited leave.
- UK immigration status document.
- A certificate of naturalisation or registration as a British citizen.

LIST B

- UK birth or adoption certificate.
- Full or provisional UK driving license.
- A letter from HM Prison Service.
- A letter from a UK Government department or local authority.
- A letter from national offender management service.
- Evidence of current or previous service in UK armed forces.
- A letter from a police force confirming that certain documents have been reported or stolen i.e. your passport or driving licence.
- A letter from a private rented access scheme.
- A letter attestation from an employer.
- A letter from a UK further or higher education institution.
- A letter of attestation from a UK Passport holder working in an acceptable profession.
- Benefits paperwork.
- Criminal record check

