



APPLICATION FORM FOR RENTED ACCOMMODATION

(As part of our normal administration procedure on prospective tenants, all references are taken up and checked. Please note that we will not process an application for three or more unrelated individuals. Families will be processed as one application)

**ADDRESS OF PROPERTY
APPLIED FOR:**

PREFERRED TENANCY START DATE:/...../..... (Subject to availability)

Please note that the date of the month on which you start your tenancy will also be your rent payment date for the remainder of your tenancy. For example if your tenancy starts on the 1st of the month, your rent will be due every month on the 1st.

MONTHLY RENT FOR ABOVE PROPERTY £.....

HAVE YOU INCLUDED?:	3 MONTHS BANK STATEMENTS	<input type="checkbox"/>
	ID AND PROOF OF ADDRESS	<input type="checkbox"/>
	GUARANTOR DETAILS (IF REQUIRED – PAGE 8)	<input type="checkbox"/>
	SIGNATURES FOR EVERY APPLICANT OVER 18 (PAGES 6 & 7)	<input type="checkbox"/>
	TENANT SHOP CONSENT FORM SIGNED (ATTACHED)	<input type="checkbox"/>

PLEASE NOTE THAT ALL PERSONS AGED 18 YEARS AND OVER WILL BE NAMED ON THE TENANCY AGREEMENT. PLEASE COMPLETE THIS FORM IN AS MUCH DETAIL AS POSSIBLE SO THAT WE HAVE SUFFICIENT INFORMATION TO CONSIDER YOUR APPLICATION ON BEHALF OF OUR CLIENT. WE WILL NOT BE ABLE TO APPROVE YOUR APPLICATION IF INSUFFICIENT DETAIL IS PROVIDED.

PLEASE NOTE THAT DUE TO PROCESSING COSTS WE ARE UNFORTUNATELY UNABLE TO ACCEPT ANY PAYMENTS BY CREDIT CARD.

Please note that unless we are advised to the contrary, all postal correspondence regarding your application will be sent to the address of Applicant 1.

APPLICANT 1:

FOR OFFICE USE ONLY: Credit Score Check carried out on:/...../.....

LANDLORD APPROVED APPLICATION ON:/...../.....

TITLE: (Mr/Mrs/etc.)
FORENAME(S):
SURNAME:
CURRENT ADDRESS:
POSTCODE: IS THIS PROPERTY RENTED? YES / NO

IF YOU ARE NOT LIVING IN RENTED ACCOMMODATION, PLEASE COULD YOU CONFIRM YOUR CIRCUMSTANCES, E.G. HOMEOWNER, LIVING WITH FAMILY ETC. IF YOU ARE SELLING YOUR PROPERTY, PLEASE CONFIRM IF YOU HAVE EXCHANGED CONTRACTS.

PERIOD OF OCCUPATION AT CURRENT ADDRESS:YEARS.....MONTHS

IF LESS THAN 24 MONTHS PLEASE SUPPLY YOUR PREVIOUS ADDRESS AND PERIOD OF OCCUPATION

FROM(MONTH / YEAR) TO (MONTH / YEAR)

		L/L APPROVED
E-MAIL:	DO YOU HAVE ANY CRIMINAL CONVICTIONS? YES/NO	<input type="checkbox"/>
	IF YES, PLEASE STATE	
WORK TEL NO:	DO YOU HAVE ANY COUNTY COURT	<input type="checkbox"/>
MOBILE TEL NO:	JUDGEMENTS, INDIVIDUAL VOLUNTARY YES/NO	
NATIONAL INSURANCE NO:.....	ARRANGEMENTS OR ADVERSE CREDIT?	
PASSPORT NUMBER:.....	IF YES, PLEASE PROVIDE FURTHER DETAILS	
DATE OF ISSUE:	AT THE END OF THIS SECTION	
PLACE OF ISSUE:.....		
HOW LONG HAVE YOU LIVED IN THE UK?		<input type="checkbox"/>
SINCE BIRTH <input type="checkbox"/>		
IN NOT SINCE BIRTH, PLEASE GIVE DATE OF		
COMMENCEMENT OF RESIDENCY:		
DATE OF BIRTH:		
DO YOU REQUIRE HOUSING BENEFIT? YES/NO		<input type="checkbox"/>
DO YOU HAVE PETS? YES/NO		<input type="checkbox"/>
IF YES PLEASE LIST		
DO YOU SMOKE? YES/NO		<input type="checkbox"/>

OCCUPATION:
COMPANY:
ANNUAL SALARY:
FULL TIME / PART TIME (delete as necessary)
EMPLOYED / SELF EMPLOYED(delete as
necessary)
LENGTH OF TIME AT THIS
EMPLOYER

CURRENT EMPLOYER
REFERENCE
(IF SELF EMPLOYED
PLEASE PROVIDE YOUR
ACCOUNTANTS DETAILS)

NAME:

ADDRESS (include
Company Name):
POSTCODE:
EMAIL:

PHONE NUMBER:

CURRENT LANDLORD
REFERENCE

NAME:

ADDRESS:
.....
POSTCODE:
EMAIL:

PHONE NUMBER:

* PLEASE INDICATE IF YOU OWN
YOUR PROPERTY AND ARE
CURRENTLY IN THE PROCESS OF
SELLING

CHILDREN

Please list the names in full and the ages of all individuals who will be residing at the property, **who are under 18 years of age – anyone who will be living at the property who is over the age of 18 must be listed as an applicant:**

NAME:	AGE: (Years / Months)
NAME:	AGE: (Years / Months)
NAME:	AGE: (Years / Months)
NAME:	AGE: (Years / Months)

PLEASE PROVIDE BELOW ANY FURTHER DETAILS WHICH MAY BE RELEVANT TO APPLICANT 1:

APPLICANT 2:

FOR OFFICE USE ONLY: Credit Score Check carried out on:/...../.....

LANDLORD APPROVED APPLICATION ON:/...../.....

TITLE: (Mr/Mrs/etc.)
FORENAME(S):
SURNAME:
CURRENT ADDRESS:
POSTCODE: IS THIS PROPERTY RENTED? YES / NO

IF YOU ARE NOT LIVING IN RENTED ACCOMMODATION, PLEASE COULD YOU CONFIRM YOUR CIRCUMSTANCES, E.G. HOMEOWNER, LIVING WITH FAMILY ETC. IF YOU ARE SELLING YOUR PROPERTY, PLEASE CONFIRM IF YOU HAVE EXCHANGED CONTRACTS.

PERIOD OF OCCUPATION AT CURRENT ADDRESS:YEARS.....MONTHS

IF LESS THAN 24 MONTHS PLEASE SUPPLY YOUR PREVIOUS ADDRESS AND PERIOD OF OCCUPATION

FROM(MONTH / YEAR) TO (MONTH / YEAR)

L/L APPROVED

E-MAIL: DO YOU HAVE ANY CRIMINAL CONVICTIONS? YES/NO ☐

IF YES, PLEASE STATE

WORK TEL NO: DO YOU HAVE ANY COUNTY COURT ☐

MOBILE TEL NO: JUDGEMENTS, INDIVIDUAL VOLUNTARY YES/NO

NATIONAL INSURANCE NO:..... ARRANGEMENTS OR ADVERSE CREDIT?

PASSPORT NUMBER:..... IF YES, PLEASE PROVIDE FURTHER DETAILS

DATE OF ISSUE: AT THE END OF THIS SECTION

PLACE OF ISSUE:.....

HOW LONG HAVE YOU LIVED IN THE UK? ☐SINCE BIRTH ☐

IN NOT SINCE BIRTH, PLEASE GIVE DATE OF

COMMENCEMENT OF RESIDENCY:

DATE OF BIRTH:

DO YOU REQUIRE HOUSING BENEFIT? YES/NO ☐DO YOU HAVE PETS? YES/NO ☐

IF YES PLEASE LIST

DO YOU SMOKE? YES/NO ☐

OCCUPATION:

COMPANY:

ANNUAL SALARY:

FULL TIME / PART TIME (delete as necessary)

EMPLOYED / SELF EMPLOYED(delete as necessary)

LENGTH OF TIME AT THIS

EMPLOYER

CURRENT EMPLOYER
REFERENCE
(IF SELF EMPLOYED
PLEASE PROVIDE YOUR
ACCOUNTANTS DETAILS)

CURRENT LANDLORD
REFERENCE

* PLEASE INDICATE IF YOU OWN
YOUR PROPERTY AND ARE
CURRENTLY IN THE PROCESS OF
SELLING

NAME:

NAME:

ADDRESS (include
Company Name):

ADDRESS:

POSTCODE:

POSTCODE:

EMAIL:

EMAIL:

PHONE NUMBER:

PHONE NUMBER:

CHILDREN

Please list the names in full and the ages of all individuals who will be residing at the property, **who are under 18 years of age – anyone who will be living at the property who is over the age of 18 must be listed as an applicant:**

NAME: AGE: (Years / Months)

NAME: AGE: (Years / Months)

NAME: AGE: (Years / Months)

NAME: AGE: (Years / Months)

PLEASE PROVIDE BELOW ANY FURTHER DETAILS WHICH MAY BE RELEVANT TO APPLICANT 2:

DECLARATIONS

PLEASE READ EACH OF THE DECLARATIONS BELOW AND SIGN TO CONFIRM YOUR UNDERSTANDING.

DECLARATION REGARDING RIGHT TO RENT CHECKS

ANDREW GRANGER & CO ARE LEGALLY REQUIRED ON BEHALF OF THE LANDLORD TO CHECK THE IMMIGRATION STATUS OF ALL OCCUPANTS WHO WILL BE LIVING AT THE PROPERTY. YOU WILL BE ASKED TO PROVIDE EVIDENCE THAT YOU HAVE THE RIGHT TO LIVE IN THE UK EITHER TEMPORARILY OR PERMANENTLY.

I HEREBY CONFIRM I WILL PROVIDE ANDREW GRANGER & CO WITH A COPY OF MY PASSPORT/VISA/WORK PERMIT WHERE APPLICABLE OR PROOF OF SETTLED/PRE-SETTLED STATUS UNDER THE EU SETTLEMENT SCHEME.

*Signed : Dated :
APPLICANT 1

*Signed : Dated :
APPLICANT 2

DECLARATION REGARDING CREDIT CHECK AND SHARING OF CONTACT DETAILS

I HEREBY GIVE PERMISSION FOR ANDREW GRANGER & CO TO CARRY OUT A CREDIT CHECK VIA CREDITSafe AND ANY OTHER REFERENCES AS REQUIRED AND SHARE THIS INFORMATION WITH LANDLORDS OR THEIR REPRESENTATIVES. ANY CONTRACTORS WHO ARE INCLUDED WITHIN OUR APPROVED CONTRACTORS LIST WILL ALSO BE GIVEN CONTACT DETAILS AS AND WHEN NECESSARY DURING THE PERIOD OF THE TENANCY FOR ANY REPAIR WORK REQUIRED.

*Signed : Dated :
APPLICANT 1

*Signed : Dated :
APPLICANT 2

DECLARATION REGARDING ANTI-MONEY LAUNDERING CHECKS

I HEREBY GIVE PERMISSION FOR ANDREW GRANGER & CO TO CARRY OUT AN ANTI-MONEY LAUNDERING CHECK INVOLVING IDENTITY VERIFICATION AND AN ASSESSMENT OF ANY POLITICALLY EXPOSED PERSONS.

*Signed : Dated :
APPLICANT 1

*Signed : Dated :
APPLICANT 2

DECLARATION REGARDING HOLDING FEE

A HOLDING FEE OF £90.00 WILL BE PAYABLE TO ENABLE US TO PROCESS YOUR APPLICATION INFORMATION. FURTHER INFORMATION REGARDING THE HOLDING FEE CAN BE FOUND IN OUR TENANT INFORMATION SHEET.

* PLEASE NOTE THAT SHOULD YOUR APPLICATION NOT BE ACCEPTED THEN ANY IDENTIFICATION AND YOUR HOLDING FEE WILL BE RETURNED

IF YOUR APPLICATION IS ACCEPTED AND SUBSEQUENTLY DECLINED DUE TO UNSATISFACTORY REFERENCING (INCLUDING ANY UNDISCLOSED COUNTY COURT JUDGEMENTS) THEN THE HOLDING FEE WILL NOT BE REFUNDED

BY SIGNING THIS APPLICATION FORM YOU ARE AGREEING THAT YOUR HOLDING DEPOSIT CAN BE USED AS PART PAYMENT OF YOUR FIRST MONTH'S RENT.

*Signed : Dated :
APPLICANT 1

*Signed : Dated :
APPLICANT 2

TERMS AND CONDITIONS

I CONFIRM THAT I HAVE READ THE DETAILS CONTAINED IN THE TENANT INFORMATION SHEET.

ANY APPLICATIONS THAT ARE DECLINED WILL BE SHREDDED IMMEDIATELY IN ACCORDANCE WITH DATA PROTECTION REGULATIONS.

*Signed : Dated :
APPLICANT 1

*Signed : Dated :
APPLICANT 2

CONSENT TO USE TENANT SHOP SERVICE

ANDREW GRANGER & CO HAVE TEAMED UP WITH TENANT SHOP LIMITED TO STREAMLINE YOUR REGISTRATION PROCESS FOR ENERGY PROVIDERS AND MEDIA SERVICES. PLEASE READ AND COMPLETE THE ATTACHED REGISTRATION FORM AND RETURN IT TO US ALONG WITH YOUR APPLICATION FORM.

TENANT SHOP LIMITED IS FULLY COMPLIANT WITH THE DATA PROTECTION ACT 1998 AND A REGISTERED MEMBER OF THE INFORMATION COMMISSIONERS OFFICE WITH REGISTRATION NUMBER Z305733X AND WILL ONLY USE YOUR INFORMATION FOR THE PURPOSES SET OUT ABOVE. PLEASE NOTE THAT ANDREW GRANGER & CO MAY RECEIVE A COMMISSION IN RESPECT OF ANY SUCCESSFUL REFERRAL OR INTRODUCTION.

I AM HAPPY FOR TENANT SHOP TO CONTACT ME AS SPECIFIED ABOVE.

*Signed : Dated :
APPLICANT 1

*Signed : Dated :
APPLICANT 2

PLEASE REFER TO THE CHECKLIST ON PAGE 1 AND ENSURE YOU HAVE ENCLOSED ALL OF THE APPROPRIATE INFORMATION

***SEE OVERLEAF FOR GUARANTOR INFORMATION IF REQUIRED**

GUARANTOR: (If required)

FOR OFFICE USE ONLY: Credit Score Check carried out on:/...../.....

PASS/FAIL:

LANDLORD APPROVED ☐

TITLE: (Mr/Mrs/etc.)

FORENAME(S):

SURNAME:

CURRENT ADDRESS:

POSTCODE:

LENGTH OF TIME AT CURRENT ADDRESS: (YEARS/MONTHS)

HOME TEL NO:

WORK TEL NO:

MOBILE TEL NO:

E MAIL ADDRESS:

DATE OF BIRTH:

NATIONAL INSURANCE NO:

OCCUPATION:

COMPANY:

ANNUAL SALARY

ARE YOU A HOMEOWNER? YES/NO

PLEASE NOTE GUARANTORS SHOULD BE IN FULL TIME EMPLOYMENT AND OWN A PROPERTY. THE GUARANTOR MUST SIGN BELOW TO CONFIRM THEIR CONSENT TO BE NAMED AS A GUARANTOR AND TO UNDERGO OUR AFFORDABILITY CHECKS:

*I HEREBY GIVE PERMISSION FOR ANDREW GRANGER & CO TO CARRY OUT A CREDIT CHECK AND ANY OTHER REFERENCES AS REQUIRED AND SHARE THIS INFORMATION WITH ANY INTERESTED PARTIES.

*I CONSENT TO PROVIDE ANDREW GRANGER & CO WITH 3 MONTH'S CURRENT BANK STATEMENTS FOR REFERENCING PURPOSES. I UNDERSTAND THAT THE APPLICATION CANNOT BE PROCESSED WITHOUT THIS INFORMATION AND THAT ANY FINANCIAL RECORDS WILL BE RETURNED / DESTROYED BY ANDREW GRANGER & CO AFTER THE REFERENCING PROCESS IS COMPLETE.

*I CONSENT TO SHOW ANDREW GRANGER PROOF OF MY IDENTITY AND PROOF OF MY ADDRESS. I UNDERSTAND THAT THE APPLICATION CANNOT BE PROCESSED WITHOUT THIS INFORMATION.

*Signed :
GUARANTOR (if applicable)

Dated :

