

# TENANCY APPLICATION FORM



## PROPERTY

**Address:** *(inc postcode)*

## APPLICANT (TENANT) #1

<b>Title:</b>		<b>Gender:</b>	M / F	<b>Date of Birth:</b>	
		<b>Smoker:</b>	Yes / No	<b>NI Number:</b>	
<b>First Name:</b> <i>(full name)</i>					
<b>Name known as:</b>		<b>Middle Name:</b>			
<b>Last Name/ Surname:</b>					
<b>Home telephone:</b>		<b>Mobile:</b>			
<b>Email:</b>					

*Please provide the owner's name of each of the properties you have lived at in the last three (3) years. Checks may be made with the Land Registry to formally verify the ownership of each property.*

<b>Present Address:</b>				
		<b>Postcode:</b>		
<b>Time at this address:</b>	Years:	Months:	Owned <input type="checkbox"/>	Tenanted <input type="checkbox"/>

*If tenanted, provide Owner's name:*

## Previous Address(s) inc Postcode: *(if less than 3 years)*

<b>Address</b>	<b>Duration</b>	<b>Owned/Tenanted</b>	<b>Owner's Details</b>

Do you have Debt Problems, Rent Arrears (IVA/Court Judgments (CCJ), Bankruptcy or other adverse credit history?	Yes / No
Do you have a Debt Management Plan (DPL)?	Yes / No
Have you ever been evicted from a property?	Yes / No
Any Previous Convictions:	Yes / No

If you have answered **YES** to any of the above, provide details here:

## EMPLOYMENT - APPLICANT #1

<b>Employer's Name:</b>				
<b>Employer's Address:</b>				
<b>Employer's Email:</b>				
<b>Position:</b>		<b>Held since:</b>		
<b>Salary/Wages:</b> <i>(annual/monthly/weekly)</i>	£	<b>Status:</b>	Permanent <input type="checkbox"/>	Temporary <input type="checkbox"/>
<b>Details of other Income:</b> <i>(benefits, savings, pensions etc)</i>				

APPLICANT (TENANT) #2				
<b>Title:</b>		<b>Gender:</b>	M / F	<b>Date of Birth:</b>
		<b>Smoker:</b>	Yes / No	<b>NI Number:</b>
<b>First Name:</b> <i>(full name)</i>				
<b>Name known as:</b>		<b>Middle Name:</b>		
<b>Last Name/ Surname:</b>				
<b>Home telephone:</b>		<b>Mobile:</b>		
<b>Email:</b>				
<i>Please provide the owner's name of each of the properties you have lived at in the last three (3) years. Checks may be made with the Land Registry to formally verify the ownership of each property.</i>				
<b>Present Address:</b>				
			<b>Postcode:</b>	
<b>Time at this address:</b>	Years:	Months:	Owned <input type="checkbox"/>	Tenanted <input type="checkbox"/>
<i>If tenanted, provide Owner's name:</i>				
<b>Previous Address(s) inc Postcode:</b> <i>(if less than 3 years)</i>				
<b>Address</b>	<b>Duration</b>	<b>Owned/Tenanted</b>	<b>Owner's Details</b>	
Do you have Debt Problems, Rent Arrears (IVA/Court Judgments (CCJ), Bankruptcy or other adverse credit history?)				
				Yes / No
Do you have a Debt Management Plan (DPL)?				
				Yes / No
Have you ever been evicted from a property?				
				Yes / No
Any Previous Convictions:				
				Yes / No
If you have answered yes to any of the above, provide details here:				
EMPLOYMENT - APPLICANT #2				
<b>Employer's Name:</b>				
<b>Employer's Address:</b>				
<b>Employer's Email:</b>				
<b>Position:</b>		<b>Held since:</b>		
<b>Salary/Wages:</b> <i>(annual/monthly/weekly)</i>	£	<b>Status:</b>	Permanent <input type="checkbox"/>	Temporary <input type="checkbox"/>
<b>Details of other Income:</b> <i>(benefits, savings, pensions etc)</i>				

**OCCUPATION/ADDITIONAL RESIDENTS**

Will this property be your only/main residence? If not, please provide details.

Do you expect to leave the property vacant for any period of more than 28 days at any time during the tenancy? If yes, provide details.

Full names of all additional residents and proposed Share of Rent	Relationship to Applicant(s)	Age (under 18's)

**Details of Pets:**

**VEHICLE DETAILS**

*(list all vehicles to be kept at the property, including cars, motor cycles, commercial vehicles, motor homes, boats, caravans etc)*

Type of Vehicle	Make/Model	Registration Number

**PRESENT LANDLORD/AGENT**

<b>Name:</b>			
<b>Address:</b>			
		<b>Postcode</b>	
<b>Telephone:</b>		<b>Office:</b>	
<b>Mobile:</b>		<b>Fax:</b>	
<b>Email:</b>			

**CHARACTER REFERENCE**

<b>Name:</b>			
<b>Address:</b>			
		<b>Postcode:</b>	
<b>Telephone:</b>		<b>Office:</b>	
<b>Mobile:</b>		<b>Fax:</b>	
<b>Email:</b>			

**GUARANTOR (IF APPLICABLE) NB GUARANTOR'S APPLICATION FORM TO BE COMPLETED**

<b>First Name:</b> <i>(full name)</i>		<b>Middle Name:</b>	
<b>Last Name/ Surname:</b>			
<b>Home telephone:</b>		<b>Mobile:</b>	
<b>Email:</b>			
<b>Present Address:</b>			
			<b>Postcode:</b>

**BANK DETAILS**

<b>Name:</b>			
<b>Address:</b>			
			<b>Postcode:</b>
<b>Account Name:</b>			
<b>Account Number:</b>		<b>Sort Code:</b>	

**ADDITIONAL INFORMATION**

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**DECLARATION AND AUTHORISATION**

I/We apply for a tenancy as per this application. I/We confirm that the information provided is true and accurate and I/we authorise Land Factor to seek additional information and carry out ID/Money Laundering check, credit checks and referencing by contacting agencies, organisation and individuals as necessary. I/We confirm that any concerns have been raised with Land Factor and I/we understand that tenancies obtained with false information can be terminated. Completion of this application does not commit the Landlord/Agent or Tenant to a tenancy.

<b>Signature - Applicant #1</b>			
<b>Print Name</b>		<b>Date</b>	
<b>Signature - Applicant #2</b>			
<b>Print Name</b>		<b>Date</b>	

**TO BE COMPLETED BY THE AGENT****PROOF OF IDENTITY**

*From 1 February 2016 all private landlords (or acting agents) in England are required to undertake "Right to Rent" checks if the property is to be rented and will be the main home of the prospective tenant(s) and that they have a right to be in the UK. Landlords may be fined if properties are rented to someone who is in the UK illegally.*

**Applicant's identity and citizenship verified using approved original document(s):**

Copies of original documents verified (tick if attached):	Council Tax	<input type="checkbox"/>	Utility Bill	<input type="checkbox"/>	Bank Statement	<input type="checkbox"/>
	Passport	<input type="checkbox"/>	Driving Licence	<input type="checkbox"/>	Other (state)	

Applicant's identity and citizenship verified	Yes / No	Applicant is a citizen of the UK, EU/EEA	Yes / No
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If the applicant is not a citizen of the UK, EU,EEA, provide the following:	Visa/Residence Permit Reference	
	Leave to Remain/Permanent Residency status	
	Visa/Residence permit expiry date	

**FOR OFFICE USE**

File/VC Reference:		Job Number (Mandatory):	
Rent (pcm) £		Commencement of Tenancy Date:	
Responsibility for Water	Landlord <input type="checkbox"/> Tenant <input type="checkbox"/>	Responsibility for Sewage	Landlord <input type="checkbox"/> Tenant <input type="checkbox"/>
Term:		Deposit required £:	
Star disbursements entered:	ID Check(s) <input type="checkbox"/>	Credit Check(s) <input type="checkbox"/>	Date:
	Veriphy <input type="checkbox"/>	Vorensys <input type="checkbox"/>	By:

Return Application Forms to:

**Bywell Office:**

South Acomb  
Stocksfield  
Northumberland  
NE43 7AQ  
Tel : 01661 843168  
Fax : 01661 842838

**Haltwhistle Office:**

Market Place  
Haltwhistle  
Northumberland  
NE49 0BP  
Tel: 01434 320363  
Fax: 01434 320675

**Penrith Office:**

Skirsgills Business Park  
Penrith  
Cumbria  
CA11 0FA  
Tel: 01768 800830

**Blagdon Office:**

Blagdon Estate Office  
Seaton Burn  
Newcastle upon Tyne  
NE13 6DE  
Tel: 01670 789621  
Fax: 01670 789235

**Email:** enquiries@landfactor.co.uk

**Web:** www.landfactor.co.uk