

**INDIVIDUALS APPLICATION FOR TENANCY**

Knowles Estate Agency	1-3 Briggate Silsden KEIGHLEY BD20 9JS
Tel: 01535 653102	



To avoid any unnecessary delay, please complete in full, in **BLACK INK** using **BLOCK CAPITAL LETTERS**. Incomplete forms will be returned, if you have any questions when completing this form please call us on **0845 111 2222**.

**1. PRODUCT SELECTION** **To be completed by the LETTING AGENT**

Please select the service required, **TICK ONE BOX ONLY - WE CANNOT PROCEED WITH THE APPLICATION IF YOU DO NOT DO THIS.**

Credit Profile Plus  Xpress 6 months  Extra 6 months  Advantage 6 months  International Extra 6 months   
 Comprehensive Plus  Xpress 12 months  Extra 12 months  Advantage 12 months  International Advantage 6 months

**2. PROPERTY TO LET** **To be completed by the LETTING AGENT**

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Postcode: \_\_\_\_\_ Is this property: Let Only  Managed   
 Total rent for this property: £ \_\_\_\_\_ per month Applicant share of rent: £ \_\_\_\_\_ per month  
 Tenancy Term: \_\_\_\_\_ (months) Tenancy Start Date: \_\_\_\_\_  
 Is this property shared? Yes  No  If yes, number of sharers in property? \_\_\_\_\_ Is this a student property? Yes  No   
 Is the tenant paying the full rent in advance? Yes  No  If yes, do you require HomeLet to obtain financial references? Yes  No

**PROSPECTIVE LANDLORD DETAILS:**


First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_ Post code: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

**3. TENANT PERSONAL DETAILS** **To be completed by the TENANT**

Title: Mr  Mrs  Miss  Ms  Other \_\_\_\_\_  
 First Name: \_\_\_\_\_  
 Middle Name: \_\_\_\_\_  
 Last Name: \_\_\_\_\_  
 Other Name(s): \_\_\_\_\_  
 (Inc maiden name)  
 Date Of Birth: \_\_\_\_\_ National Insurance Number: \_\_\_\_\_  
**Residential Status:** (please tick one) Property Owner  Council Tenant  Private Tenant  Living with Friends/Relatives   
**Employment Status:** (please tick one) Employed  Self-employed  Retired  Independent Means   
 On Contract  Student  Unemployed   
 Gross Annual Income £ \_\_\_\_\_  
**Telephone:** \_\_\_\_\_ **Mobile:** \_\_\_\_\_  
 (Inc STD) *We may need to contact you when we process your application, please ensure that you provide at least 1 contact number.*  
 E-mail: \_\_\_\_\_  
 Nationality: \_\_\_\_\_ Passport Number\*: \_\_\_\_\_  
\*Required if you have been out of the UK for the last 6 months.

**Do you have any County Court Judgements, Court Decrees, Bankruptcy, Administration Orders, Involuntary Arrangements, or any other adverse credit history whether settled or not?** Yes  No   
 If YES, 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**.

# INDIVIDUALS APPLICATION FOR TENANCY


Knowles Estate Agency	Scheme No: 1507616	Tel: 01535 653102	 <b>HomeLet™</b> <small>TAKING THE RISK OUT OF PROPERTY RENTAL</small>
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<b>4. CURRENT &amp; PREVIOUS ADDRESS(ES)</b>	<b>To be completed by the TENANT</b>
Current Address: <input style="width:90%;" type="text"/> <input style="width:90%;" type="text"/> <input style="width:90%;" type="text"/>	
Postcode: <input style="width:25%;" type="text"/> Period at address: <input style="width:5%;" type="text"/> Years <input style="width:5%;" type="text"/> Months	
If you have lived at your current address for less than 3 years, please provide previous addresses below.	
Previous Address: <input style="width:90%;" type="text"/> <input style="width:90%;" type="text"/> <input style="width:90%;" type="text"/>	
Postcode: <input style="width:25%;" type="text"/> Period at address: <input style="width:5%;" type="text"/> Years <input style="width:5%;" type="text"/> Months	
Address: <input style="width:90%;" type="text"/> <input style="width:90%;" type="text"/> <input style="width:90%;" type="text"/>	
Postcode: <input style="width:25%;" type="text"/> Period at address: <input style="width:5%;" type="text"/> Years <input style="width:5%;" type="text"/> Months	

<b>5. CURRENT LETTING AGENT/LANDLORD/MANAGING AGENT</b>	<b>To be completed by the TENANT</b>
<b>If you are a private tenant please provide the details of the letting agent/ landlord/ managing agent of your current address.</b>	
Name: <input style="width:90%;" type="text"/>	
Address: <input style="width:90%;" type="text"/> <input style="width:90%;" type="text"/> Postcode: <input style="width:20%;" type="text"/>	
Telephone (day): <input style="width:25%;" type="text"/> <input style="width:25%;" type="text"/> Telephone (evening): <input style="width:25%;" type="text"/> <input style="width:25%;" type="text"/>	
Fax: <input style="width:25%;" type="text"/> <input style="width:25%;" type="text"/>	
E-mail: <input style="width:90%;" type="text"/>	
<i>Providing an email address or fax number could result in a QUICKER RESPONSE from your referee.</i>	

<b>6. FINANCIAL INFORMATION</b>	<b>To be completed by the TENANT</b>
<b>Please tell us about your earnings and provide the details of a financial referee below (please tick one). Failure to provide your gross annual income will prevent us from contacting your referee and will delay your application.</b>	
Current Employer <input type="checkbox"/> Pension Administrator <input type="checkbox"/> Accountant <input type="checkbox"/> Self Assessment <input type="checkbox"/>	
Company Name: <input style="width:90%;" type="text"/>	
Address: <input style="width:90%;" type="text"/> <input style="width:90%;" type="text"/> Postcode: <input style="width:20%;" type="text"/>	
Contact Name: <input style="width:90%;" type="text"/>	
Contact's Position: <input style="width:90%;" type="text"/>	
Telephone: (Inc STD) <input style="width:25%;" type="text"/> <input style="width:25%;" type="text"/> Fax: <input style="width:25%;" type="text"/> <input style="width:25%;" type="text"/>	
E-mail: <input style="width:90%;" type="text"/>	
<i>Providing an email address or fax number could result in a QUICKER RESPONSE from your referee.</i>	
Position Held: <input style="width:90%;" type="text"/>	
Is this position: Permanent <input type="checkbox"/> Contract <input type="checkbox"/> Contract Term <input style="width:5%;" type="text"/> Months <input style="width:5%;" type="text"/> Hrs per week	
Payroll/Service/Pension Number: <input style="width:60%;" type="text"/>	
Gross Salary/Pension/Drawings per annum: £ <input style="width:40%;" type="text"/> <i>If self-employed please include your average earnings in the last 3 years</i>	
Start Date: <input style="width:25%;" type="text"/> End Date (if applicable): <input style="width:25%;" type="text"/>	
Will your employment change before the proposed tenancy starts? Yes <input type="checkbox"/> No <input type="checkbox"/> <b>If YES, please provide details on the next page.</b>	

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**6. ADDITIONAL FINANCIAL INFORMATION - If you are changing to new employment, have a second job or another source of income, please provide details in this section.**

Future Employer    
 Second Employer    
 Pension Administrator    
 Accountant    
 Benefit/ Other

Company Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_ Postcode: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Contact's Position: \_\_\_\_\_  
 Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_  
(Inc STD)  
 E-mail: \_\_\_\_\_  
*Providing an email address or fax number could result in a QUICKER RESPONSE from your referee.*  
 Position Held: \_\_\_\_\_  
 Is this position:    Permanent     Contract     Contract Term \_\_\_\_\_ Months    \_\_\_\_\_ Hrs per week  
 Payroll/Service/Pension Number: \_\_\_\_\_  
 Gross Salary/Pension/Drawings per annum: £ \_\_\_\_\_ *If self-employed please include your average earnings in the last 3 years*  
 Start Date: \_\_\_\_\_ End Date (if applicable): \_\_\_\_\_

**7. DECLARATION To be completed by the TENANT**

Please read the declaration and sign and date below. WE CANNOT PROCEED WITH THIS APPLICATION IF YOU DO NOT SIGN.

I hereby confirm that the information provided by me is to the best of my knowledge true. I consent to this information being verified by contacting the third parties detailed in this form. I understand that the results of the findings will be forwarded to the appointed letting agent and/or landlord and may be accessed again should I default on my rental payment or apply for a new tenancy agreement in the future. I agree that HomeLet or their approved agent may search the files of a Credit Reference Agency and IDS Ltd, the insurance industry's data collection agency, which will keep a record of that search. I confirm and agree that other information and checks that HomeLet and/or other companies within the same group undertake as part of this process, such as employment/income and/or previous landlord or personal checks may also be provided to Credit Reference Agencies. I understand that I may request the name and address of the Credit Reference Agency to whom I may then apply for a copy of the information provided.

I also understand that in the event of my defaulting on the rental payment, that any such default may be recorded with the Credit Referencing Agency and IDS Ltd, who may supply the information to other credit companies or insurers in the quest for the responsible granting of tenancies, insurance and credit.

I understand that HomeLet utilise the services of Credit Reference Agencies, and I consent to HomeLet checking details held within those agencies for Tenant Vetting, Fraud Prevention, Identity and Anti-Money Laundering and also for the purposes of collections and recoveries where applicable.

I understand that in the event of any default by me in respect of the covenants in my tenancy agreement with my landlord, the information contained herein may be disclosed to HomeLet and/or one or more tracing companies and/or debt collection agencies in order to recover any monies due or to trace my whereabouts. I understand that the information provided by me may be transferred to a country outside of the EU for the purposes only of processing this referencing application, notwithstanding such transfer, HomeLet will remain the Data Controller for the purposes of this application.

The information provided in this form by me is information as described in Ground 17 of the Housing Act 1996 and I understand that if any information within this application is found to be untrue, it is grounds for termination of the tenancy. I also understand that any default in the payment of rent may affect any future application for tenancies, credit or insurance and that the assessment of this application presumes that at some time during the tenancy agreement, I may be granted or allowed some form of deferred payment.

Your details may be used to keep you up to date on products and services related to your tenancy and creditworthiness by HomeLet, your letting agent and those of carefully selected third parties, if you do not wish your details to be used for this purpose please write to us at Becor House, Green Lane, Lincoln, LN6 7DL or contact us on 0845 111 2222.

I hereby authorise my employer / accountant / pension administrator (delete as appropriate) to provide details of my earnings and dates of employment to HomeLet for the purposes described above.

Signed \_\_\_\_\_

Print name in full \_\_\_\_\_

Date \_\_\_\_\_

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**To avoid delays to the tenancy, please make sure that you have fully completed this form before submitting it to your letting agent. Don't forget to let your referees know that HomeLet will be contacting them.**

**IMPORTANT: IT MAY BE A CONDITION OF YOUR ASSURED SHORTHOLD TENANCY THAT YOU HAVE ADEQUATE INSURANCE WHICH COVERS YOUR LANDLORD'S CONTENTS, AS WELL AS YOUR OWN. EVEN IF THIS ISN'T THE CASE, WE'D STRONGLY RECOMMEND YOU CONSIDER PROTECTING YOUR POSSESSIONS AND YOUR DEPOSIT. CALL HOMELET ON 0845 117 6000 FOR A QUOTE TODAY.**

Confidentiality note: The information contained within this application is being transmitted and is intended only for HomeLet. If the reader of this message is not the intended recipient, you are hereby advised that any dissemination, distribution or copying of this application is strictly prohibited. If you receive this application in error please notify us immediately by calling 0845 111 2222.

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## 8. ADDITIONAL INFORMATION

To be completed by the TENANT

**Personal Details:** Information requested in this box is not required for referencing purposes, however may assist your managing agent.

Marital Status: Single  Married  Divorced/Separated  Other

Are you a smoker? Yes  No

Do you have any pets? Yes  No

Please detail: \_\_\_\_\_

Names and ages of any children who will be occupying the property (use a separate sheet if required):

### Bank Details:

Name(s) of Account Holder(s): \_\_\_\_\_

Bank Name: \_\_\_\_\_

Sort Code: \_\_\_\_\_ Bank Account Number: \_\_\_\_\_

### Next of Kin (this should NOT be your spouse):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_ Relationship: \_\_\_\_\_

### ADDITIONAL INFORMATION: