

APPLICATION FORM

PO Box 540
Newmillerdam
Wakefield, WF1 9DU

T: 0845 838 2890
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www.thelettingco.com

PROPERTY DETAILS

Property address:	
Postcode:	
Total monthly rent: £	Reason for moving:
Where did you find the property? (if internet, please state website):	
Do you have any children? If so, please state their ages:	
Do you smoke? : Yes No	List any pets:

APPLICANT DETAILS

One application form must be completed for each person moving into the property

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Miss <input type="checkbox"/>	Ms <input type="checkbox"/>	Other <input type="checkbox"/> (please state)
Surname / Family name:				
First name(s):				
Maiden name (if applicable):				
Date of birth: / /				
Married <input type="checkbox"/>	Single <input type="checkbox"/>	Separated <input type="checkbox"/>	Divorced <input type="checkbox"/>	Widowed <input type="checkbox"/>
Mobile number:		E-mail address:		
Nationality:				

CURRENT ADDRESS DETAILS

Property address:				
Postcode:				
Period at address:	Years - Months -			
Owner <input type="checkbox"/>	Council tenant <input type="checkbox"/>	Private tenant <input type="checkbox"/>	With Parents <input type="checkbox"/>	Other (please state) :

CURRENT LANDLORD / AGENT DETAILS

Landlord / agent's name:	
Home / branch address:	
Postcode:	
Tel:	Fax:
Current rent:	Date moved into property:

PREVIOUS ADDRESS (THREE YEARS)

Please continue onto a separate sheet if necessary

Property address:		
		Postcode:
Period at address:	Years -	Months -
Property address:		
		Postcode:
Period at address:	Years -	Months -

EMPLOYMENT / ACCOUNTANT DETAILS

Please complete the below with your employer's details if employed, your accountants details if self employed or the details of your pension scheme if retired. Please place the name of your place of study if you are a student or leave blank if unemployed.

Employed / Self employed / Contract / Temporary / Retired / Private means / Unemployed / Student	
Contact name of referee: (i.e. Line manager)	
Company name:	
Address:	
Postcode:	
Gross salary / pension per annum: £	Payroll / pension number:
Position held:	Start date:
Telephone number for referee:	Fax number for referee:
Email address for referee:	
Is this position permanent? : Yes No	Is this position full or part time? :

PREVIOUS EMPLOYMENT DETAILS

If with current employer for less than three years

Employed <input type="checkbox"/> Self employed <input type="checkbox"/> Contract <input type="checkbox"/> Temporary <input type="checkbox"/> Retired <input type="checkbox"/> Private means <input type="checkbox"/> Unemployed <input type="checkbox"/> Student <input type="checkbox"/>		
Company name:		
Address:		
Postcode:		
Position held:	Start date:	End date:
Tel:	Fax:	

NEXT OF KIN DETAILS

Name:	Relationship:
Address:	
Post code:	
Tel:	Email address:

ADDITIONAL OCCUPANTS

Please state the name and date of birth for all other persons living at the property over the age of 18 below.

Name:	Date of birth:
Name:	Date of birth:
Name:	Date of birth:

CHARACTER REFERENCE

Your referee must be in full time employment, cannot be related to you and must have known you a minimum of three years.

They must also not be the same referee chosen to complete your employment reference.

Name:	
Address:	
Post code:	
Tel:	Email address:

BANK DETAILS

Name of Bank:	Date account opened:
Name on account:	Number of credit cards held:
Account number:	National Insurance number:
Sort code:	Cheque guarantee card held? :

Any known adverse credit history? (Please continue on a separate sheet if necessary):

IDENTIFICATION DETAILS

We require at least two forms of identification in order to verify your identity- one form of your identification must be photographic, this can be in the form of any of the below. Please tick which you are including:

- Passport
- Driver's License
- Rail Card
- Company issued ID Card

Your second form of identification can be accepted as the following, as must be dated within the last three months:

- Utility Bill (Gas, Electricity, Telephone, Water)
- Bank/Building Society Statement (no online/bank branch print-offs)
- Credit Card Statement
- Council Tax Bill/Council Rent Book
- HM Revenue and Customs Statement
- State Pension Book or Benefit/Family Credit Book
- National Identity Card with address
- Driving License with address
- University Certificate for Hall of Residence (stamped and signed by institution)
- TV License
- Pay Slips (where employer's and employee's addresses are stated)

DECLARATION

I/We hereby confirm that the information provided by me/us is, to the best of my/our knowledge, true, and that the results of the findings will be forwarded to the appointed letting agent and/or the landlord and may be accessed again should I/We apply for a tenancy agreement in the future. I/We agree that The Letting Company Ltd may search the files of a credit reference agency, which will keep a record of that search. I/We also understand that no details of the search will be given to me/us by the letting agent and/or the landlord but I/We may request the name and address of the credit reference agency to which I/We may apply for a copy of any information provided. I/We agree that we give permission to The Letting Company to obtain work & salary details from our employers for referencing purposes. I/We also confirm that in the event of my/our defaulting on the rental agreement that any such default may be recorded with the credit reference agency and may affect any future application for credit I/We may make.

Applicant's signature _____

Date ____/____/____