

INDIVIDUALS APPLICATION

THE LETTING COMPANY

The property management specialists

Fax 0845 838 2990

(This section to be completed by the Letting agent)

Property Details

Full Property Address: _____

Total Monthly Rent: £ _____

Start Date: _____

Post Code: _____

Number of joint Tenants: _____

If joint tenancy, state each Applicants share (per month): £ _____

List joint Applicant(s) name(s) below: _____

1: _____

2: _____

3: _____

4: _____

(One application to be completed by each proposed tenant)

As the information requested and provided by us constitutes personal data within the meaning of the Data Protection Act 1998, no explanation or details will be provided should we be unable to arrange a tenancy for you.

APPLICANT

(Please complete this form in **Black Capital** letters)

() Mr Mrs Miss Ms Other First Name: _____

Surname: _____

Maiden name: _____

() Married Single Separated Divorced Widowed Date Of Birth: _____

Current Address: _____

Post Code: _____

Period at address – Years: _____

Months: _____

Tel: _____

Mobile: _____

() Owner Council Tenant Private Tenant With Parents Other (Please state) _____

Reason for moving: _____

Email Address: _____

Nationality: _____

Any known adverse credit history? (Yes/No) _____

(If yes, please detail on separate sheet)

CURRENT LANDLORD / AGENT DETAILS

Landlord or Agents name: _____

Address: _____

Post Code: _____

Tel: _____

Fax: _____

PREVIOUS ADDRESSES - THREE YEARS

(Please continue on a separate sheet if required)

Address: _____

Post Code: _____

Dates – From (mm/yy): _____

to _____

Address: _____

Post Code: _____

Dates – From (mm/yy): _____

to _____

EMPLOYMENT DETAILS

() Employed Self Employed Contract Temporary Retired Private Means Unemployed Student

Company name: _____

Contact name: _____

Address: _____

Post Code: _____

Gross salary / pension per annum: £ _____

Position held: _____

Start date: _____

Payroll / Pension number etc: _____

Tel: _____

Fax: _____

Is this position permanent? (Yes/No): _____

Full Time Part Time

Will your employment change in the near future? (Yes/No): _____

If yes, please provide new employment details: _____

PREVIOUS EMPLOYMENT DETAILS

(If with current employer for less than three years)

Company Name: _____

Address: _____

Post Code: _____

Tel: _____

Fax: _____

Commencement Date: _____

Departure Date: _____

ACCOUNTANTS DETAILS

(Please authorise your accountant / auditor to provide us with a reference when we request it)

Practice Name: _____

Contact: _____

Address: _____

Post Code: _____

Tel: _____

Fax: _____

NEXT OF KIN

Name: _____

Tel: _____

Relationship: _____

Address: _____

Post Code: _____

ADDITIONAL OCCUPANTS

(List names and date of birth of any prospective occupants over 18 not being referenced separately)

Name: _____

Date Of Birth: _____

Name: _____

Date Of Birth: _____

ADDITIONAL INFORMATION

Do you have any Children, if so state the age/s: _____

Are you a Smoker / Non-Smoker: _____

List any Pets: _____

CHARACTER REFERENCE DETAILS

Character Reference Name: _____

Address: _____

Post Code: _____

Tel: _____

Mobile: _____

Email: _____

The person that you choose for this reference must be in full time employment, not related to you and have known you for a minimum of 3 years. They must also not be the same person that you have chosen for you employment reference.

BANK DETAILS

Name of Bank: _____

Name on Account: _____

Account Number: _____

Sort Code: _____

This information is required for rent payments

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 whom I/We may apply for a copy of any information provided. 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.

Applicants Signature:

Date:

TEL : 0845 838 2890 FAX: 0845 838 2990

**The Letting Company Ltd
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Newmillerdam
Wakefield WF1 9DU**