

# 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**