



Tenant Application & Reference Form

This form does not constitute a tenancy agreement and commits neither party to any form of tenancy contract or obligation. Once a tenant is accepted a separate tenancy agreement must be signed.

Section 1.

Property & tenant details	
Address of property to be let :	
	Post code:
How do you propose to pay your rent?	Housing Benefit <input type="checkbox"/> Own means <input type="checkbox"/>
Rental Amount:	Proposed tenancy start date:
Tenancy length:	Number of people sharing:
Number of adults (over 18 yrs):	Number of children:

Section 2.

Prospective Tenant Details, first applicant	
Title:	Marital status:
First name:	NI number:
Surname:	Passport number:
Other names:	Driving licence number:
Previous names:	Living status (renting, council tenant, etc):
Date of Birth:	Time at address: years months
Current address details	Tel No (1):
House number / name:	Tel No (2):
Street:	Email:
District:	Next of Kin:
Town:	Address:
Post code:	
	Tel No:

If applying for a joint tenancy, second applicant details	
Title:	Marital status:
First name:	NI number:
Surname:	Passport number:
Other names:	Driving licence number:
Previous names:	Living status (renting, council tenant, etc):
Date of Birth:	Time at address: years months
Current address details	Tel No (1):
House number / name:	Tel No (2):
Street:	Email:
District:	Next of Kin:
Town:	Address:
Post code:	
	Tel No:

Section 3.

Prospective Tenant Employment Details – first applicant	
Employment status: Full time / Part time / Temporary / Other:	
Employers name:	Occupation:
Street:	Employers Tel No:
District:	Managers name:
Town:	Start date:
Post code:	Gross annual salary:

Prospective Tenant Employment Details – second applicant	
Employment status: Full time / Part time / Temporary / Other:	
Employers name:	Occupation:
Street:	Employers Tel No:
District:	Managers name:
Town:	Start date:
Post code:	Gross annual salary:

Section 4.

Please provide details of your residence within the past 5 years

Reason for moving from current address:	
Name of current landlord / agent:	
Address and telephone number:	
If less than 5 years at current address, previous address (including post code) :	Time at address: _____ Years _____ Months
Reason for moving from previous address:	
Name of previous landlord:	
Address and telephone number:	
Other address' within the past 5 years	Time at address: _____ Years _____ Months
Any defaults or County Court Judgments? Give details:	
Any criminal convictions, defaults or other court orders? Give details:	
Do you have any pets? YES/NO If yes, please state:	
Are you a smoker? YES/NO	

Section 5.

Prospect Tenant Bank / Building Society Details	
Bank name:	Account holder:
Branch address:	Sort code:
	Account number:
	Time account held:

Section 6.

References (please provide details of two referees)	
Name & address:	Name & address:
Contact Tel No:	Contact Tel No:
Relationship to you:	Relationship to you:
Occupation:	Occupation:

Section 7. In certain circumstances a Guarantor may be required, all guarantors must be employed / self employed or have an additional source of income. Guarantors must also be home owners.

Guarantor Details	
Title:	Employer:
First name:	Employers address & Tel:
Surname:	
Other names:	
Previous names:	NI number:
Date of Birth:	Gross annual salary:
Current address details	Residential status (home owner, renting, council tenant, etc):
House number / name:	
Street:	Time at address: years months
District:	Contact Tel No:
Town:	
Post code:	

NOTICE TO ALL TENANTS

Please ensure that all sections of this application have been completed in full, failure to do so will result in a delay in processing your application.

A none refundable administration fee of £125 is payable with your application.

If you wish to transfer your administration fee, our account details are as follows:

HEWITSONS

Account Number: 1075 8132

Sort code: 20 43 49

Prior to the signing of your tenancy you will also be required to pay :

1. A deposit equivalent to one months rent.
2. One months rent in advance

Declaration

I hereby certify that I believe the information given is true and accurate and hereby give permission for Hewitsons Residential to use the information provided on this application for the following purposes:

- Performing a credit search via a third party agency.
- Contact my current and previous employers, referees, and guarantors to confirm the details provided.
- Fraud prevention, credit assessment or any other enquiries necessary to assess my/our suitability in connection with this tenancy.

I understand that I can request the details of any credit reference agencies used so that I can verify with them the information provided.

I understand that if I default on my tenancy obligations, this information may be released to authorised debt recovery agencies and could effect any future applications I make for tenancies, credit and insurance.

I understand that providing false information may lead to early termination of any subsequent tenancy agreement.

I confirm that I am over 18 years of age.

Signature of Tenant(s)

PLEASE NOTE: WE ARE UNABLE TO PROCESS ANY APPLICATION WHICH HAS NOT BEEN SIGNED BY ALL PARTIES.

(First applicant) Date: _____.

(Second applicant) Date: _____.

(Guarantor) Date: _____.