

Tenancy Application

One copy is to be completed by each adult wishing to occupy the property and returned by email to ig@smartrose.co.uk or Fax: 020 7788 3452

Property address:		
Proposed tenancy start date:	Monthly rent £	Furnished <input type="checkbox"/> Unfurnished <input type="checkbox"/>
Will this be your main residence:	Yes <input type="checkbox"/> No <input type="checkbox"/>	If No, please provide more details:

Security deposit:

Deposit Value	£	
Who will be providing the deposit for this tenancy?	You <input type="checkbox"/> Someone Else <input type="checkbox"/>	If not you - Please provide details of provider below
Name		
Address		
	Post Code:	
Tel	Email	

1. Applicant:

Full name: Title / First name / Surname	
Any previous name in full:	
Date of birth:	Place of birth:
National Insurance Number:	Marital status:
Current home telephone:	Mobile:
E-mail Address:	
Are you a UK resident?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes from birth <input type="checkbox"/> or Month _____ Year _____
Smoker?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide more details:
Pets?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide more details:
Are you disabled?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide more details:
Do you intend to seek Benefit assistance with rent payments?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide more details:
Debts problems history?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide more details:
Have you ever been made bankrupt, had any County Court Judgments recorded against you or made informal arrangements with creditors?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide more details:
Have you ever been served a late rent notice?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide more details:
Have you ever been served an eviction notice?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide more details:
How long do you think you would be renting from us?	
Why are you moving from your current address?	

2. Banking:

Bank name:	Branch address:	Length of time with bank:
Account no:	Sort code:	Account name:

3. Vehicles:

List vehicles to be kept at the property:	Make / model / colour:
Registration number:	Driving license number:

4. Additional Residents on this tenancy:

Full Name:	Relationship to applicant	Age

5. Next of kin (or person to contact in an emergency):

Name:		Relationship:	
Address:			Post Code
Phone:		Email:	
Post Tenancy Details: (We need to have details of where you can be contacted following the termination of this tenancy)			
Can this information be used for post tenancy: Yes <input type="checkbox"/> No <input type="checkbox"/> If No, please provide details below:			
Address:			Post Code
Phone:	Mobile:	Email:	

6. Accommodation history:

Current address:		Post Code
Rental amount paid per month: £	Date moved in:	
Owner <input type="checkbox"/> rented <input type="checkbox"/> living with relatives <input type="checkbox"/> shared accommodation <input type="checkbox"/>		
Previous address if less than three years:		Post Code
Rental amount paid per month: £	Date moved in:	
Owner <input type="checkbox"/> rented <input type="checkbox"/> living with relatives <input type="checkbox"/> shared accommodation <input type="checkbox"/>		

7. Current Landlord:

Name:	Company name:	
Address:		Post Code
Phone:	Mobile:	Email:

8. Employment:

Current employer (or accountant / Solicitor if self-employed)		
Immediate supervisor:		
Address:		Post Code
Phone:	Email:	Job title:
Start date with employer (or accountant / solicitor if S/E):	Approx. take home pay: £ Week <input type="checkbox"/> Month <input type="checkbox"/>	

9. **Personal/character reference (not a relative):**

Name:		Occupation:
Address:		Post Code
Phone:	Mobile:	Email:

10. **Guarantor:**

Full name: Title / First name / Surname		
Any previous name in full:		Marital status:
Date of birth:	Place of birth:	Gross annual Income £
UK homeowner: Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide more details: Property address:		
		Post Code
Home telephone:	Mobile No:	Email:

11. **Supporting documentation:**

Under the government legislation right to rent checks must be carried out before the start of a new tenancy for all tenants aged 18 and over, please provide copies of the following documentation in support of your application:

1. Passport or Driving License
2. Bank statement from last 3 months
3. Utility bill within the last 3 months
4. Pay slips from last 2 months
5. Landlord reference
6. Work permit (overseas applicants only)
7. Work reference
8. Immigration status documents

12. **Declaration:**

I hereby confirm that the information I have given in this application form is true, accurate, to the best of my knowledge and not misleading.
 I give my consent to the information being used by credit card companies, credit reference companies, existing/previous landlords/letting agents/employers/accountants etc. The information can also be used during any tenancy for the management of the property, including but not limited to, being given to contractors and being used to chase money owed.
 I understand that the letting agent will use the information provided to make decisions about my application. This can also mean that if any information is found to be untrue, the application can be declined and I will lose all or part of the administration fee.
 I agree to that information given by credit reference companies will be shared with the letting agent and landlord and that this information may also be accessed again if I apply for or guarantee a tenancy in the future.
 I agree that the referees and bank listed above may be contacted by the landlord, agent or referencing company.
 If this application is successful I agree to pay the security deposit and one month's rent in cleared funds on signing of the formal Assured Shorthold Tenancy Agreement.
 As part of the legal process of letting a property we are required to provide you with certain information prescribed by law. Please tick this box if we may email you this information and other documents and notices to reduce our environmental impact through unnecessary printing:

Signed: _____ Print name: _____ Date: _____

<u>For Office use</u>		
List Documents Received:	Holding Deposit Received:	Right to Rent Checks complete:
Date:	Date: Amount:	Date
<p><i>Copy each page of passport with expiry date, nationality and DOB, signature, leave expiry date and any other pages which may be relevant. If other document used, then take copy of the full document.</i></p>		