

# FULLY COMPREHENSIVE TENANT APPLICATION FORM



## LETTING AGENT/LANDLORD DETAILS

	<input type="checkbox"/> Letting Agent	<input type="checkbox"/> Landlord	Registration number (where applicable)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Full name	<input type="text"/>									
Company name (where applicable)	<input type="text"/>									
Contact address	<input type="text"/>									
										Postcode
Email	<input type="text"/>									
Telephone number	<input type="text"/>									
Fax number	<input type="text"/>									

## SUBMISSION REQUIREMENTS

Documentation should relate to prospective tenant  
Please tick box if enclosed

- 2 forms of identification (1 signature and 1 address verification)
- Latest SA302 (if self-employed)
- Most recent mortgage statement if current/previous address was mortgaged

## TENANCY DETAILS

Rental address	<input type="text"/>										
										Postcode	
Total rent	<input type="text"/>					per calendar month					
Rent payable by prospective tenant	<input type="text"/>					per calendar month					
Total number of tenants	<input type="text"/>										
Names of other occupants	<input type="text"/>										
Tenancy start date	<input type="text"/>					Length of tenancy		<input type="text"/>			<input type="text"/>
								Years		Months	
Is an upfront deposit payable	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Amount			<input type="text"/>					
						£					

## PERSONAL DETAILS (PROSPECTIVE TENANT)

Title	<input type="checkbox"/> Mr	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	Other (please specify)	<input type="text"/>
First name (s)	<input type="text"/>			Surname	<input type="text"/>
Maiden name	<input type="text"/>			Date of birth	<input type="text"/>
Home telephone number	<input type="text"/>			Mobile telephone number	<input type="text"/>
Email	<input type="text"/>				
Current address	<input type="text"/>				
	Postcode				
Status at current address	<input type="checkbox"/> Tenant (private)	<input type="checkbox"/> Tenant (council)	<input type="checkbox"/> Owner	<input type="checkbox"/> Living with friends/family	Time at address <input type="text"/> Years <input type="text"/> Months
Previous address (If less than 3 years at current address)	<input type="text"/>				
	Postcode				
Status at previous address	<input type="checkbox"/> Tenant (private)	<input type="checkbox"/> Tenant (council)	<input type="checkbox"/> Owner	<input type="checkbox"/> Living with friends/family	Time at address <input type="text"/> Years <input type="text"/> Months
Previous address 2 (If the combined time at your current and previous address is less than 3 years)	<input type="text"/>				
	Postcode				
Status at previous address 2	<input type="checkbox"/> Tenant (private)	<input type="checkbox"/> Tenant (council)	<input type="checkbox"/> Owner	<input type="checkbox"/> Living with friends/family	Time at address <input type="text"/> Years <input type="text"/> Months
Do you intend to keep pets at the property	<input type="checkbox"/> Yes	<input type="checkbox"/> No			
Are you a smoker?	<input type="checkbox"/> Yes	<input type="checkbox"/> No			

## EMPLOYMENT DETAILS

Status	<input type="checkbox"/> Employed	<input type="checkbox"/> Self-employed	<input type="checkbox"/> Not employed	<input type="checkbox"/> Retired
	<input type="checkbox"/> Full time	<input type="checkbox"/> Part time	<input type="checkbox"/> Casual	<input type="checkbox"/> Temporary
Job title	<input type="text"/>		Business trading name if self-employed	<input type="text"/>
Employer's/Accountant's name and address	<input type="text"/>			
	Postcode			
Payroll number	<input type="text"/>		Contact name	<input type="text"/>
Email contact for employer reference	<input type="text"/>		Fax number for employer reference	<input type="text"/>
Telephone number for employer reference	<input type="text"/>		Your work telephone number	<input type="text"/>
Salary	<input type="text"/>		Department	<input type="text"/>
Time in job	<input type="text"/> Years	<input type="text"/> Months	If less than 6 months, please supply previous employer details, including time in employment, in the additional details section	

## DETAILS OF EXISTING LANDLORD OR MORTGAGE LENDER

Company/Individual name	<input type="text"/>		
Address	<input type="text"/>		
	Postcode		
Email address for rent reference	<input type="text"/>		
Telephone number	<input type="text"/>	Fax number	<input type="text"/>
Amount of rent/mortgage paid	£ <input type="text"/>	per calendar month	
Reason for tenancy/mortgage ending	<input type="text"/>		

## FINANCIAL HISTORY

Have you ever had a judgment or debt recorded against you or your business partner, been declared bankrupt/sequestered or failed to maintain payments under any mortgage or other credit agreement?

Yes

No

If yes, please provide details

## BANK DETAILS

Name of bank	<input type="text"/>							
Branch sort code	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>
Account number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Account name	<input type="text"/>							

## PERSONAL REFERENCE

Name and contact details for someone we can approach for a personal reference should we be unable to obtain an employer and previous landlord/lender reference.

This person should not be a member of your family.

Name	<input type="text"/>		
Current address	<input type="text"/>		
	Postcode		
Telephone number	<input type="text"/>		

## ADDITIONAL DETAILS

Please add any additional details you feel are relevant to support your application

Please continue on a separate sheet if necessary

## TENANT VERIFICATION DECLARATION

The information that I have given in this application form is true, accurate and not misleading, to the best of my knowledge. I consent to this information being verified by fair and lawful means, which I understand may involve contacting referees (including my existing/previous employer, landlord or accountant) and licensed credit reference agencies for the purpose of assessing my tenancy application during the tenancy selection process. If fraud is identified during the verification process the information and decision will be retained for future use on systems used by Redbrick and The Paragon Group of Companies.

I consent to Redbrick searching information held by the Credit Reference Agencies and understand that a record of this search will be kept and shared with the letting agent, and/or landlord, and/or any authorised intermediary. The information may also be accessed again if I apply for/ guarantee a tenancy in the future.

I understand that you may also use credit scoring or other automated decision-making systems when assessing this application.

I consent to the information contained in my application form being used by Redbrick and other members of The Paragon Group of Companies to notify me of other products and services, which may be of interest to me.

Please select your preferred method of contact:  Telephone  Post  Email

You have a right at any time to stop us from contacting you for these purposes, by writing to us at the address below.

The information will be processed in accordance with the Data Protection Act 1998. Redbrick Tenant Assessment is a trading style of Redbrick Real Estate Services Limited, a member of The Paragon Group of Companies.

Signature of  
prospective tenant

Print name

Date