

Tenancy Application Form (one form per applicant over the age of 18)

Upon completion please return to: Lynda Davidson email: lynda@latimer.me.uk

Tenancy Details

1. Property address: _____
2. Rent (£) pcm monthly: _____
3. Deposit _____
4. Rental period (months): _____
5. Name of other joint applicants: _____
(please note: each applicant needs to complete a separate application form)
6. Are you related or in a relationship with any joint applicants? _____
7. When would you like the tenancy to start: _____
8. Will this be your principal home: _____
9. Who will be paying the deposit: _____
10. If the deposit is being paid by someone other than those to be named on the tenancy agreement please provide the following
Name _____
Address _____
Email address _____
Contact number _____
Amount of the deposit _____

Identity Documents (to be seen by landlord)

1. Passport number: _____

Personal Details

1. Full name including title and middle names:
(Mr, Mrs, Miss, Ms) _____
2. Date of birth (dd/mm/yyyy): _____

3. Country of birth: _____
4. Status: Single/Married/Living with Partner/Divorced/Separated
5. Length of time with partner: _____
6. Current address (including postcode): _____
7. Telephone number (mobile): _____
8. Email address: _____
9. Are you a: homeowner/private tenant/living with relatives or friends/other? _____
10. Time at current address (dd/mm/yyyy): from _____ to _____
11. Reason for leaving current address:

Current Landlord

1. Full name of current landlord: _____
2. Address of current landlord inc postcode: _____
3. Telephone number (main): _____
4. Telephone number (mobile): _____
5. Email address: _____
6. Current monthly rental: _____
7. If current address is less than 3 years then please provide previous address

8. Time at the address (dd/mm/yyyy): from _____ to _____
9. Reason for leaving this address:

10. Previous landlord name and email address _____
11. Previous landlord phone number _____

Bank account details

1. Bank name _____
2. Bank address _____
3. Account name: _____
4. Sort code _____ 5. Account number _____

Current Employment Details

Current employment status Employed Self-employed Contractor

If employed or last employer

1. Your National Insurance number: _____
2. Name of current employer: _____
3. Address of current employer: _____
4. Your payroll number: _____
5. Employer referee, name & position: _____
6. Referee OFFICE telephone number: _____
7. Referee email address: _____
8. Date employment commenced (dd/mm/yyyy): _____
9. Are you currently on a probation period, if so what date does the probation end: _____
10. Position held: _____
11. Gross annual income (exc commission and bonus): _____
12. Nature of employment: (full time/part time/temporary/contract/self-employed) _____
13. Have you been furloughed at any point since 23 March 2020? _____
14. Are you currently on furlough? _____
15. If less than 3 years then please provide detail as above for previous employer,

Self employed

1. Proof of income - The last 3 years full tax return from the HMRC or SA302 form (a personal tax return is required not the business) please attach when returning this form.

Other Income

Do you receive any of the following: housing benefit / universal credit / income support / unemployment benefit / sickness benefit / retirement pension / disability allowance?

Other Intended Occupiers (excluding joint applicants)

Is it your intention to have anyone other than yourself living in the property, please provide their full names, current addresses, ages (including children), and their relationship to you. **PLEASE NOTE: do not give details of any joint applicants as they will be providing them in a separate application form):**

Occupier 1:	Name:	Occupier 2:	Name:
	Age:		Age:
	Relationship:		Relationship:

Next of Kin

1. Name: _____
2. Address: _____
3. Telephone number: _____
4. Email address: _____
5. Relationship to you: _____

Other Details

1. Are you a smoker? YES/NO
2. Do you have any pets? YES/NO
3. Have you ever been made bankrupt or entered into a voluntary arrangement of any kind with your creditors? YES/NO
4. Have you ever had a CCJ, county court judgment made against you YES/NO
5. Have you ever been in rent arrears _____

6. Any previous evictions: _____
7. Do you intend to seek benefit assistance with rent payment? _____
8. Is there anything else which you consider to be relevant to this application? If so what?
- _____

Declaration

I hereby confirm that I am over 18 years of age and that the information given above is true and accurate. I confirm no one will be living in the property except anyone who is named above.

I agree to the Landlord named at the beginning of this application form making whatever enquiries, including a credit check, he/she deems necessary in connection with this application for a tenancy. I authorise my employer, my bank / building society, a local authority (if I was previously a council tenant), current or former landlord, and the personal referee named, to provide information about me, any prior tenancy history, and any employment / financial affairs as appropriate to the Landlord's enquiries.

I have read and understood the Privacy notice on Page 6 of this form.

I consent to receiving my copy of 'How to rent: a checklist for renting in England', the energy performance certificate report (EPC) or any other documentation relating to the proposed tenancy via the given email address on page 1.

I understand that I have to provide original documents proving the right to reside in the United Kingdom for all potential occupiers in the presence of the landlord or the agent. I understand that if I do not provide these documents for all occupiers then I will not be granted a tenancy.

I consent to a credit check being carried out in relation to myself – by LetRef which will be conducted on the landlord's behalf.

Signed _____

Name _____

Date _____

PRIVACY NOTICE

Why we hold and process information

This notice sets out how we hold and process information we hold about you. We process personal information about our tenants and possible new tenants so we can provide residential accommodation. This includes:

- dealing with lettings;
- dealing with applications for tenancies;
- checking suitability for tenancies (including credit, immigration and similar checks);
- managing property;
- collecting rent;
- maintaining our accounts and records; and
- dealing with tenancy deposits.

Relevant information may include personal details, employment and education details and financial details.

By law, we have to carry out immigration checks on new tenants and residents. We have to keep copies of the documents we inspect as part of these checks. We may keep these copies on computer.

Sharing information with others

We may need to share personal information we process with others. If we have to do this, we will keep to data-protection legislation.

Depending on the circumstances, we may share information with:

- other landlords;
- employers;
- educational institutions, universities and colleges;
- suppliers (including gas, electricity and water companies) and service providers;
- financial organisations (including banks);
- credit- and tenant-reference agencies;
- tenancy deposit schemes;
- debt-collection and tracing agencies;
- public and government bodies (including those who deal with benefits and council tax);
- contractors and repairers;
- letting and managing agents; and
- any future owner of the property.

This does not mean that we necessarily share information with all of the above but we may do so if we need to.

Council tax and utilities and services

To make sure that council tax and utility and service bills (including water charges) are correctly collected, we share information with the relevant local authority and utility or service providers. We also share this information to make sure that bills are sent to the correct person and charges and debts can be collected. By law, in certain geographic areas we have to pass information about who lives in a property to water companies. In all other areas, although this is voluntary, we may pass this information to water companies.

Why we use your personal information

We may use the personal information you give us in a number of ways, for example to decide whether to let the property to you; to prevent fraud, for accounting and auditing purposes, for managing property or for debt collection.

Right to gather information

You have the right to ask for a copy of the information that we hold about you. We may make a small charge for this service. We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information if this is not accurate. To ask for this information, please write to us or email us.