**TENANT APPLICATION FORM**

**GUIDE**

**1. Fill out the Application giving as much relevant information as possible making sure to sign it with your Guarantor.**

**2. Go through “Check list” & make sure you are giving us all the documents we need.**

**3. Detach this information for future reference and give the Application Form plus supporting documentation and Application fee (details below) to one of our staff at UR Property 02893340888**

**We cannot offer you the property until satisfactory references have been received and our landlord has given final approval.**

***Holding Deposit***

**Applicants may be asked to pay a Holding deposit.**

**The purpose of this deposit is to ensure your commitment to the property while your application is being processed. We will temporarily suspend viewings during this time. If your application is unsuccessful this deposit will be returned to you. If your application is successful this deposit will be transferred and form part of your security deposit or rent advance. Please note should you withdraw your application for any reason after processing has begun this deposit will not be refunded and will instead be paid to the landlord to compensate for lost time*.***

**Checklist – things you need to send with your application**

* **Fully completed application form.**
* **Copy of passport or photo driving licence. If you have neither please call us for further advice.**
* **Don’t forget to sign the form with your Guarantor.**

**For the Guarantor (if applicable)**

* **Copy of passport or photo driving licence**
* **Copy of a utility bill from their present address.**
* **Don’t forget they have to sign this form too with permission for any credit checks required.**

**Important: Incomplete applications will not be processed. Please provide as much information as you can.**

**Tenant Application**

Name:............................................................................................................Date.......................................................

Property your Applying for: ………………………………..............................................................................................

Where did you find out about this property: ………………………………………………………………………………….

Rent £  *pcm* Date you want to move in: / / 20 .

How long do you intend to stay, if known? .................................................................................................................

**Full name of every occupier, Date of birth & Nationality** *inc. children***.**

1. ......................................................................... .................................................... ......................................

2)............................................................................ .................................................... .......................................

3)............................................................................ ..................................................... ......................................

4)............................................................................ ..................................................... ......................................

5)............................................................................ ..................................................... ......................................

**Present address**

…………………………………………………………………………………………………………………………………….

…………………………………………………………………………………………………………………………………….

Postcode........................................... How long have you been at this address? .......................................................

**Previous address** (If at present address less than 3 years)

…………………………………………………………………………………………………………………………………….

…………………………………………………………………………………………………………………………………….

Postcode........................................... How long were you at this address?.................................................................

Daytime Tel: ......................................................................Mobile Tel: .......................................................................

Email address..............................................................................................................................................................

Reason for leaving present address? .........................................................................................................................

.....................................................................................................................................................................................

At this address, are you a: *HOMEOWNER / TENANT / LIVING WITH PARENTS?*

**Present Landlord, if applicable**

Name of landlord /agent:.............................................................................................................................................

Address of landlord / agent..........................................................................................................................................

Postcode.............................. Tel Fax...........................................................................................................................

**Occupation.**

Name of employer.......................................................................................................................................................

Address of employer....................................................................................................................................................

Position Held................................................................................................................................................................

Contact Name..............................................................................................................................................................

Contact Position...........................................................................................................................................................

Contact Telephone Number.........................................................................................................................................

Contact Email Address................................................................................................................................................

Total Gross Annual Income.........................................................................................................................................

**Reference.**

Name of reference.......................................................................................................................................................

Address of reference...................................................................................................................................................

Postcode............................................ Email................................................................................................................

Tel.......................................................M......................................................Relationship............................................

**Guarantor. *(Must be a home owner)***

*NB: Having a guarantor will assist your chances of a successful application and MUST be a home owner. A guarantor agreement must be completed if your application is successful.*

Name of Guarantor......................................................................................................................................................

Address of Guarantor..................................................................................................................................................

Postcode........................................... Email................................................................................................................

Tel......................................................M.......................................................................................................................

Relationship.......................................Date of birth ………………………………………………..………………………..

Income status (self/employed, retired).........................................................................................................................

**Housing Benefit.**

Do you now / will you claim Housing Benefit? YES / NO

Please provide detail of current entitlements and amounts.......................................................................................................................................................................

Will there be a monthly shortfall payable in the Housing Benefit entitlement and the rent amount? YES / NO

If YES please advise how you will make up the monthly shortfall monies?.......................................................................................................................................................................

**Students**

Are you now / will you be in full time education YES / NO

Name of University/College.........................................................................................................................................

Do you smoke? YES / NO

Do you have any pets? YES / NO

If you have pets what do you have..............................................................................................................................

***Additional Information***

Do you have any additional information you would like us to consider?

*If yes please use the space below*:

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🞎 I authorise UR Property to hold and process my details for as long as required. (Please Tick)

***Declaration – to be signed by the Applicant.***

***I/we the undersigned confirm the above information to be true and correct and agree to any credit checks required for the application process.***

*Signature of Applicant & Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

***Declaration – to be signed by the Guarantor.***

***I/we the undersigned confirm the above information to be true and correct and agree to any credit checks required for the application process.***

*Signature of Guarantor & Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*