

## 1 Tenancy Details (To be completed by the Tenant)

Property Address	<input type="text"/>		
Postcode	<input type="text"/>		
Total rent per month	<input type="text"/>	Tenant's share of rent per month	£ <input type="text"/>
Number of Tenants	<input type="text"/>	Preferred Tenancy Start Date	<input type="text"/>
Number of adults	<input type="text"/>	Number of children	<input type="text"/>
		Ages of children	<input type="text"/>
Pets	<input type="text"/> Yes <input type="text"/> No	If yes, what species/breed	<input type="text"/>
Do any potential occupants smoke?	<input type="text"/> Yes <input type="text"/> No		
Next of Kin Details	<input type="text"/>		
Name	<input type="text"/>		
Number	<input type="text"/>		
Relationship	<input type="text"/>		
Email	<input type="text"/>		

## 2 Personal Details (To be completed by the Tenant)

Title	<input type="text"/>	First Name(s)	<input type="text"/>	Middle Name(s)	<input type="text"/>	
Last Name(s)	<input type="text"/>	Previous/Other Names	<input type="text"/>			
Date of Birth (DD / MM / YYYY)	<input type="text"/>	<input type="text"/>	<input type="text"/>	Email Address	<input type="text"/>	
Contact Number	<input type="text"/>					
<b>Resident Status:</b>	UK Resident <input type="checkbox"/>	Overseas Resident <input type="checkbox"/>	Nationality	<input type="text"/>		
National Insurance Number	<input type="text"/>	<i>This will help identify you when we request a financial reference (if applicable).</i>				
Bank Account Number	<input type="text"/>	Bank Sort Code	<input type="text"/>			
<b>In the last 6 years, have you had any adverse credit such as CCJs, bankruptcies or insolvencies?</b>						
If yes:	CCJ <input type="checkbox"/>	Bankruptcy <input type="checkbox"/>	Insolvency <input type="checkbox"/>	Other	<input type="text"/>	
<b>Employment Status:</b> (If multiple boxes are ticked, please complete all of the financial sections overleaf that apply)						
Employed <input type="checkbox"/>	Self-Employed <input type="checkbox"/>	Retired <input type="checkbox"/>	Savings <input type="checkbox"/>	Investments <input type="checkbox"/>	Student <input type="checkbox"/>	Unemployed <input type="checkbox"/>

### 3 Address History Details (To be completed by the Tenant)

**Current address**

(3 lines of address plus postcode)

*We require three years of address history or a maximum of three addresses.*

Move in date

Month  Year

**Previous address 1**

(3 lines of address plus postcode)

Move in date

Month  Year

**Previous address 2**

(3 lines of address plus postcode)

Move in date

Month  Year

**Last known UK address**

(3 lines of address plus postcode)

*Only to be completed where the address history above is entirely overseas.*

Move in date (MM/YYYY)

Move out date (MM/YYYY)

### 4 Residential Reference Details (To be completed by the Tenant)

**Residential Status:** Currently Renting (including renting from the Council)  Living with friends/relatives  Homeowner

Please complete the below section with the details of the person or entity who you pay rent to and manages your property if you have selected currently renting as your residential status.

What is your current rent per month? £  Landlord/Letting Agent name

Landlord/Letting Agent address

Contact Number  Email Address

### 5.1 Financial Details - Employment (To be completed by the Tenant)

You can provide the details for multiple employers if needed.

Company Name  Start Date

Company Address

Payroll/Employee Number  Your Job Title

Industry Type  Gross Annual Salary £  Net Monthly Salary £

Annual Overtime £  Annual Bonuses £  Zero Hour Contract

**Tick all that apply:** Full Time  Part Time  Temporary  Permanent

Name of Financial Referee  Financial Referee Position

Contact Number  Email address

## Second occupation (To be completed by the Tenant if applicable)

Company Name  Start Date

Company Address

Payroll/Employee Number  Your Job Title

Industry Type  Gross Annual Salary  £ Net Monthly Salary  £

Annual Overtime  £ Annual Bonuses  £ Zero Hour Contract

**Tick all that apply:** Full Time  Part Time  Temporary  Permanent

Name of Financial Referee  Financial Referee Position

Contact Number  Email address

## Third occupation (To be completed by the Tenant if applicable)

Company Name  Start Date

Company Address

Payroll/Employee Number  Your Job Title

Industry Type  Gross Annual Salary  £ Net Monthly Salary  £

Annual Overtime  £ Annual Bonuses  £ Zero Hour Contract

**Tick all that apply:** Full Time  Part Time  Temporary  Permanent

Name of Financial Referee  Financial Referee Position

Contact Number  Email address

## 5.2 Financial Details - Self Employed (To be completed by the Tenant)

Industry Type  Start Date

Gross Annual Income  £ Net Monthly Income  £

If you complete your own tax returns, please confirm the form used below:

**Self Assessment Tax Return or Tax Calculation:** HMRC SA100  HMRC SA302  1st tax return not filed yet

*(If one of these boxes are ticked, you may need to provide proof of this)*

If you have an accountant please complete the information below:

Accountant Company Name  Accountant Referee Name

Accountant Address  Postcode

Email Address  Contact Number

## 5.3 Financial Details - Retired (To be completed by the Guarantor) (i) You may be asked to provide proof of this

Pension Provider  Start date of pension (DD/MM/YYYY)

Gross Annual Income  £ Net Monthly Income  £

Pension Provider 2  Start date of pension (DD/MM/YYYY)

Gross Annual Income  £ Net Monthly Income  £

Pension Provider 3  Start date of pension (DD/MM/YYYY)

Gross Annual Income  £ Net Monthly Income  £

## 5.4 Financial Details - Savings (To be completed by the Tenant) (i) You may be asked to provide proof of this

Value of savings  £

## 5.5 Financial Details - Investments (To be completed by the Tenant) (i) You may be asked to provide proof of this

Value of investments  £ Investment Scheme/Company

## 5.6 Financial Details - Unemployed (To be completed by the Tenant)

Do you have any benefits? Please detail type of benefit and annual amount received. You may need to provide supporting documents to prove this

Gross Annual Income  Net Monthly Income  Start Date

Tax Credit  Carer's Allowance  Child Benefit  Disability Benefit  Employment/Support Allowance

Foster Allowance  Guardian Allowance  Housing Benefits  Child Maintenance  Universal Credit

## 6 Additional Information (To be completed by the Tenant)

If there is any other information relevant to this application to make us aware of.

