

To avoid any unnecessary delays, please complete in full, in **BLACK INK** using **BLOCK CAPITAL LETTERS**.

Tenancy Application Form (one form per applicant)

1 Property Details - To be completed by Bartletttings

Address			
Post Code		Property Reference No	
Tenancy Term	6 Months <input type="checkbox"/>	12 Months <input type="checkbox"/>	Other <input type="checkbox"/> <input type="checkbox"/>
No of Applicants		Moving in Date	
Monthly Rent	£ <input style="width: 50px;" type="text"/> per month	Deposit	£ <input style="width: 50px;" type="text"/>

Tenant Details - Applicant to complete all grey areas

2 Property you are applying for

Address			
Post Code		Property Reference No	

3 Personal Information

Mr <input type="checkbox"/>	Mrs <input type="checkbox"/>	Other <input type="checkbox"/> <input type="checkbox"/>	
First Name		Middle	
Last Name		Date of Birth	/ /
National Insurance No		Nationality	
Telephone Number		Mobile	
Email address			
Work Telephone Number		Male <input type="checkbox"/>	Female <input type="checkbox"/>

4 Current residential status

	Property owner <input type="checkbox"/>	Council tenant <input type="checkbox"/>
Living with relatives/friends <input type="checkbox"/>	Private tenant <input type="checkbox"/>	Other <input type="checkbox"/> <input type="checkbox"/>

5 Current address

Address			
Post Code			
Time at this address	From <input style="width: 50px;" type="text"/>	To	<input style="width: 50px;" type="text"/>
Do you rent or own this property?	Rent <input type="checkbox"/>	Own	<input type="checkbox"/>

6 Current Landlord or Managing Agent (if currently renting or have rented in the last 12 months)

Name of Landlord or Agent			
Address			
Post Code			
Telephone Number		Mobile	
Email address			

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7 Previous Address - other address where you have lived during the last 3 years

Address 1 (most recent first)

Post Code

How long at this address

Address 2

Post Code

How long at this address

Address 3

Post Code

How long at this address

8 Employment information for the last 18 months

8a Current Employment (Employed)

Part Time

Full Time

Student

Permanent Employment

Temp Position

Retired

[go to No 9](#)

Unemployed

[go to No 8](#) Self Employed

[go to No 8](#) Other

8b Company Name

HR Managers Name

Line Managers Name

Company Address

Post Code

Start Date

Telephone Number

End Date

Email

Position Held

Gross Salary/Pension

8c Current Employment (Self Employed)

Name of Business

Nature of Business

Business Address

Post Code

Telephone Number

Email

Average monthly Earnings over the last 12 months

How long have you been in Business

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9 Previous Employment

Company Name

Contact Name

Address

Post Code

Start Date

 / /

Telephone Number

End Date

 / /

Email

Position Held

Gross Salary/Pension

£

Per annum

Part Time

Full Time

10 Forwarding Address, Provide a correspondence address for return of deposit at the end of tenancy

Address

Post Code

Telephone No

11 Character Reference (not a relative)

Name

Address

Post Code

Telephone Number

Mobile

Email

12 Emergency Contact

Name

Address

Post Code

Telephone No

Relationship

Mobile

13 Bank Details please provide details of the account you want any monies paid in to.

Name of Bank

Name on Account

Account Number

Branch Sort Code

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14 Have you ever had a Tenancy Refused or Terminated by a Landlord or Agent?

Yes No If Yes please give details on a separate sheet.

15 Have you ever left Owing Rent or had Deductions made from your Rental/Damage Deposit?

Yes No If Yes please give details on a separate sheet.

16 Are you aware of any of the following on your credit file? If so please give details

County Court Judgments (ccjs) Yes No If Yes please give details on a separate sheet

Bankruptcies Yes No If Yes please give details on a separate sheet

Repossession Orders Yes No If Yes please give details on a separate sheet

17 Name and age of any children who will be occupying the property (use additional info if more than two)

Name Age

Name Age

Do you have or look after any pets? Yes No

Do you smoke? Yes No

Any Additional Information

18 Declaration (please read as this is a legal requirement)

I confirm that the information supplied is correct to the best of my knowledge and a true belief and can be verified.

I understand that Bartletttings will make a search of the Credit Register and will keep a record of that search on their files.

The results of any findings will be passed to the Landlord and if an application is refused, for whatever reason, No explanation will be given. I understand that this information may be used in the pursuit of debt tracing and fraud prevention. Any administration charges levied are strictly non refundable in any event. Strict confidentiality will be observed in the processing of this application.

Please inform your referees that we may be contacting them shortly.

Applicant's signature

Print Name

Date

Additional Information

A large, empty rounded rectangular box with a blue border, intended for providing additional information.