

# Tenancy Application Form



Please note a separate form must be fully completed by each applicant aged 18 or over, regardless if they are a tenant or not, or if they contribute to rent or not.

Date:

1. Property Details	
Rental property address:	
Rent amount pcm:	
Preferred tenancy start date:	

2. Applicant Details	
Title: (please circle)	Mr      Mrs      Miss      Ms      Dr      Other
First name:	
Surname:	
Maiden name: (if applicable)	
Date of Birth:	/ /      National Insurance No:      / / /
Marital status:	
Smoker: (please circle)	Yes      No      Yes, but only outside
Number of pets:	
Details of pets, please specify species and breed	
Current address:	
Time at current address:	<input style="width: 40px;" type="text"/> Years <input style="width: 40px;" type="text"/> Months
Previous address, if less than 3 years:	
Status: (please circle)	Owner      Council Tenant      Private Tenant      With parents/Friends
Contact Details	
Home:	
Work:	
Email:	
Mobile:	

3. Permitted Occupiers
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Applicants will be jointly and severally liable for the total rent per month for the property.

Is this property to be shared with **any** other adults, including paying tenants? Please circle. Yes / No

If yes, please list names and dates of birth of **all** other adults (18 and over) intending to live in the property, even if they will not be contributing to the rent. Each adult will need to fully complete and return an application form and be processed for Right to Rent.

	Name	DOB
1		/ /
2		/ /
3		/ /
4		/ /

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4. Names & DOB of all children (under 18) intended to live in the property		
	Name	DOB
1		/ /
2		/ /
3		/ /
4		/ /

5. Credit History
Have you ever had a County Court Judgement, Court Decree, IVA, Bankruptcy, Administration Order or have/had a repayment plan in progress due to a non payment? (please circle) Yes / No

6. Reason for Moving: (please tell us why you are looking to move)		
Landlord selling	Property too small	Relationship breakdown
Relocation	Other:	

7. Next of Kin (excluding spouse)	
Name:	
Address:	
Email Address	
Telephone No:	
Relationship:	

8. Estate Agent/Solicitor/Managing Agent/Landlord for the property you currently occupy (delete as appropriate)	
Name:	
Address:	
Email Address	
Telephone No:	

9. Employment Status	
Employed	Self Employed
	On Contract
	Retired
	Unemployed
Employer's Name:	
Employer's Address:	
Contact Name:	
Telephone No:	
Position/Title:	
Start Date:	
Salary:	£
Are you aware of any matters that may cause your employment to change in the near future?	

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If Self-Employed or using an Accountant, please complete below:

Accountant Name:	
Address:	
Telephone No:	
Email Address:	
Trading Start Date:	
Trading Name:	
Approx annual income	£

## 10. Additional Income

Please provide details of any additional income below such as pensions, tax credits, second employments, etc. Proof of this income will be required during referencing.

Source of income:	
Amount:	
How often:	

Source of income:	
Amount:	
How often:	

## 11. Contact details to be used at the end of the tenancy

Please provide contact details to be used at the end of the tenancy to enable us to return your deposit.

Name:	
Address:	
Phone No:	
Email address:	

## Terms and Conditions

### Application

1. All application forms must be completed and signed before an application for a tenancy can be formally considered.
2. All persons intended to live at the property, 18 or over, must be referenced.
3. All applicants are required to provide two forms of identification. This should include a copy of your passport or driving licence with photo, plus one other form of identification linking your to your address such as a utility, phone, or council tax bill. You will need to provide this if your application is accepted.
4. Please be aware that all permissions or agreements will be provided in writing. Any approved verbal changed relating to the Tenancy of any nature will be provided in writing, including permissions, dates or financial amendments. To clarify, only changes provided in writing should be deemed accepted.
5. A third party credit referencing agency will carry out a credit check on suitable prospective tenants. The credit check has to be passed for a tenancy to commence.

## Security Deposit

The security deposit is usually 5 weeks rent and is deposited with a government approved custodial scheme until you vacate the property. This must be paid prior to occupation and funds must have cleared our bank by the start of tenancy date. Deposits will be returned as soon as possible after you vacate the property following the check out. This process is quicker if the property is returned in a clean condition. Common deductions are for cleaning cookers/carpets. Please ensure that the property is returned in the same condition it was when you took occupation.

It is very important that you keep us updates with your email address and contact number, as the return of your deposit is notified by email/phone.

## Prior to tenancy start date

Prior to occupation each applicant must sign the Tenancy Agreement and pay cleared funds the security deposit and the first months rent. Future rent payments must be paid via a monthly standing order.

## Permissions

1. Should you wish to decorate or put anything on the walls of the property you must obtain written permission from you landlord.
2. Pets are only permitted where the landlord/agent have prior knowledge of the pets and written permission is granted. Where pets have not been permitted the tenant understands a pet must not be introduced to the property without prior permission from the landlord/agent.
3. Smoking is strictly forbidden inside the property.

## By signing this document you will agree to the terms in this document.

I hereby confirm that the information provided is to the best of my knowledge true and I have no objections to the information being verified by whatever means deemed necessary. I understand the results of the findings will be forwarded to the landlord and may be accessed again should I default on my rental payment. I agree that Howie, Kent & Co may search the files of the credit reference agency and will keep a record of that search. I understand that no details of the searches will be given to me by the letting agent but I may ask for a copy of any information provided. The details provided within this application form will be held by Howie, Kent & Co.

Applicant Signature \_\_\_\_\_ Date: \_\_\_\_\_

Please send completed form to [enquiries@howiekentandco.com](mailto:enquiries@howiekentandco.com) or post to:

Howie, Kent & Co  
Welbatch Farm  
Hook-a-Gate  
Shrewsbury  
SY5 8BA