

# Rental Application Form

## Notes to Tenants

1. All tenants need to set up a standing order for rent payments. Once you agree to take up a tenancy, we will supply bank details and we need confirmation that this has been set up when you come in and sign the lease. The initial payment of deposit and the first month's rent should continue to be paid in cash. *If you are applying for housing benefit you are still required to pay the deposit and first month's rent in cash on the day of signing the lease.*
2. Proof of ID should be photographic e.g. Passport, Driving Licence, Travel Card where possible. Alternatives include Bank card, Pension Book/Benefit Book.
3. *References MUST NOT be given by family members.* Suitable referees include employer, previous landlord, accountant (if self employed), work colleague or someone else who knows you in a professional capacity and that has know you *for at least 2 years.*
4. Please do not overstretch yourself with your commitments. Remember that the monthly rent quoted does not include council tax or utilities (electricity, gas, oil).
5. The more information you give when you apply the better. Please give full mailing addresses of referees with postcode, or e-mail addresses, to speed things up.
6. All adults living in the property must be named on the lease and we require a completed application form and ID for each individual over 18 years of age.
7. PLEASE NOTE: No viewings will be arranged until we have received satisfactory references.

**RENTAL APPLICATION FORM**

<p><b>PERSONAL DETAILS</b></p> <p>Surname (Miss/Ms/Mrs/Mr).....</p> <p>First Names: .....</p> <p>Home Tel No: .....</p> <p>Work Tel No: .....</p> <p>E-mail: .....</p> <p>Date of Birth: .....</p>	<p><b>CHARACTER REFERENCE</b></p> <p>Name .....</p> <p>Address: .....</p> <p>..... Tel No: .....</p> <p>Relationship to you:.....</p> <p>Occupation:.....</p> <p>Time known.....yrs.....mths</p>
<p><b>PRESENT ADDRESS</b></p> <p>Address .....</p> <p>..... Post Code: .....</p> <p><b>Length of time at present address</b>.....yrs.....mths</p> <p>Status: Owner / Rented / Other (specify).....</p> <p>Name &amp; Address of Landlord (if applicable):</p> <p>..... Tel No: .....</p> <p><b>If less than 3 years at present address, please give:</b></p> <p><b>PREVIOUS ADDRESS</b></p> <p>Address .....</p> <p>..... Post Code: .....</p> <p><b>Length of time at previous address</b>.....yrs.....mths</p> <p>Status: Owner / Rented / Other (specify).....</p> <p>Name &amp; Address of Landlord (if applicable):</p> <p>..... Tel No: .....</p>	<p><b>TENANCY DETAILS</b></p> <p>Move in date?..... Smoker? Yes / No</p> <p>Length of lease required.....</p> <p>Pets? (please specify) .....</p> <p>No. &amp; ages of children .....</p> <p>No. of occupants.....</p> <p>Are you applying for Housing Benefit? Yes / No</p> <p>Have you ever had any County Court Judgements against you? Yes /No</p> <p><b>REQUIREMENTS</b></p> <p>Type: House / Flat / Bungalow.....</p> <p>No of Bedrooms: 1 / 2 / 3 / 4      Furnished / Unfurnished</p> <p>Price Range (per month).....</p> <p>Garden Required: Yes / No      Parking Required: Yes / No</p> <p>Preferred Location: .....</p> <p>Any other requirements?.....</p> <p><b>CURRENT EMPLOYMENT</b></p> <p>Name of Employer: .....</p> <p>Address of Employer: .....</p> <p>..... Tel No: .....</p> <p>Position Held: .....</p> <p>Contact Name (for Reference): .....</p> <p>Net Monthly Salary: .....</p> <p>Time with present employer .....yrs.....mths</p>
<p><b>BANK DETAILS</b></p> <p>Name of Bank: .....</p> <p>Address / Branch: .....</p> <p>.....</p> <p>Tel No: ..... Sort Code: .....</p> <p>Account No: .....</p>	

<p><b>DECLARATION</b></p> <p>I declare the details given above as true and correct, and agree they will be the basis of any contract between the parties, and does not represent any offer of accommodation between Stewart Property Letting and the prospective tenant.</p> <p>Signed: ..... Date:.....</p>
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