

PERSONAL DETAILS - Applicant 1      Date Submitted.....  
Title (Miss, Ms, Mrs, Mr)..... First Names.....  
Surname..... Date of Birth.....  
Home Tel No..... Work / Mobile No.....  
NI Number..... E-mail Address.....

PRESENT ADDRESS - App 1

Address:.....  
.....Post Code.....  
Length of Time at Address..... Status Owner / Tenant / Other.....  
Name & Address of Landlord / Letting Agent (If Applicable).....  
.....  
..... Tel No.....

PREVIOUS ADDRESS - If Less Than 3 Years at Address Please Provide Previous Address

Address:.....  
.....Post Code.....  
Length of Time at Address..... Status Owner / Tenant / Other.....  
Name & Address of Landlord / Letting Agent (If Applicable).....  
.....  
..... Tel No.....

EMPLOYMENT - App 1

Name of Employer.....  
Position Held..... Time with Employer.....  
Net Monthly Salary..... Contact Name for Reference.....  
Address of Employer.....  
..... Tel No.....

NEXT OF KIN - App 1

Name..... Relationship to Applicant.....  
Address.....  
..... Tel No.....

**PERSONAL DETAILS - Applicant 2**

Title (Miss, Ms, Mrs, Mr)..... First Names.....  
Surname..... Date of Birth.....  
Home Tel No..... Work / Mobile No.....  
NI Number..... E-mail Address.....

**PRESENT ADDRESS - App 2**

Address:.....  
.....Post Code.....  
Length of Time at Address..... Status Owner / Tenant / Other.....  
Name & Address of Landlord / Letting Agent (If Applicable).....  
.....  
..... Tel No.....

**PREVIOUS ADDRESS - If Less Than 3 Years at Address Please Provide Previous Address**

Address:.....  
.....Post Code.....  
Length of Time at Address..... Status Owner / Tenant / Other.....  
Name & Address of Landlord / Letting Agent (If Applicable).....  
.....  
..... Tel No.....

**EMPLOYMENT - App 2**

Name of Employer.....  
Position Held..... Time with Employer.....  
Net Monthly Salary..... Contact Name for Reference.....  
Address of Employer.....  
..... Tel No.....

**NEXT OF KIN - App 2**

Name..... Relationship to Applicant.....  
Address.....  
..... Tel No.....

**CHARACTER REFERENCE 1 App 1 - This must NOT be a Family Member or Friend**

Name..... Address.....  
.....

Tel No..... Occupation.....

Length of Time Known..... Relationship to You.....

**CHARACTER REFERENCE 2 App 1- This must NOT be a Family Member or Friend**

Name..... Address.....  
.....

Tel No..... Occupation.....

Length of Time Known..... Relationship to You.....

**CHARACTER REFERENCE 1 App 2 - This must NOT be a Family Member or Friend**

Name..... Address.....  
.....

Tel No..... Occupation.....

Length of Time Known..... Relationship to You.....

**CHARACTER REFERENCE 2 App 2- This must NOT be a Family Member or Friend**

Name..... Address.....  
.....

Tel No..... Occupation.....

Length of Time Known..... Relationship to You.....

**TENANCY DETAILS / REQUIREMENTS**

Move in Date..... Length of Lease Required.....

Number of Occupants..... Ages of Children Under 18.....

Smoker? (please circle) Yes / No                      Pets? Yes / No (If yes please specify).....

Property Type (Please circle) House / Flat / Bungalow / Any    Min Bedrooms Required.....

Preferred Location(s).....                      Price Range per Month £.....

Furnished / Unfurnished?                      Garden Required? Yes / No                      Parking Required? Yes / No

Are you applying for Housing Benefit? Yes / No

Have you ever had any County Court Judgements against you? Yes / No (If yes please detail below)

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Any other requirements?.....

DECLARATION

WE DECLARE THE DETAILS PROVIDED TO BE TRUE AND CORRECT. WE GIVE PERMISSION FOR YOU TO CONTACT THE LANDLORD, EMPLOYER AND REFEREES TO OBTAIN SATISFACTORY REFERENCES. WE AGREE THIS FORM WILL NOT BE THE BASIS OF ANY CONTRACT AND UNDERSTAND THAT IT DOES NOT REPRESENT ANY OFFER OF ACCOMMODATION BETWEEN LETTERS PROPERTY LETTING AND THE PROSPECTIVE TENANTS.

SIGNED APP 1..... DATE.....

SIGNED APP2..... DATE.....

NOTES FOR TENANTS

ALL TENANTS MUST 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 TO SIGN THE LEASE. THE INITIAL PAYMENT OF DEPOSIT AND FIRST MONTH'S RENT SHOULD BE PAID IN CASH. CHEQUES ARE ACCEPTABLE BUT NEED 7 WORKING DAYS TO CLEAR.

2 PROOFS OF IDENTIFICATION ARE REQUIRED FOR EACH APPLICANT AND PHOTOGRAPHIC WHERE POSSIBLE I.E. PASSPORT, DRIVING LICENCE, TRAVEL CARD. ALTERNATIVES INCLUDE BANK CARD, PENSION / BENEFIT BOOK, BANK STATEMENT, UTILITY BILL.

REFEREES PROVIDED **MUST NOT** BE FAMILY MEMBERS. SUITABLE REFEREES INCLUDE EMPLOYER, PREVIOUS LANDLORD, WORK COLLEAGUE OR SOMEONE ELSE WHO KNOWS YOU IN A PROFESSIONAL CAPACITY.

PLEASE DO NOT OVERSTRETCH YOURSELF WITH YOUR COMMITMENTS. MONTHLY RENT QUOTED DOES NOT INCLUDE COUNCIL TAX OR UTILITY BILLS (ELECTRICITY, GAS ETC)

APPLICATIONS MUST BE COMPLETED IN FULL BEFORE THEY WILL BE PROCESSED. NO VIEWINGS WILL BE ARRANGED UNTIL SATISFACTORY REFERENCES HAVE BEEN RECEIVED.