



Standard Tenant Application Form

1. PROPERTY DETAILS

Property Address	<input type="text"/>		
Postcode	<input type="text"/>	Total rent PCM £	<input type="text"/>
		Applicant Share of rent	<input type="text"/>
Tenancy start date	<input type="text"/> / <input type="text"/> / <input type="text"/>	Rental period	<input type="text"/> Months (6months minimum)

2. APPLICANT'S DETAILS

Title	<input type="text"/>	Male	<input type="checkbox"/>	Female	<input type="checkbox"/>	Is there more than one tenant over the age of 18 moving into the property?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
First Names(s)	<input type="text"/>					Are they to be referenced?	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Surname	<input type="text"/>					If yes, please supply name (s)				
Marital Status	<input type="text"/>					<input type="text"/>				
Maiden Name	<input type="text"/>					<input type="text"/>				
Date of Birth	<input type="text"/> / <input type="text"/> / <input type="text"/>	Number of dependants	<input type="text"/>							
N.I Number	<input type="text"/>					Email Address	<input type="text"/>			
Work Phone No	<input type="text"/>	Home Phone No	<input type="text"/>	Mobile Phone No	<input type="text"/>					

2.1 CREDIT HISTORY

Have you ever been issued with a county court judgement (CCJ)? Yes No

Are you or any intended occupants aware of any adverse credit history? Yes No

YOU MUST PROVIDE AT LEAST 12 MONTHS OF THE MOST RECENT ADDRESSES AND RENTAL DETAILS

3. CURRENT ADDRESS & LIVING CIRCUMSTANCES

Property Address	<input type="text"/>		
Postcode	<input type="text"/>	Period at Address	<input type="text"/> Years <input type="text"/> Months
I am:	A property owner <input type="checkbox"/>	Living with Family/Friends <input type="checkbox"/>	Rentng <input type="checkbox"/> Complete section 3.1
	Other <input type="checkbox"/>		If other, please provide details below
<input type="text"/>			

3.1 CURRENT LANDLORD OR MANAGEMENT AGENT DETAILS

Name	<input type="text"/>	Phone No	<input type="text"/>
Address	<input type="text"/>	Mobile No	<input type="text"/>
Postcode	<input type="text"/>	Fax or E-mail	<input type="text"/>

If you have been at your current address for less than 12 months complete section 3.2 otherwise proceed to section 4

To enable us to keep all pages of the application together please supply Applicants Name

Applicant Name

3.2 PREVIOUS TENANCY DETAILS

I was: A property owner Living with Family/Friends Renting Complete section 3.3

Previous Address

I was: A property owner Living with Family/Friends Renting Complete section 3.3

Previous Address

3.3 PREVIOUS LANDLORD OR MANAGEMENT AGENT DETAILS

Company

Name

Address

Postcode

Phone No

Fax

Period at Address

Years

Months

4. EMPLOYMENT / INCOME DETAILS

* MOBILE TELEPHONE NUMBERS ARE NOT ACCEPTED IN THIS SECTION OF THE APPLICATION

I am Retired Please supply details of pension or other income. Attach relevant forms and proceed to section 5

Self Employed

Proceed to section 4.5

Unemployed

Student

Proceed to section 5

Employed

Starting New Employment

Proceed to section 4.4

If you have a second current employment which you wish to be taken into account, please note ALL details in Section 8

4.1 CURRENT EMPLOYMENT DETAILS

Company Name

Start Date

Address

Postcode

Landline

Fax

Position Held

Annual Salary

Contact Name

Contact E-mail

Employment

Temporary

Permanent

Contract

Staff Payroll No

Please note if applicant is on temporary employment with no fixed term contract a guarantor may be required. Please supply full employment details for the last 12 month including any periods of unemployment

If you have been employed for less than 6 months complete section 4.2 otherwise proceed to section 5

4.2 PREVIOUS EMPLOYMENT / INCOME DETAILS

Self Employed

Unemployed

Student

Proceed to section 5

Employed Full Time

Employed Part Time

Proceed to section 4.3

4.3 PREVIOUS EMPLOYMENT DETAILS

Company Name

Start Date

Address

Postcode

Landline

Fax

Proceed to section 5

Applicant Name

4.4 FUTURE EMPLOYMENT DETAILS

Company Name	<input type="text"/>	Start Date	<input type="text"/>
Address	<input type="text"/>		
Postcode	<input type="text"/>	Landline	<input type="text"/>
		Fax	<input type="text"/>
Position Held	<input type="text"/>	Annual Salary	£ <input type="text"/>
Contact Name	<input type="text"/>	Contact E-mail	<input type="text"/>
Employment	Temporary <input type="checkbox"/>	Permanent <input type="checkbox"/>	Contract <input type="checkbox"/>

Please note if applicant is on temporary employment with no fixed term contract a guarantor may be required

Proceed to section 5

4.5 ACCOUNTANT'S DETAILS

Company Name	<input type="text"/>	Contact Name	<input type="text"/>
Address	<input type="text"/>		
Postcode	<input type="text"/>	Landline	<input type="text"/>
		Fax	<input type="text"/>

If you complete your own self assessment, please supply copies or 6 months personal bank statements or copies of your verified tax returns

5. CHARACTER REFERENCE (This must not be relative or a referee already supplied on this form)

Name	<input type="text"/>	Relationship	<input type="text"/>
Address	<input type="text"/>		
Postcode	<input type="text"/>	Phone No	<input type="text"/>
		E-mail	<input type="text"/>

6. NEXT OF KIN (Excluding Spouse)

Name	<input type="text"/>	E-mail	<input type="text"/>
Address	<input type="text"/>		
Postcode	<input type="text"/>	Landline	<input type="text"/>
		Mobile	<input type="text"/>

7. ADDITIONAL DETAILS WHERE REQUIRED

To enable us to keep all pages of the application together
please supply Applicants Name

Applicant Name

8. DECLARATION

I confirm that the information supplied is to the best of my knowledge and belief, true. I have no objection to this information being verified by fair and lawful means, which will involve contacting referees supplied. The results of 5percentlet's findings will be forwarded to the Landlord or the Landlord's representative and may be accessed again should I apply for a tenancy agreement in the future. I agree that 5percentlet may search files of a credit referencing agency which will keep a record of that search. Details may be held for occasional debt tracing. All information will be treated as confidential. If this form is completed electronically, the applicants signature is not required, however they must complete their name in section 8. This confirms that they have read the declaration and agree to us processing their personal information. This does not apply to handwritten applicants which must be signed by the applicant.

Applicant's Signature

Print Name

Date



PLEASE FAX BACK TO 020 8545 0821