

## *Application for Tenancy*

This form must be completed and signed before any application for tenancy can be formally considered. Applicants are reminded that in addition to the reference information requested herein, they **must** also provide proof of identification.

We charge an 'Application Fee'. This fee is to cover the costs of processing your tenancy request and once paid is non-refundable should any of the information provided prove to be false. Each individual tenant must complete an 'Application For Tenancy' and pay the application fee as appropriate. NB: Where a guarantor is required, this may attract an additional charge.

If your application is successful you will have to pay advance rent and a security deposit before the commencement of a tenancy. This deposit will be held by us as stakeholders. The deposit will not be returned until your tenancy is ended, and only then, provided the obligations of your tenancy have been met in full, the final household bills are paid (we may require proof) and the property is returned in a satisfactory condition. NB: Before the deposit is refunded we will also have to consult with the landlord.

Housing Benefit Tenant: You must obtain a housing benefit claim form, which you must bring with you when you sign the tenancy agreement, should your application prove successful. If your rent is to be paid by housing benefit you will require a guarantor. This must be someone who has a full time job, a bank account and is in a position to cover your rent should the council reject your claim or not pay the rent in full.

Before you complete the details below, may we first ask you to confirm where you heard of us and why you have now contacted us:

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<b>Property</b>
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Property you wish to apply for:

## **Application for Tenancy:**

### **Mailing List**

This first section is for applicants that wish to be placed on a mailing list. This means you are not applying for a specific property. If you have found a property that you wish to apply for, then please go to the next section, "Housing Benefit".

Which areas are you looking for accommodation in?		_____
How much rent do you want to pay?		_____ £                      to                      £
Do you require <i>furnished</i> <input type="checkbox"/> or <i>unfurnished</i> <input type="checkbox"/> ?		_____
What type of property do you require?		_____
What size of property (e.g. number of bedrooms)?		_____
<b>About people living with you:</b>		
• How many adults (over 18 years of age)?		_____
• How many children?		_____
Please list any specific requirements you may have.		
_____		
_____		

### **Housing Benefit**

Only prospective tenants intending to claim Housing Benefit, to pay either full or part of their rent, need complete this section.

Will you be claiming Housing Benefit?	Yes / No (please delete as applicable)
Which benefits do you receive?	_____
Address of the Benefits Agency office handling your claim:	
_____	
<p><i>All tenants wishing to claim benefit are reminded that submitting a claim is no guarantee that your rent will be paid either in part or full. Should Housing Benefit not pay your full rent (as agreed in your tenancy agreement) <b>you will have to pay the shortfall</b>. You should apply for a pre-tenancy determination by a rent officer if you are at all concerned.</i></p>	

### **Bank**

Bank Name: _____	Account No: _____
Address: _____	Account Name: _____
	Sort Code: _____
Postcode: _____	Telephone No: _____
<p><i>If you are self-employed, please note that we will also require the name and address of your accountant.</i></p>	

**About You**

Title:	Mr / Miss / Ms / Mrs	Other (please specify)
Forename:	Surname:	
Current Address:		
Postcode:		
Years at address: (If you have lived at this address for less than 3 years, please complete the 'Previous Addresses' section below).		
Home Tel:	Work Tel:	
Mobile:	Fax:	
DOB:	<input type="text"/>	<input type="text"/>
	NI	<input type="text"/>
	No:	<input type="text"/>
Tax Code:		

**Current Occupancy Status:**

Owner  Private Tenant   
 Living with relatives  Council Tenant

**Current Marital Status:**

Married  Separated   
 Divorced  Widowed   
 Single

**Current Employment:**

Employed  Self Employed   
 On Contract  Unemployed   
 Retired  Independent Means   
 Student

**If Employed:**

Is your current post a permanent one? Yes / No  
 Is your employment to change in the near future? Yes / No

<b>Please state the reasons why you are moving:</b>	<b>Please give details of any adverse credit history:</b>

<b>Previous Addresses</b>	1	2	3
Address:			
Postcode:			
Years:			

<b>Children</b>	Please list anyone under the age of 18 who will be living with you		
Forename	Surname	Date of Birth	Relationship

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<b>References</b>	Please give as many references as possible		
	<b>Current Landlord</b>	<b>Personal Reference</b>	<b>Next Of Kin</b>
Address:			
Postcode:			
Tel No:			
Fax No:			
	<b>Current Employer</b>	<b>Previous Employer (1)</b>	
Name:		Position:	Name
Address:			Address
		Gross Salary	
Postcode:		Start Date:	Postcode
Tel No:			Dates
Fax No:			
	<b>Previous Employer (2)</b>	<b>Previous Employer (3)</b>	<b>Previous Employer (4)</b>
Name:			
Address:			
Postcode:			
Tel No:			
Fax No:			
Dates:			

**Declaration.** All applicants are advised to read the following very carefully before signing.

I/we hereby confirm that the information provided by me/us is, to the best of my/our knowledge, true and I/we have no objections to the information being verified by whatever means deemed necessary. I/we understand that the results of the findings will be forwarded to an appointed credit referencing agency and to the appointed agent and/or the landlord and may be accessed again should I/we apply for a tenancy agreement in the future. I/we agree that <<Agent Name>> or their agents, may search the files of a credit reference agency which will keep a record of that search. I/We also understand that no details of the search will be given to me/us by the letting agent, but that I/we may request the name and address of the credit reference agency to whom I/we may apply for a copy of any information provided. I/we also confirm that, in the event of my/our defaulting on the rental agreement, any such default may be recorded with the credit reference agency and may affect any future application for credit I/we make. I/We hereby authorise the above named bank or building society to respond to status enquiries made in respect of this application. I/we hereby acknowledge that the information, provided above, will be used to assess an application for tenancy. I/We agree to the information provided being stored on computer. I/we confirm that we are in a position to proceed with the tenancy should this application prove successful.

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

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**PLEASE RETURN YOUR COMPLETED APPLICATION FORM TO  
LETTING SOLUTIONS  
13 DEANS GATE  
BLACKPOOL FY1 1BN**

**TEL: 01253 292200**

