



TENANCY APPLICATION FORM

Anyone over the age of 18 that will be living in the property is required to fill out an application form.

We charge a **non refundable** admin fee of £150 for the first applicant and £50 for anyone else who will be living in the property over the age of 18. If you require a guarantor we charge an additional £75.

We need you to provide proof of identification in the form of a passport or driving licence. Proof of national insurance number i.e. a copy of your national insurance card or a copy of a wage slip and also proof of your current address i.e. a utility bill or bank statement.

On the day you move into the property we require you to pay one month's rent upfront along with a deposit. The deposit works out at £100 more than the rent. For example if the rent is £500 the deposit would be £600.

If you have any pets we would require a higher deposit. Depending on what pets and what the landlord requests.

If you have any queries regarding the application please do not hesitate to contact me on 01772 555570.

Yours Faithfully

Oystons Lettings Department

Oystons Lettings **Tenant Application Form**

In order for the application to be processed quickly, please complete in BLOCK CAPITALS and ensure the application is completed in full. All sections marked with * are mandatory information.

Property Details To Rent

Postcode* :	House number:
Flat number:	House name:
Street*:	District:
Town*:	County:

Rental Details

Number of tenants moving into the property:	
Share of rent per month* :£	Total rent per month* :£
Tenancy term (months)*:	Start Date*:

Applicant Details

Title*: <input type="checkbox"/> Mr <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other	
First Name*:	Date of birth*:
Surname*:	Email Address
Sex*: <input type="checkbox"/> Male <input type="checkbox"/> Female	Adverse Credit History / CCJ's (please detail)
Marital Status*: <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Divorced <input type="checkbox"/> Separated <input type="checkbox"/> Widow(er)	
Any previous surnames:	No of dependants*:
Home Phone Number:	Works Number:
Mobile Phone Number:	National Insurance Number:
Employment Type*: <input type="checkbox"/> Full time employed <input type="checkbox"/> Part time employed <input type="checkbox"/> Temporary/Contract <input type="checkbox"/> Unemployed <input type="checkbox"/> Self-Employed <input type="checkbox"/> Retired <input type="checkbox"/> Student <input type="checkbox"/> Housewife/Home maker <input type="checkbox"/> Payment in advance	
Occupation	

Affordability Details

Gross annual income* : £	Any additional sources of income?*: Yes <input type="checkbox"/> No <input type="checkbox"/>
Amount of additional income per annum?*: £	Adverse Credit History/ CCJ: (Please detail)
Please provide details of any additional income*:	

Employer Details

Is your employment likely to change shortly*? Yes No If **Yes** please provide details of your future employer

Job Title: Start date*: Month - Year -

Employers company name*:

Payroll number:

Contact name*: Contact job title:

Address:

Daytime phone number*: Mobile phone number:

Fax number*: Email address*:

Please ensure you provide either a fax number or email address.

Additional Information:

Accountant Details

Do you have an accountant?*: Yes No If **No** Please provide 6 months bank statements showing proof of income

Accountants name*:

Contact name*:

Address:

Daytime phone number*: Mobile phone number:

Fax number*: Email Address*:

Please ensure you provide either a fax number or email address.

Additional Information:

Pension Providers Details

Do you have proof of pension?* Yes No If **Yes** please provide your annual statement of pension

Pension providers name*:

Contact name:

Pension reference number*:

Additional information:

Current Address – Please complete all address details where appropriate

Postcode*:	House number*:
Flat number:	House name*:
Street*:	District:
Town*:	County:
Time at address From*: Month - Year-	To: Month - Year -
Living status*: <input type="checkbox"/> Furnished Tenant <input type="checkbox"/> Unfurnished Tenant <input type="checkbox"/> Own home <input type="checkbox"/> Living with parents <input type="checkbox"/> Other	

Please supply addresses to cover your last 3 years of residency**Previous Address** – Please complete all address details where appropriate

Postcode:	House number*:
Flat number:	House name*:
Street*:	District:
Town*:	County:
Time at address From*: Month - Year-	To: Month - Year -
Living status*: <input type="checkbox"/> Furnished Tenant <input type="checkbox"/> Unfurnished Tenant <input type="checkbox"/> Own home <input type="checkbox"/> Living with parents <input type="checkbox"/> Other	

2nd Previous Address – Please complete all address details where appropriate

Postcode:	House number*:
Flat number:	House name*:
Street*:	District:
Town*:	County:
Time at address From*: Month - Year-	To: Month - Year -
Living status*: <input type="checkbox"/> Furnished Tenant <input type="checkbox"/> Unfurnished Tenant <input type="checkbox"/> Own home <input type="checkbox"/> Living with parents <input type="checkbox"/> Other	

Landlord details or Previous landlord details

Landlord / Agent name*:	Contact name*:
Landlord / Agent Address:	
Daytime phone number*:	Mobile phone number:
Fax number:	Email address:
Additional Information:	Current Rental Amount:

Bank Details

Sort code*:	Name of bank*:
Account name*:	Account number:
Branch Address*:	
Time with bank*: (years)_____ (months)_____	

Additional Information

Will any of the tenants have pets?*	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will any of the tenants smoke?*	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will there be any dependents living at the property?*	Yes <input type="checkbox"/>	No <input type="checkbox"/>

Next of Kin Details

Name
Address
Contact Number

Please ensure that you have completed all fields indicated * as failure to do this may result in a delay in producing your report.

Consent

The details supplied by you are checked against those held on Credit Reference Agencies Databases for the purpose of pre-tenancy/lease selection.
A record is kept of this search however it will not affect your ability to obtain credit or other services on way. Information is processed in confidence and within guidelines of the Data Protection Act 1998 & the appropriate International Privacy Laws. I confirm that the information provided on this application is accurate and true.
I authorise Oystons Letting Agency and their chosen referencing company to conduct these searches and to make any employer or financial enquiries necessary to assess my suitability for this agreement.

Signature:..... Name:.....

Date:.....