**TENANCY APPLICATION FORM **

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| **Address of Property applying for** |  |
| **Monthly rent** |  |
| **Proposed tenancy start date** |  |
| **Number of occupants** |  |
| **Ages of any children** |  |

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| **Tenant Application Details** | Tenant 1 | Tenant 2 |
| Title |  |  |
| First Name(s) |  |  |
| Last Name |  |  |
| Marital Status |  |  |
| Current Occupancy Status | Owner/Living with Parents or Friends/Private Tenant | Owner/Living with Parents or Friends/Private Tenant |
| Current Home Address |  |  |
| Time spent at this address |  |  |
| Reason for leaving current address |  |  |
| Home Telephone |  |  |
| Work Telephone |  |  |
| Mobile |  |  |
| Email address |  |  |
| Date of Birth |  |  |
| Do you smoke? | YES / NO | YES / NO |
| Do you have any pets? | YES / NO Details if yes: | YES / NO Details if yes: |
| Do you have any criminal convictions? | YES/NO Details if yes: | YES / NO Details if yes: |
| Have you ever had a CCJ (satisfied or not) or any adverse credit history? | YES / NO Details if yes: | YES / NO Details if yes: |
| Are you a UK or EU citizen? | YES / NO | YES / NO |
| If no, do you have appropriate immigration status to reside in the UK? | YES / NO | YES / NO |

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| **If you are currently renting as a private tenant** |  |  |
| Current Landlord/Letting Agent Name |  |  |
| Address of landlord/agent |  |  |
| Telephone |  |  |
| Email |  |  |
| Address of property you rent |  |  |

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| **Employment Details** |  |  |
| Employment Status | Full-time/part-time/self-employed/student/retired | Full-time/part-time/self-employed/student/retired |
| Employer |  |  |
| Line Manager |  |  |
| Date employment began |  |  |
| Employer telephone number |  |  |
| Email |  |  |
| Position held |  |  |
| Gross annual earnings | £ |  |
| Is your employment permanent? |  |  |

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| **Emergency Contact Details** |  |  |
| Name |  |  |
| Relationship |  |  |
| Address |  |  |
| Telephone number |  |  |
| Email |  |  |

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| **Further Information** |
| I believe the information provided here to be true and authorise the landlord or agent to;   * Carry out credit searches and reference checks and to contact employers, banks, referees, guarantors and credit reference agencies * Use the information obtained with third parties to assess credit ratings, make insurance decisions, for fraud prevention and tracing/debt collection * Handle all information obtained in strictest confidence and in accordance with the principles of the data protection act 1998   I understand that I can request the details of any credit reference agencies used so that I can verify with them the information provided.  I understand that if I default on my tenancy obligations, this information may be released to authorised debt recovery agencies and could affect any future applications I make for tenancies, credit and insurance.  Completing this form does not commit the prospective tenant or landlord to a tenancy. A shared or single tenancy will not be created until **all** applicants have been qualified and have signed the tenancy agreement.  I can confirm that I have read the terms above and have raised any concerns with the landlord or agent. Prospective tenants should be aware that any false statement made could result in early termination of the tenancy under Ground 17 of the Housing Act 2004. |

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| **Signature of Applicant(s)** |  |  |
| **Date** |  |  |
| **Print full name in block capitals** |  |  |
| **Declaration** |  |  |
| **I give permission for Kilglen Property Management to release my contact information to third parties where necessary i.e. to tradesmen for repairs** | **Signed:** | **Signed:** |

**On return of this form you must also provide 3 months bank statements, 3 months’ payslips, photographic ID and proof of address.**