

## Tenant Application

PLEASE COMPLETE FORM FULLY IN INK AND IN BLOCK CAPITALS. ALSO PROVIDE ALL SUPPORTING PAPERWORK OR THIS MAY CAUSE DELAYS IN PROCESSING YOUR APPLICATION.

Applications will not be considered without payment of our **admin fee (non refundable)**. Please pay this to our representative or contact the office. Cash and debit cards accepted. Credit cards subject to 3% handling fee.

*We regret that no explanation may be given should we be unable to accept you as a tenant*

One application form is required for each applicant over the age of 18. Under 18's not considered.

Title: Mr Mrs Miss Ms (Indicate as applicable)

First Name(s):

Surname:

Date of Birth:

Maiden name if applicable:

Marital Status:

Home Tel. No.:

Mobile:

Email:

Childrens name(s) and ages:

Next of Kin:

First Name:

Surname:

Daytime No:

Evening No:

Address:

Post Code:

Relationship to Applicant:

Address of property applied for:

Rent

£

Means of rent payment

Own Means

LHA/ other benefits

Is this a joint application?

Yes

No

Are you currently?:

Owner

Council Tenant

Private Tenant

With Parents

Other (please give details)

Current

Address:

Post Code:

Period at Address

Years

Months

Please provide previous addresses and dates of residency for the last 3 years. (Please attach a separate sheet if required)

Previous Address:

Period at Address Yrs Mths

Post Code

Were You?:

Owner

Council Tenant

Private Tenant

With Parents

Other

(please give details)

Existing/ Previous Letting Agent /Landlord if applicable. Please provide additional addresses for last 3 years on a separate sheet

Name of Agent or Landlord:

Address:

Post Code:

Daytime Tel. No.:

Other No.:

Fax No.:

Email:

Previous Rent Paid (if applicable):

£

:

per calendar month

**YOUR EMPLOYMENT DURING THIS TENANCY**

(Please notify your employer/ accountant that enquiries will be made to verify this information)

Company/ Accountant Name

Address   
 Post Code

Employment Commencement Date  |  |  Contact  Contact Position

Contact Phone Number  Contact Fax Number

Job Description  Salary £  :  National Insurance No.

Are you aware of any matters that may cause your employment to change in the near future? (if YES please give details on a separate sheet) Yes  No

Do you have any additional source of income? (if YES give details below) Yes  No

Additional income 1: £  per  Additional income 2: £  per   
Source:  Source:

Please provide additional evidence of all additional income (s) i.e. payslips or Tax Credit award letters

Do you wish to keep a pet at the property? If yes please give details:

Are you a smoker? Yes  No

Are you a vehicle owner? Yes  No  Driving License Number:

Car Registration Number:

Are you aware of any previous CCJ/or Bankruptcy? Yes  No

If YES, please give details below. If you have a CCJ you must have received permission from MRA to proceed BEFORE paying your admin fee. An undisclosed CCJ will result in a failed application and loss of the non-refundable admin fee.

CCJ amount £  Reason  Date  Satisfied? YES/NO

CCJ amount £  Reason  Date  Satisfied? YES/NO

**Additional Information:**

**Declaration:**

I hereby authorise MRA to make any enquiries considered necessary to substantiate information supplied on this application form. I authorise MRA or their chosen assessment company to disclose any information about me and my account to any credit reference agency and/or any other tenancy database who may retain a record of such a search. This information is used to help me make credit, insurance, rental and property decisions and occasionally for fraud prevention or debtor tracing. I give my permission to take up all necessary references and that they may be shown to a Landlord and/or their lender.

I confirm that the information supplied is, to the best of my knowledge and belief, true.

Applicant signature  Date  /  /

**PLEASE ALSO INCLUDE WITH YOUR APPLICATION; Last 3 salary slips if monthly (8 if weekly) , last 3 months bank statements, proof of savings if required, copy of photo ID (passport/ driving licence), 2 recent proofs of residency (credit card statement/ doctors letter/ utility bill etc.) Failure to supply these items may result in a delay in your application.**

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