

Tenancy Application Form



Agency Details

Name:	<input type="text" value="1 Stop Lettings (Aber) Limited"/>
Address:	<input type="text" value="22 Terrace Road, Aberystwyth SY23 1NP"/>
Phone Number:	<input type="text" value="01970 617 757"/>
Email:	<input type="text" value="info@1stoplettings.co.uk"/>
Company Number:	<input type="text" value="07588537"/>

Property Details (Property Applying For)

Total Monthly Rent:	<input type="text"/>
Building Name/Number:	<input type="text"/>
Address Line 1:	<input type="text"/>
Address Line 2:	<input type="text"/>
Postcode:	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>

Applicant Contact Details

Full Name (Include Title):	<input type="text"/>
Any Previous Names:	<input type="text"/>
Date of Birth:	<input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/> <input type="text" value=""/>
Telephone Number:	<input type="text"/>
Mobile Phone Number:	<input type="text"/>
Email Address:	<input type="text"/>

Tenancy Details

Applicant's Share of Rent:	<input type="text"/>
Preferred Tenancy Start Date:	<input type="text"/>
Tenancy Length (Months):	<input type="text"/>
Expected Residency Status:	<input type="checkbox"/> Single <input type="checkbox"/> Couple <input type="checkbox"/> Family <input type="checkbox"/> Sharer

Guarantor Details Please complete this section if you are a student or your income is low/unverifiable

Full Name (Include Title):	<input type="text"/>
Address:	<input type="text"/>
Telephone Number:	<input type="text"/>
Email Address:	<input type="text"/>
Occupation:	<input type="text"/>
Guarantor Form:	<input type="checkbox"/> Enclosed <input type="checkbox"/> To Follow <input type="checkbox"/> Needs to be Emailed

Applicant Personal Details

Marital Status:

Do You Smoke?

 ✓/X

Do you have Pets?

 ✓/X

Do you have any Dependents?

 ✓/X

Please complete the sections below if you have any pets or dependents. In the section titled 'Dependents and Other Relevant People', please provide details of **anyone other than yourself who will be living at the property** along with any **dependents**.

Pets

Name	Type of Pet	Breed	Age	Colour
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Dependents & Other Relevant People

Full Name	Date of Birth	Gender	Relation	Dependent(✓/X)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Current Address Details

Building Name/Number:

Address Line 1:

Address Line 2:

Postcode:

Reason Moving Out:

Date Moved In (Estimate):

Current Residency Status:

 Tenant Owner Live with Parents Family/Friends Staff Accommodation

If your current Residency Status is 'Tenant', please complete the 'Current Landlord/Agency Reference' section below

Previous Address Details

Building Name/Number:

Address Line 1:

Address Line 2:

Address Line 3:

Postcode:

Date Moved In (Estimate):

Date Moved Out (Estimate) :

Previous Residency Status:

 Tenant Owner Live with Parents Family/Friends Staff Accommodation

If you have occupied any addresses other than the two above as your main residence in the last **3 years**, please provide details on the 'Additional Information' page.

Current Landlord/Agency Reference

Landlord/Agency Name: Letting Agency Private Landlord

Contact Name (Include Title):

Contact Telephone Number:

Contact Email Address:

Length of Tenancy: Are you out of your fixed term tenancy? ✓/X

In relation to your current tenancy, have there been/do you foresee there being any:

✓/X Details (Amounts, Dates etc.)

- Rent Arrears
- Damages to Property
- Complaints
- Deposit Deductions

Is there any other reason your current landlord/agency would not recommend you as a tenant? ✓/X Please provide details

If needed, you can use the 'Additional Information' page for continuation to provide further details

Identification

Please note that on completion of the application form, we will require photocopies of your **Passport, Photographic ID & Proof of Address**

National Insurance Number:

Student Number (If Applicable):

Photo Identification Type: Passport Driving Licence Other (State)

Photo Identification Number:

Proof of Address (Utility Bill etc.):

Are you a UK Citizen? ✓/X If not, what is your Country of Origin?

(If you are not a UK Citizen, please provide details of your Visa below. We will also require a copy of your Visa.)

Employment Details

Main Source of Income: Employed (PAYE) Self Employed Investments/Savings Benefits (State Which Types)

Occupation/Job Title:

Business/Accountant Name:

Length of Contract: Annual Income Amount (£)

Time with this Employer: Number of Work Hours per Week:

Have you had any long-term absence due to sickness in the last 3 years? ✓/X

Employment Sector (Please tick whichever most closely describes your industry):

Tech & ICT Creative Industries Finance/Banking Public Sector/Health Construction Retail
 Professional (Legal, Accounting etc.) Education (Employed) Student Media/Marketing Leisure Transport

Employer Reference (Accountant Reference if Self Employed)

Contact Name (Include Title):

Contact Telephone Number:

Contact Email Address:

Who This is: Manager HR Department Accountant Other

Financial Details

Have you had any recent:	Yes	No	Details
Arrears/Adverse Credit?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>
County Court Judgements?	<input type="checkbox"/>	<input type="checkbox"/>	
Bankruptcies?	<input type="checkbox"/>	<input type="checkbox"/>	
Other Debts/Insolvencies?	<input type="checkbox"/>	<input type="checkbox"/>	

If you have had any of the above in the last 10 years, please provide details. Use the 'Additional Information' page for continuation if needed.

Bank Details

In the boxes below, please provide details for any UK bank accounts you currently hold.

Account Name (As on Card)	Account Number	Sort-code	Bank Branch (HSBC, NatWest etc.)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

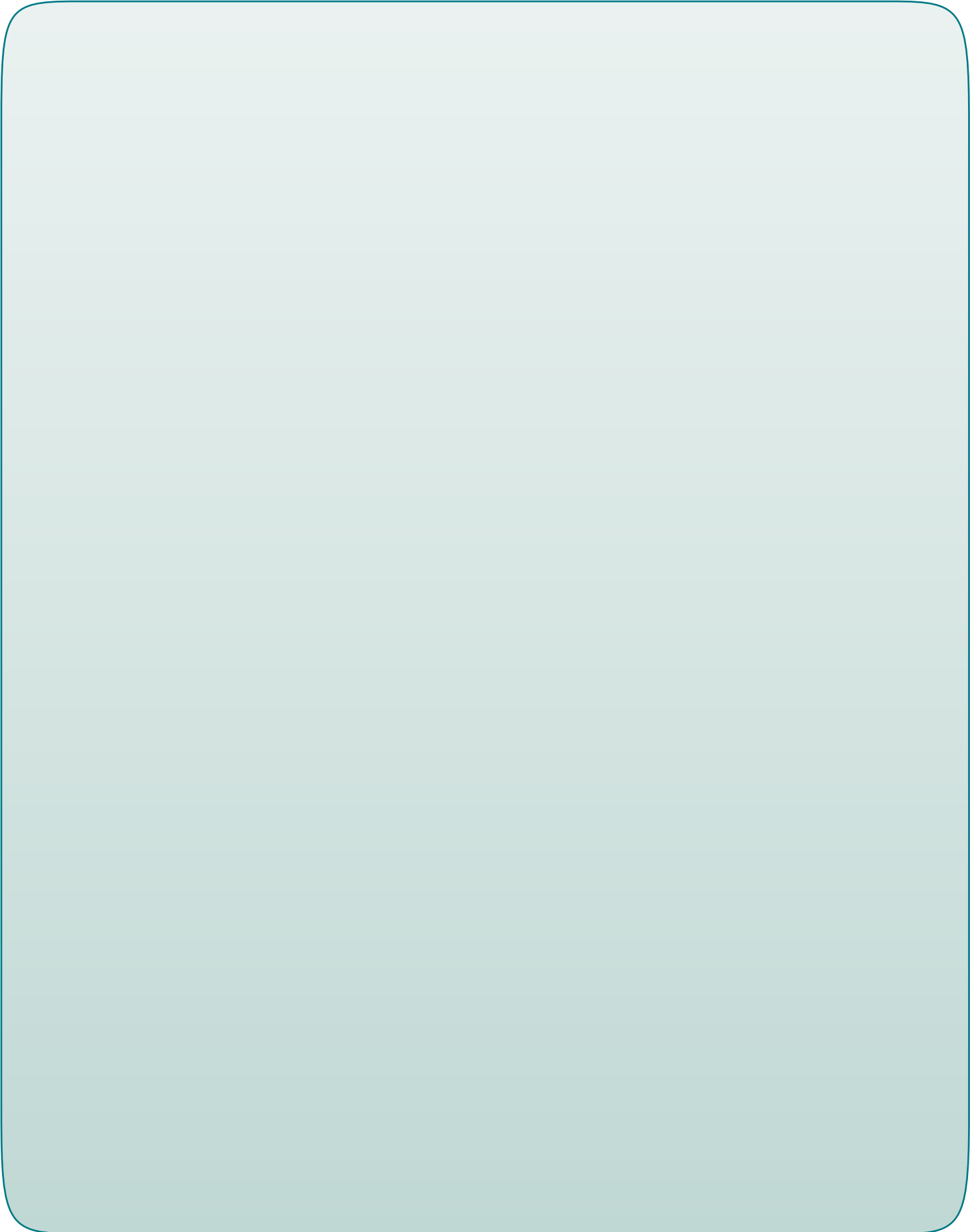
Criminal Record

Do you, or anyone else living at the property, have any unspent criminal convictions?

Yes (Please provide details below) No

Additional Information

Please use the boxes below to provide any additional information you may need (Previous Addresses, Other Sources of Income, Credit History etc.)



Authorisation

I hereby confirm that the information I have given in this application form is true and accurate to the best of my knowledge and not misleading. I understand that the information that I have submitted will be used to assess my suitability to be granted a tenancy agreement, or to be named on the tenancy agreement as a Guarantor, or to verify my identity to prevent and detect crime and money laundering, and acknowledge that the information that I have provided will be shared with third parties for this purpose. I further acknowledge that the information provided will be used to make decisions about my application. This can mean that the application can be declined and, if any information is found to be untrue, I may lose all or part of the holding deposit.

I understand and agree that current or former employers, landlords and letting agents may be asked to provide additional information about me or to verify information that I have provided, calls for which are recorded for training and monitoring purposes. I further acknowledge that the information that I have provided will be submitted to credit reference agencies in order that a credit check can be conducted. This information can also be used during any tenancy for the management of the property, including but not limited to, being given to contractors and being used to chase money owed.

In connection with this application a search will be carried out with Rent4sure Ltd. to check all, or any, of the application details which have been submitted, against those held on a number of specific databases Rent4sure Ltd. has access to, for example information from the Electoral Register and fraud prevention agencies. Scoring methods will be used in the verification process as this gives a more thorough check of the available data. A record of this process will be kept that may be used to help other companies to verify your identity. We may also pass information to organisations involved in fraud prevention to protect ourselves and our customers from theft and fraud. If you supply false or inaccurate information and we suspect fraud, we will record this and share this information with other organisations. I acknowledge that the referencing services provided are provided to the letting agent or landlord (as the case may be), and agree that I shall not seek to hold Rent4sure Ltd liable for any refusal nor shall I seek to bring any claim against Rent4sure Ltd for any loss or damage suffered by me as a result of such refusal. The applicant hereby consents to Rent4sure Ltd. carrying out and retaining a record of any such search or check which may be shared with other organisations for the purposes of assessing future tenancy applications and services. The applicant also acknowledges that 1 Stop Lettings is a controller under data protection legislation, and consents to 1 Stop Lettings sharing data provided with any relevant third parties as necessary, including but not limited to Rent4sure Ltd, landlords and utility suppliers. Further details on how we use your data can be found in our applicant privacy notice.

By ticking this box I agree to Rent4sure Ltd contacting me by e-mail and/or telephone regarding other goods and services that may be of interest to me, such as broadband, utilities, telecommunications and insurance products. Rent4sure Ltd may also on occasion share your personal data with third parties, such as the providers of these products, if you tick the box. If you change your mind in the future, you can withdraw your consent at any time by contacting us (using the details in our Privacy Policy) or by using the unsubscribe option in e-mails. For more details on how we use your personal information, including details about the third parties with whom we may share your personal data, please see our Privacy Policy here: www.rent4sure.co.uk/legal#privacy.

Rent4sure Ltd is a controller under data protection law. For further details about how we collect and process your personal data, together with information about how we collect and process your personal data, together with information about your privacy rights, please see our Privacy Policy here: www.rent4sure.co.uk/legal#privacy

Applicant Name:

Applicant Signature:

Date:



Property Applying For:-






Costs

*Holding Fee:-

Security Deposit:-

First Month's Rent:-

*Holding fee will be equivalent to one week's rent, rounded to the nearest pound. If you proceed with the tenancy you have applied for, this holding fee will be put towards your first month's rent. 1 Stop Lettings holds the right to retain this holding fee if applicants have provided false or misleading information, the applicant chooses not to enter a tenancy agreement or does take reasonable steps to enter a tenancy, such as by failing to provide requested documentation; for example payslips, current landlord details, identity documents etc.

-  If there are multiple people applying for the property together, we will need all applications forms in together to secure the property
-  Your application cannot be accepted without photographic ID, so please bring some photographic ID with you on handing in the application
-  This form will enable us to start the referencing process with **Rent4Sure**. Details you have provided in this form will be shared with them and you may be contacted if any additional information is required.
-  Your application will not be accepted without the **Holding Fee** in cash
-  Submitting an application form **DOES NOT** create a tenancy agreement