

# TENANT APPLICATION FORM



Property:

Room:

Please complete the below form to confirm your details and provide the information to carry out your tenancy application, please note the information provided will be used to carry out checks and must be completed by each individual renting over 18 years old.

## SECTION A - Tenancy Details

Rental Amount (Per Calendar Month):

Security (Full) Deposit:

to be held in accordance with the Deposit Protection Scheme

Tenancy Start Date:

Utilities & Responsibilities:

## SECTION B - Personal Details

First Name

Surname

Date of Birth

Student ID

Email Address

Mobile Number

How many people will be moving into the property?

If Applicable how many under 18 year olds will be moving in?

YES

NO

Do you have a criminal record?

Have you ever had any County Court Judgement against yourself?

Have you ever been evicted from or asked to leave a property you were renting for any reason?

Do you have any pets?

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## SECTION C – Next of Kin Details

**First Name**

**Surname**

**Email Address**

**Mobile Number**

**Address (First Line)**

**City**

**Post Code**

## SECTION D – Current Employer Details

**Company Name**

**Current Position**

**First Name**

**Surname**

**Email Address**

**Mobile Number**

**Address (First Line)**

**City**

**Post Code**

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## SECTION F – Landlord Reference Information

**First Name**

**Surname**

**Email Address**

**Mobile Number**

**Address (First Line)**

**City**

**Post Code**

## SECTION G – Right to Rent

As part of your tenancy we need to confirm your right to rent therefore depending on your answer to the next question will then depend on what information we require, please ensure we have the required documentation to proceed.

Are you a UK Citizen?  **YES**  **NO**

### UK Citizen

A full UK Passport is required, if not two of the below is required instead;

- a current UK driving licence (full or provisional)
- a full birth or adoption certificate from the UK, Guernsey, Jersey, the Isle of Man or Ireland
- a letter from a UK government department or local council
- proof that you currently get benefits
- a letter from a British school, college, or university that you currently go to
- a Disclosure and Barring Service (DBS) certificate
- a letter from the UK police about the theft of your passport
- If the document is a letter, email or DBS certificate, it usually needs to be dated within the last 3 months.

### NON UK Citizen

Please provide a form of ID, Passport, Driving Licence and/or immigration information.

You will also need to provide a share code through the the government website that we will then check your eligibility.

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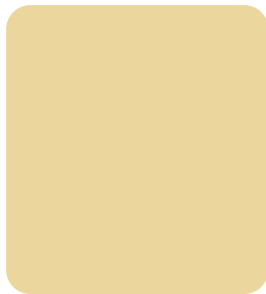
## Declaration

I declare that the information I have provided on this form is true and correct, and hereby authorise you to verify the details given and to seek references as required, including a banker's reference and a credit check. I agree to you disclosing the reference replies to the landlord/s of the property for which I am applying. I understand that this does not represent any offer or contract of any nature. I further understand that if you decline to offer me a tenancy no explanation needs be given.

Any information provided to Thompsons Lettings is used in relevance to any current/potential tenancy you may be involved in with us. We hold on to your personal data whilst you use our services (or whilst we provide services connected to you) and for at least 5 years thereafter from the date it was provided, for legal, regulatory and accounting purposes.

If you are a current/potential tenant your data may also be provided to third parties such as (contractors, council, utility suppliers, landlord or any other party relevant to your tenancy solely for communication purposes).

If you wish for us to terminate the holding of your data at any period of time, simply let us in writing and we will do so. This will terminate any communication of services we can offer you. Your data is stored safely and securely with Thompsons Lettings. Upon signing this agreement, you are confirming you have read, understood and have accepted our privacy policy with you.



**Tenant Name:**

**Tenant Signature:**

**Date:**

## Next Steps

We will use the information provided to carry out reference checks and cross reference the information to carry out checks. We may still require further information but will let you know of any specifics if needed.

We will require the ID information outlined therefore please ensure this is emailed to [hello@thompsonslettings.co.uk](mailto:hello@thompsonslettings.co.uk).

Once we've confirmed all aspects we will confirm when we require the full deposit, please note this required before moving into the property. We will issue an electronic contract to sign to complete your tenancy application once ready.