



Tenant Application Form

To avoid any unnecessary delays, please complete in full, in **BLACK INK** using **BLOCK CAPITAL LETTERS**.
Once completed, please expect an e-mail from Homelet where you will be required to confirm your information.

PROPERTY ADDRESS:

1 YOUR PERSONAL DETAILS [To be completed by the Tenant]

Title: Mr Mrs Miss Other

First name Middle name

Last name

Email

Other/Maiden/Previous name(s) Date of birth / /

Residential Status Property owner Council tenant Private tenant Living with friends/relatives

Employment status Employed Self-employed Retired Independent means

On contract Student Unemployed

Total gross annual income

Your Telephone Your Mobile

IMPORTANT - ADVERSE CREDIT HISTORY

Do you have any County Court Judgements, Court Decrees, Bankruptcy Administration Orders, Individual Voluntary Arrangements, or any other adverse credit history whether settled or not?

If YES, please detail on a separate sheet. Please note that failure to disclose information relating to adverse credit history may result in your application being declined **and the loss of any holding fee.** YES NO

2 YOUR ADDRESS [To be completed by the Tenant]

Current Address

Postcode

Period at Address Years Months

We require three years worth of your address history. If you have lived at this address for more than three years, please move to section 3. If you have been there for less than three years, please provide your previous address(es) below.

Previous Address

Postcode

Period at Address Years Months

Status Owner Rented Living with parents Council tenant Other *Please complete section 3*

Previous Address

Postcode

Period at Address Years Months

Status Owner Rented Living with parents Council tenant Other *Please complete section 3*

3 YOUR CURRENT LETTING AGENT/LANDLORD/MANAGING AGENT [To be completed by the Tenant]

If you are not a private tenant, please move to section 4

If you are a private tenant please provide the details of the person or company that you pay your rent to now.

Name

Address

Postcode

Telephone Evening Telephone

Email Fax

Please complete section 4

4 YOUR FINANCIAL / EMPLOYMENT INFORMATION [To be completed by the Tenant]

Please tell us about your earnings and provide the details of a financial referee below (please tick one). Failure to provide your gross annual income will prevent us from contacting your referee and will delay your application.

Current Employer Pension Administrator Accountant Self employed (SA302 / SA100) Benefit / Savings / Other

Company Name

Address

Postcode

Contact Name Contact Position

Telephone Fax

Mobile

Email *Providing an email address or fax number could result in a QUICKER RESPONSE from your referee.*

Your position

Is this position: Permanent Contract Contract Terms Months Hours per week

Payroll/Service/Pension number:

Gross Salary/Pension/Drawings per annum: *If self employed please indicate your average earnings from the last year*

Basic salary Commission / Overtime

Start Date End Date (if applicable)

Details of savings / benefits:

*Do you have a second job, or additional pension? IF YES, please enter the details in section 5
Will your employment change before the proposed tenancy starts? IF YES, please go to section 5
IF NO, please go to section 6*

Please turn over the page

5 ADDITIONAL FINANCIAL INFORMATION [To be completed by the Tenant]

If you are changing to new employment, have a second job or another source of income, please provide details in this section.

Future employer Second employer Pension administrator Accountant Benefit/other

Company Name

Contact Address

Postcode

Contact Name Contact Position

Telephone Fax

Email *Providing an email address or fax number could result in a QUICKER RESPONSE from your referee.*

Your Position

Is this position: Permanent Contract Contract Terms Months Hours per week

Payroll/Service/Pension number:

Gross Salary/Pension/Drawings per annum: *If self-employed please include your average earnings from the last year*

Start Date End Date (if applicable)

6 ADDITIONAL INFORMATION [To be completed by the Tenant]

Marital status: Single Married Divorced/Separated Other

Are you a smoker? YES NO Do you have any pets? YES NO Details / type of pets

Names and ages of any children / dependents who will be occupying the property

National Insurance Number Nationality

Passport Number

Your next of kin (this should NOT be your spouse):

Name

Address

Postcode

Telephone Relationship

How long known Years Months

7 AUTHORISATION [To be completed by the Tenant]

I consent that Innovate Estate Agents may make enquiries to a credit reference agency for the purposes of verifying my identity and checking creditworthiness and checking my background for vetting my financial standing as a potential tenant. I agree that Innovate Estate Agents may keep a record of that search and this may be used by other people who search my record for the purposes of preventing money laundering, checking my creditworthiness, fraud prevention and occasional tracing.

Should any information for any applicant/ guarantor return back as false, fraudulent or detrimental references, intentional or unintentional, regardless of whichever stage of the administrative process or fail a right to rent check, I accept that this will result in loss of any holding deposit that has been paid. This will also apply in the event that I decide not to pursue with the property for any reason or fail to meet the 'deadline for agreement' within **10 days** of paying a holding deposit.

Documentation in form of ID's, proof of financial income and bank statements will be required within **3 working days** of application submission (dated below), failure to provide these within the stated time limit will result in loss of holding fee.

I acknowledge and i am aware of Innovate Estate Agent's terms and conditions.

Full name

Signed

Date