



# Application for Tenancy

This form must be completed in full and signed before any application for tenancy can be formally considered. Applicants are reminded that in addition to the reference information requested they must also provide proof of identification.

Deposits will be registered with the **Deposit Protection Service**

## Tenant Information

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Full Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date of Birth: \_\_\_/\_\_\_/\_\_\_

## Property Information

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Property Applied For: \_\_\_\_\_

Rent Per Calendar Month: £ \_\_\_\_\_

Tenancy Start Date: \_\_\_/\_\_\_/\_\_\_

Are you currently renting a property?  Yes  No

## Current Rental Information

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Current Address: \_\_\_\_\_

Landlord/Agency: \_\_\_\_\_

Contact Email (usually an info@ email address): \_\_\_\_\_

Contact Number: \_\_\_\_\_

Period at this address from: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_

## **Student Information**

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Are you currently a student?  Yes  No

University Name: \_\_\_\_\_

Course Name: \_\_\_\_\_

Student Identification Number: \_\_\_\_\_

## **Employment Information**

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If you are currently employed and wish to go through the referencing process (instead of using a guarantor) please let us know below. By ticking **yes**, you give us permission to provide your information to our referencing agency **Canopy** who will be in contact to request further information.

Are you currently employed?  Yes  No

## **Guarantor Information**

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Will you be using a guarantor?  Yes  No

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Relationship to the tenant: \_\_\_\_\_

## Declaration

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I confirm that I am over 18 years of age and the information given above is true and accurate. I confirm that no one will be living in the property except anyone who is named on the tenancy agreed. I understand that if any of the information in this application form is false or misleading, I may not be entitled to a refund of any holding deposit taken in relation to this application.

I agree to the Landlord named at the beginning of this application form making whatever enquiries, including a credit check, he/she deems necessary in connection with this application for a tenancy. I authorize my employer, my bank/ building society, a local authority (if I was previously a council tenant), current or former landlord, guarantor and personal referee named, to provide information about me, any prior tenancy history, and employment/ financial affairs as appropriate to the Landlord's enquiries.

I consent to receiving my copy of 'How to rent; a checklist for renting in England', the energy performance certificate report (ECP) or any other documentation relating to the proposed tenancy via the given email address on page 2.

I understand that I have to provide original documents proving the right to reside in the United Kingdom for all potential occupiers in the presence of the landlord or the agent. I understand that if I do not provide these documents for all occupiers then I will not be guaranteed a tenancy.

**Full Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Check your tenants Right to Rent

As a letting agency we must check that a tenant or lodger can legally rent a residential property in England if their tenancy starts on or after 1 February 2016, within 28 days before the start of the new tenancy, we now must make checks for:

- People aged 18 and over living in the property, whether they're named in the tenancy agreement or not and on all types of tenancy agreements, written or oral.

As a result we now require copies of passports and visas for all international tenants.

Please tick one of the following options:

- British National       International Tenant

I Confirm I am a British National:

**Full Name:** \_\_\_\_\_ **Signed:** \_\_\_\_\_

I confirm that I am not a British National and will provide the relevant documentation stating that I may reside in the UK:

**Full Name:** \_\_\_\_\_ **Signed:** \_\_\_\_\_

Please provide your Share Code: \_\_\_\_\_

Please provide a copy of your Passport & BRP (Biometric Residence Permit)