

INDIVIDUALS Application Form

Agent Code: 1338 Agent Name: P W Properties

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To avoid unnecessary delay, please complete the form in full using a dark colour

Section 1. Property Rental Details – to be completed by the letting agent

Rental Address: _____

Post Code: _____ Initial Tenancy Term: _____

Total Monthly Rent: _____ Prospective Tenant's share: _____

Application type: Prospective Tenant Guarantor

Service required: Full Reference Credit Check Plus

If the application is to be linked to an existing enquiry, please provide the reference no: _____

If a Guarantor, please provide the names of the prospective tenant(s) to be guaranteed:

Section 2. Your personal information and residential address history

Title: _____ Forename(s): _____ Surname: _____

Date of Birth: _____ Marital Status: _____ Mobile No: _____

Email Address: _____

National Insurance No. _____ What is your country of origin? _____

Current Residential Address: _____

Postcode: _____ Time At Address: _____

Current Home Address Status: With Parents/Relations Private Tenant Council Tenant
Owner Lodging Other - please advise: _____

If you are a Tenant, please provide the Landlord, Letting Agents or Council details below. If you are an Owner and selling, please provide the Estate Agent/Solicitor dealing with the sale:

Landlord or Company Name: _____

Address: _____

Tel No. _____ Fax No. _____

Email Address. _____

Previous Address History – if less than three years at current address.

Address: _____ Time At Address _____

Address: _____ Time At Address _____

Please provide any further previous addresses to cover the three year period in the Additional Information section

Section 3. Credit Information

Have you any current, historic or pending adverse credit? Yes No

If Yes, please provide the details:

Section 4. Your current income situation

Please provide in this section the details regarding your main income source. If you have additional income that may help us approve your tenancy application, please provide the full details in the Additional Information section on the last page of the application form.

Employed **Contract/Temporary Worker**

If you are employed, a contractor/temporary worker, please complete Section 5.

Self Employed - have finalised accounts been produced? Yes No

If accounts have been finalised, please provide the profit or loss figure in Section 6. If applicable, please also provide your accountant details. If you do not have an accountant, please provide the most recent verified tax return issued by HMRC in respect of self-assessment.

Board Director - please provide the full company name: _____

Please complete Section 6, providing the company accountants/auditors details if available.

Retired - state pension only **OR Retired - state & private pension/investment income**

If you are retired with pension/investment income, please provide your annual income figure in Section 6. If applicable, please also provide your accountant/financial advisor details. If accountant/financial advisor details are not available, please provide the relevant documentation that supports your current financial position.

Independent Means - can your position be independently confirmed? Yes No

Please provide your annual income in Section 6. If applicable, please also provide your accountants/financial advisor details. If your situation cannot be independently confirmed, please supply the relevant documentation that verifies your position. Please note your bank will not be able to confirm your financial situation.

Student **Unemployed** **Other** - please advise:

Section 5 - if you are Employed, working on a Fixed Term Contract or a Temp

Company/Agency Name: _____

Address: _____ Postcode: _____

Main Company Switchboard Number: _____

Commencement Date: _____ Your Work Position: _____

Gross Salary: £ _____ Per Annum Per Month Per Week Per Hour*

*If your salary is per hour, how many hours a week are you contracted to work? _____

Contact Name: _____ Contacts Position: _____

The contact details should refer to someone who deals with HR, Personnel, Wages or Work Contracts for the company.

Contacts Email: _____ Contacts Fax: _____

If applicable, please provide your contractual end date: _____

If you are a contractor/temp worker, or an employee who is leaving, please supply your contract/employment end date

Section 6 - if Retired, Board Director, Self Employed or Independent Means

The profit (loss) shown on the last accounts OR your annual income: _____

Practice Name of the Accountant/Financial Advisor: _____

Address: _____

Main Company Switchboard Number: _____

Contact Name: _____

The contact details should refer to someone who has access to your accounts information.

Contacts Email: _____ Contacts Fax: _____

Section 7. Future Income Position

If your current financial position is set to change during the proposed tenancy, please advise of your future income position:

Employed **Contract/Temporary Worker** **Retired – state pension only**

Retired – private pension and/or investment income **Independent Means**

Please state your future income below & supply the relevant documentation that supports your future financial position.

Board Director - please provide the full company name: _____

Student **Unemployed** **Other** - please advise: _____

Future Income/Gross Salary: £ _____ Per Annum Per Month Per Week Per Hour*

*If your income/salary is per hour, how many hours a week are you to be contracted to work? _____

Future Company/Agency Name: _____

Address: _____ Postcode: _____

Main Company Switchboard Number: _____

Future Commencement Date: _____ Future Position: _____

Contact Name: _____ Contacts Position: _____

The contact details should refer to the person who deals with HR, Personnel, Wages or the Work Contracts for the company

Contacts Email: _____

Contacts Fax: _____

Section 8. Previous Employment Details

If you have been in your current income position for less than one year, please provide your previous work position:

Company/Agency Name: _____

Address: _____

Main Company Switchboard Number: _____

Position held: _____

Commencement Date: _____ Departure Date: _____

Contact Name: _____ Contact's Position: _____

The contact details should refer to the person who deals with HR, Personnel, Wages or the Work Contracts for the company

Contacts Email: _____

Contacts Fax: _____

Section 9. Bank/Building Society Details - current account only

Bank/Building Society Name: _____

Bank/Building Society Address: _____

Name of Accountholder: _____

Account Number: _____

Sort Code: _____

Section 10. Next Of Kin - excluding any proposed occupier at the rental address

Name: _____

Address: _____ Postcode: _____

Landline No. _____

Mobile No. _____

Section 11 – only applicable to prospective tenants

Please provide the names of any individuals over 18 years of age to reside at the address:

Ages of children under 18 to reside at the property: _____ Do you smoke? Yes No

Please list any pets to be at the property:

Section 12. Additional Information in support of the application

Section 13. Declaration

I confirm that the supplied information is to the best of my knowledge and belief, true, and may be verified. I understand that should the information provided by me on this form be proved to be untrue, it is grounds for termination of the tenancy as described in Ground 17 of the Housing Act 1996. DATA PROTECTION ACT: information provided by you on this form may be verified and held by Diligent in its computer records. I understand that Diligent may contact me regarding the processing of my application. I confirm the progress of my application may be made available to agents and landlords. Any information obtained or compiled by Diligent may be passed on to Agents and Landlords. I also hereby authorise the above named Bank or Building Society to respond to status enquiries made in respect of this application. Diligent may search the file of one or more credit reference agencies. I also understand that in the event of failing to make the rental payment, a default may be recorded against my credit file and shared with other sources. I hereby give all my referees, including employers, agencies, accountants, financial advisors, landlords, letting agents, estate agents and solicitors, permission to disclose the information requested by Diligent.

Signature: _____

Date: _____

Print Name: _____

Once completed, please return this form to your letting agent

Please note you can track the progress of your application by accessing our website – simply go to www.diligentservices.co.uk, select “Application Tracker”, enter your date of birth and the agent code (shown on the first page of this application form) and click “select”.