



TENANT INFORMATION FORM

Property Address _____

Tenant Name _____

USING THIS CHECKLIST WILL HELP ELIMINATE DELAYS IN THE APPLICATION PROCESS:

	(x)	NOTES	OFFICE USE ONLY
TENANT INFORMATION FORM COMPLETED & SIGNED			
GUARANTOR INFORMATION FORMS COMPLETED			
PHOTOCOPIES OF TENANT ID		PASSPORT OR DRIVING LICENCE	
PHOTOCOPIES OF GUARANTOR ID		PASSPORT OR DRIVING LICENCE	
TENANCY AGREEMENT SIGNED ON EVERY PAGE AND BOX AT BACK BY ALL TENANTS			
OUTSTANDING MONEY			
3 X OF RECENT WAGE SLIPS			
3 x MONTHS RECENT BANK STATEMENTS			
GUARANTOR CONTRACT SIGNED			
GUARANTOR CONTRACT SIGNED BY THE TENANT			
GUARANTOR CONTRACT SIGNED BY A WITNESS			
WRITTEN LANDLORD REFERENCE			
STANDING ORDER SET UP FOR RENT PAYMENTS Tenants are responsible for checking standing order setup		By Tenant By RE Lettings	

PLEASE COMPLETE ALL SECTIONS RELEVANT TO YOU

ADDRESS OF PROPERTY TO LET:			
RENT OF PROPERTY:	£		PER MONTH
MOVE IN DATE			
LENGTH OF LEASE			
NAME OF ALL OTHER TENANTS YOU WILL BE SHARING WITH	_____		

(A) PERSONAL DETAILS

YOUR NAME			
DATE OF BIRTH AND AGE			
CONTACT TEL	H:	W:	M:
NATIONALITY			
MARITAL STATUS			
EMAIL ADDRESS			
PETS			
NATIONAL INSURANCE			

NEXT OF KIN / EMERGENCY CONTACT INFO

NAME	
NEXT OF KIN ADDRESS	
EMAIL:	
TEL NO:	

(B) EMPLOYMENT DETAILS – PLEASE CIRCLE WHICH ONE APPLIES TO YOU

IF YOU ARE EMPLOYED	GO TO (C1)	IF YOU ARE SELF EMPLOYED	GO TO (C2)
IF YOU ARE UNEMPLOYED	GO TO (C3)	IF YOU ARE RETIRED	GO TO (C4)

(C1)

WHAT IS THE COMPANY NAME?					
DATE EMPLOYMENT COMMENCED					
EMPLOYEE NUMBER IF APPLICABLE					
ADDRESS					
TEL					
EMAIL OF YOUR MANAGER					
TYPE OF EMPLOYMENT	PART TIME		FULL TIME		TEMPORARY
YOUR POSITION WITHIN THE COMPANY					
ARE YOU EARNING IN EXCESS OF 10K – 20K			ARE YOU EARNING IN EXCESS OF 20K – PLUS		

(C2)

YOUR COMPANY NAME		TYPE OF BUSINESS	
ANNUAL INCOME	£	HOW LONG HAVE YOU BEEN SELF EMPLOYED	
ACCOUNTANT DETAILS	NAME: _____ ADDRESS: _____ TEL: _____ EMAIL: _____		

(C3)

DO YOU RECEIVE HOUSING BENEFIT?	YES	NO	IF YES, HOW MUCH?
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(C4)

DO YOU HAVE ANY OTHER INCOME OTHER THAN YOUR PENSION?	YES	NO	IF YES, PLEASE GIVE DETAILS.
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(D) PROPERTY/LANDLORD DETAILS

WHAT IS YOUR CURRENT ADDRESS AND POST CODE?		
HOW LONG HAVE YOU LIVED HERE?		
IS THIS PROPERTY	RENTED: (GO TO (D1)) OWNED BY YOU: (GO TO (E)) OTHER: ie: Living with friends/family (GO TO (E))	

NAME OF YOUR CURRENT LANDLORD OR AGENT.	
ADDRESS OF LANDLORD OR AGENT.	
TELEPHONE NUMBER.	
EMAIL OF YOUR LANDLORD OR AGENT.	
HOW MUCH IS YOUR RENT?	

(E) OTHER DETAILS

ARE YOU AWARE OF ANY CURRENT HISTORIC OR PENDING ADVERSE CREDIT OR HAVE YOU EVER BEEN MADE BANKRUPT OR INSOLVENT OR HAD A COURT ORDER FOR NON-PAYMENT OF RENT AGAINST YOU?
IF YES TO ANY OF THE ABOVE PLEASE GIVE DETAILS:

This property has been taken as seen & based on the information given to you at the point of the viewing. However if there are any special requirements you have for the property, for example: removal of furniture or decoration then please ensure that you specify them in writing as verbal arrangements cannot be actioned.

I hereby agree that all the information provided is correct and factual and acknowledge that if I provide false information that this will result in not being a successful applicant for the property. All administration fees are non refundable and may be recouped from any holding funds paid.

SIGNATURE _____

PRINT NAME _____

DATE _____

Disclaimer: This information may be divulged to a 3rd party