

STUDENT INFORMATION FORM

TENANT NAME _____

PROPERTY ADDRESS _____

CHECK LIST FOR TENANTS:

PLEASE RETURN ALL OF THE FOLLOWING PAPERWORK FOR YOUR APPOINTMENT

| | TICK | NOTES | Office Use Only |
|---|------|------------------------------|-----------------|
| TENANT APPLICATION FORM COMPLETED AND SIGNED | | | |
| GUARANTOR APPLICATION FORM COMPLETED AND SIGNED | | | |
| GUARANTOR CONTRACT SIGNED | | | |
| PHOTOCOPIES OF Tenant ID | | Passport or Driving Licence | |
| Photocopy of Student ID | | | |
| PHOTOCOPIES OF Guarantor ID | | Passport or Driving Licence | |
| TENANCY AGREEMENT SIGNED ON EVERY PAGE BY ALL TENANTS | | | |
| Guarantor Contract signed by the TENANT | | | |
| Guarantor Contract signed by the GUARANTOR | | | |
| Guarantor Contract by a WITNESS | | | |
| OUTSTANDING MONEY | | | |
| STANDING ORDER SET UP FOR RENT PAYMENTS Tenants are responsible for checking the standing order has been set up. | | By Tenants By RE Lettings | |



TENANT INFORMATION FORM:

| | | | |
|--|-------------|-----------|--|
| 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 | <hr/> <hr/> | | |

(A)PERSONAL DETAILS

| | | | |
|-----------------------|----|----|----|
| YOUR FULL NAME | | | |
| DATE OF BIRTH AND AGE | | | |
| CONTACT TEL | H: | W: | M: |
| NATIONALITY | | | |
| EMAIL ADDRESS | | | |

(B)NEXT OF KIN / EMERGENCY CONTACT INFO

| | |
|---------------------|--|
| NAME | |
| NEXT OF KIN ADDRESS | |
| TEL NO AND EMAIL | |



(C) EDUCATION DETAILS

| | |
|-------------------------------|--|
| NAME OF COLLEGE OR UNIVERSITY | |
| COURSE YOU ARE STUDYING | |
| YEAR OF STUDY | |

(D) PROPERTY

| | |
|--|---|
| WHAT IS YOUR CURRENT ADDRESS AND POST CODE | |
| HOW LONG HAVE YOU LIVED HERE | |
| IS THIS PROPERTY (please circle) | PRIVATELY RENTED: Go to (E) STUDENT HALLS/CAMPUS Go to signature section OTHER: ie: Living with friends/family Go to signature section |

(E) LANDLORD DETAILS

| | |
|------------------------------------|--|
| NAME OF CURRENT LANDLORD/AGENT | |
| ADDRESS OF THAT LANDLORD OR AGENT. | |
| TEL & EMAIL OF LANDLORD/ AGENT. | |
| HOW MUCH IS YOUR RENT? | |

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, decoration etc, please ensure that you email them to us as verbal agreements cannot be auctioned.

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



GUARANTOR INFORMATION FORM:

(A) PROPERTY DETAILS

| | |
|--|---|
| NAME OF PERSON YOU ARE STANDING GUARANTOR FOR | |
| WHAT IS YOUR RELATIONSHIP TO THE APPLICANT? | |
| PROPERTY ADDRESS TO BE RENTED | |
| WILL YOU BE PAYING THE RENT FOR THE APPLICANT? | YES / NO (if yes, please request the standing order form given to the applicant. we will need your bank details so we can write up a standing order mandate for you) |

(B) PERSONAL DETAILS

| | |
|----------------------------------|--|
| YOUR FULL NAME | |
| YOUR ADDRESS INCLUDING POST CODE | |
| TEL NO | |
| EMAIL - | |
| PROPERTY STATUS | OWNER PRIVATE RENTED HOUSING ASSOCIATION |

(C) EMPLOYMENT DETAILS

| | |
|--|---|
| IF YOU ARE EMPLOYED: GO TO (C1) | IF YOU ARE SELF EMPLOYED: GO TO (C2) |
| IF YOU ARE RETIRED: GO TO (C3) | IF YOU ARE UNEMPLOYED: GO TO (D) |

(C1)

| | |
|---|--|
| COMPANY NAME | |
| DATE EMPLOYMENT COMMENCED | |
| TEL | ADDRESS |
| 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 | |
| ARE YOU EARNING IN EXCESS OF 10K – 20K? | ARE YOU EARNING IN EXCESS OF 20K – PLUS? | | |

(C3)

| | | | |
|--|-----|----|--|
| DO YOU HAVE ANY OTHER INCOME OTHER A PENSION | YES | NO | |
| IF YES - PLEASE GIVE DETAILS. | | | |

(D) 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 THE ANSWER IS YES TO ANY OF THE ABOVE PLEASE GIVE DETAILS: |

I hereby agree that all the information provided is correct and factual/

GUARANTOR'S SIGNATURE: _____

PRINT NAME: _____

DATE: _____

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