



# TENANT 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			
PHOTOCOPIES OF Tenant ID		Passport or Driving Licence	
Photocopy of Student ID			
TENANCY AGREEMENT SIGNED ON EVERY PAGE BY ALL TENANTS			
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	

OFFICE USE:

NO GUARANTOR

ID		
TENANCY		
GUARANTOR		
STANDING ORDER	TENANT SET UP	RE SET UP

**TENANT INFORMATION FORM:**

ADDRESS OF PROPERTY TO LET:	
RENT OF PROPERTY:	£ PER MONTH
MOVE IN DATE	
LENGTH OF LEASE REQUIRED	
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			
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/LANDLORD DETAILS**

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

**(E)**

PLEASE STATE THE NAME OF THE LANDLORD OR AGENT YOU ARE CURRENTLY PAYING RENT TO.	
ADDRESS OF THAT LANDLORD OR AGENT.	
TELE NO AND EMAIL OF THAT 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 3<sup>rd</sup> party