



Tenancy Application

Section 1 – Property Details

Address _____

Postcode _____ Proposed move in date _____

Tenancy term _____ Number of applicants _____

Monthly rental fee Tenants share of rental fee

Do you smoke? YES NO

Do you have a pet? YES NO

If yes, please specify _____

Section 2 – Applicant Details

Title _____ First Name _____ Surname _____

Maiden name _____ Marital Status _____

D.O.B _____ NI number _____ nationality _____

Current address _____

Time spent at current address _____ Previous address _____

Mobile Number _____ Email address _____

Current landlord/letting Agent or Council (if council tenant)

Contact name _____ Address _____

_____ Contact Number _____

Email _____

Section 3 - Employment Details

Employed Self-Employed Unemployed Retired

Annual Salary £ _____

Contracted hours Full time Part time Other

Contract type Temporary Permanent Fixed Contract

If employed on fixed term contract or temporary please specify duration: _____

Company Name _____ Company Address _____

Contact number _____ Email _____

Employment Start Date _____

Employment Referee Name _____ Referee Position _____

Referee Email _____

This reference must be someone at your employment who can confirm all your employment details.

Retired Details

If your pension doesn't meet our affordability calculator, you will require a guarantor.

Pension type: State Private Monthly pension amount: £ _____

Self Employed Details

Self Employed from _____ Self Employed to _____

Business Type _____

Company Name _____ Company Address _____

Annual Salary _____

Are You? Sole Trader Partner Director
 Share Holder Public Limited Company Private Limited Company

Do you have an Accountant? Yes No

If Yes, please supply accountant's details

Name: _____ Address _____

_____ Email _____

Contact number _____

Section 4 – Other Occupants

Anyone living in the property must be listed below regardless of age

Name	Age	DOB	Relationship to tenant

Will the deposit be paid by anyone other than the tenant? YES NO

If Yes, please supply details

Name _____ Address _____

Section 5 – Emergency Contact

Please note this must be someone not cohabitating at the property

Name: _____ Address _____

_____ Email _____

Contact number _____ Relationship to applicant _____

Section 6 – Bank Account Details

Name of bank _____ Address _____

Sort code _____ Account number _____

Name of account holder _____

Section 7 – Guarantor Details

Please note that if applicant is on temporary employment or fixed term contract a guarantor will be required.

Title _____ First Name _____ Surname _____

Maiden name _____ Marital Status _____

D.O.B _____ NI number _____ Nationality _____

Current address _____
Time spent at _____ Mobile _____
current address _____ number _____

Email address _____ Relationship to _____
applicant _____

Section 8 - Guarantor Employment Details

Employed Self-Employed Unemployed Retired

Annual Salary £ _____

Contracted hours Full time Part time Other

Contract type Temporary Permanent Fixed Contract

If employed on fixed term contract or temporary please specify duration: _____

Company Name _____ Company Address _____

Contact number _____ Email _____

Employment Start Date _____

Employment Referee Name _____ Referee Position _____

Referee Email _____

This reference must be someone at your employment who can confirm all your employment details.

Retired Details

Pension type: State Private Monthly pension amount: _____

Self Employed Details

Self Employed from _____ Self Employed to _____

Business Type _____

Company Name _____ Company Address _____

Annual Salary _____

Are You? Sole Trader Partner Director
 Share Holder Public Limited Company Private Limited Company

Do you have an Accountant? Yes No

If Yes, please supply accountant's details

Name: _____ Address _____

_____ Email _____

Contact number _____

Section 9 – Declaration

Declaration: I confirm that the information contained in this application is true to the best of my knowledge and belief, which can be verified by third parties.

I agree that Bussey and Armstrong Limited may search files of one or more credit referencing agencies and the result may be forwarded to the appointed landlord.

I understand that in the event of failing to make the rental payment a default maybe recorded against my credit file and shared with other sources.

I understand that providing false information may lead to early termination of any subsequent tenancy agreement.

I hereby give my employer, accountant and current landlord permission to disclose any information requested to aid my application.

As a prospective Guarantor I agree that;

- All the information provided by me on this Guarantor Application form is correct.
- I have read the information regarding the General Data Protection Regulations.
- I understand that if I default in my tenancy obligations as a guarantor, this information may be released to authorised debt recovery agencies and could affect any future applications I make for tenancies, credit and insurance.

Applicants
Signature _____ Print Name _____

Date _____

Guarantor
Signature _____ Print Name _____

Date _____