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# Tenancy Application Form

It is important that you complete this application, in full, and return the form as soon as possible so that we can consider your application.

## 1. Your personal details

Title (Mr. Mrs. Ms. other)  Surname

First & middle names

Have you been/are you known by any other name?

Date of Birth  Age

National Insurance Number  Marital status   
(married, single, separated, divorced, widowed, other)

Current Address

Postcode

Home phone number  Work Number

Mobile phone number  Email address

If you have not lived at your current address for more than three years, please give your previous address

Previous address

Postcode

Dates from  To

### Residency Status

Please tick appropriate box

Owner  Live with relatives

Private Tenant  Council Tenant

Landlord Details:

Name

Address

Telephone No.:

### Employment Status

Employed  Self employed

Student  Retired

Unemployed  Temporary contract

Independent Means

If unemployed, are you currently entitled to benefits (please tick appropriate boxes)

HB  DLA

JSA  OTHER Specify

## 2. Employment Details

Name of Employer

Address

Position

Dates of employment From  to

Contact Name for Reference  Telephone No.

Position

### 3. Student Applicants (only complete this section if you are a student)

|  |                      |                         |                      |
|--|----------------------|-------------------------|----------------------|
| University or College                            | <input type="text"/> |                         |                      |
| Course of Study                                  | <input type="text"/> |                         |                      |
| Year of Course                                   | <input type="text"/> | Current Grant or income | <input type="text"/> |
| Contact for reference from University or College | <input type="text"/> |                         |                      |
| Position   | <input type="text"/> |                         |                      |

### 4. The property you are applying to rent

|         |                      |
|---------|----------------------|
| Address | <input type="text"/> |
|         | <input type="text"/> |

### 5. Date of Tenancy

|   |                      |              |          |                      |           |                      |
|---|----------------------|--------------|----------|----------------------|-----------|----------------------|
| When do you want to tenancy to commence | <input type="text"/> | How long for | 6 months | <input type="text"/> | 12 months | <input type="text"/> |
|---|----------------------|--------------|----------|----------------------|-----------|----------------------|

### 6. Guarantor Details

RPM's policy is that anyone applying for a tenancy who is under 23 years of age, a full time student or if specified at the time of viewing, must have a guarantor for their tenancy.

|  |                      |                   |                      |
|--|----------------------|-------------------|----------------------|
| Title (Mr. Mrs. Ms. other)                     | <input type="text"/> | Surname           | <input type="text"/> |
| First name or names                            | <input type="text"/> |                   |                      |
| Have you been/are you known by any other name? | <input type="text"/> |                   |                      |
| Home phone number                              | <input type="text"/> | Work phone number | <input type="text"/> |
| Mobile phone number                            | <input type="text"/> |                   |                      |

### 7. References

We require the name of an additional person who would be prepared to provide you with a character reference. You should have been known to this person for over 2 years.

|                       |                      |      |                      |
|-----------------------|----------------------|------|----------------------|
| Relationship to you   | <input type="text"/> |      |                      |
| Name of Contact       | <input type="text"/> |      |                      |
| Address               | <input type="text"/> |      |                      |
|                       | <input type="text"/> |      |                      |
| Contact numbers: Home | <input type="text"/> | Work | <input type="text"/> |

## 8. Who will live in the property

Please give names, dates of birth and relationship to you of all persons to reside at the property (but not named on the lease)

|  |
|--|
|  |
|  |
|  |

## 9. Your Bank Details

We expect you to pay your rent by standing order, unless there is a specific reason why you cant.

Bank Name

Address

Postcode

Account Name

Sort Code

|  |  |  |
|--|--|--|
|  |  |  |
|--|--|--|

Account Number

## 10. General

Please state your reason for leaving your current accommodation

|  |
|--|
|  |
|--|

## 11. Declaration

1. I/We confirm that the information I/We have given on this application form is correct
2. I/We give you permission to contact referees in line with the Data Protection Act 1988 and use the information provided on this form in the future in connection with my/our tenancy (this may involve giving the information to agents acting for us).
3. I/We acknowledge that should I/We choose not to proceed with my/our application fee, I/We will not get back my/our initial application fee of £30 per applicant. However, should RPM choose to reject my/our application, I/We will get back my/our initial application fee in full.
4. I/We acknowledge that I/We will be required to pay the deposit and the first month's rent (as advertised) in advance and sign a tenancy agreement prior to moving in.
5. I/We confirm that all utilities including gas, electric, council tax and television will be transferred into my/our name at the commencement of the tenancy and I/We will provide the utility companies with meter readings at both the start and end of the tenancy.
6. If I/We have provided details of a guarantor(s), I/We confirm that he/she is fully aware that you may use their information to obtain credit references to ascertain their suitability to be a guarantor of your tenancy and information obtained in connection with this application and subsequent tenancy arrangements may be passed on to a debt collection agency or solicitor.

Signature:

\_\_\_\_\_

Name (Print):

\_\_\_\_\_

Date:

\_\_\_\_\_

Received by \_\_\_\_\_

On behalf of Robertson Property  
Management

Date: \_\_\_\_\_