

Application Form – Individual

PLEASE COMPLETE THIS FORM USING BLOCK CAPITAL LETTERS

Service RequiredFull Reference Credit Check **Section 1 – Property Rental Details (to be completed by letting agent)**

Landlord Name _____

Address _____

Postcode _____

Initial Tenancy Rent _____ Total Monthly Term _____

Proposed Tenancy Start Date _____ Is Rent Being Paid in Advance? (tick) Yes _____ NO _____

Number of Tenants _____ Applicants Share _____

Section 2 – Tenants Personal Details

Title _____ Forename(s) _____

Surname _____ Date of Birth _____

Marital Status _____ Phone Number _____

Email Address _____ National Insurance Number _____

Current Occupancy Status: (tick) Owner _____ Private Tenant _____ Living with Parents _____ Existing tenant _____

If other, please advise _____

If Private Tenant please provide Landlord/Letting Agents details

Current Landlord/Letting Agent Name _____

Address _____

Postcode _____ Email Address _____

Phone Number _____ Fax Number _____

Your Current Address

Address _____

_____ Postcode _____

Length of time at Address _____ Reason of Leaving _____

Previous Address (if you have lived at the above property for less than 3 years)

Address _____

Postcode _____

Length of time at Address _____ Reason of Leaving _____

Address _____

Postcode _____

Length of time at Address _____ Reason of Leaving _____

Address _____

Postcode _____

Length of time at Address _____ Reason of Leaving _____

Section 3 – Adverse Credit

Is there any current, historic or pending adverse credit? (tick) YES _____ NO _____

If yes, please supply details _____

Section 4 – Employment Details

Are you:

A Company Director? ___ Self Employed ___ If yes, please provide a copy of your latest set of tax calculation (SA302). If you are Retired? _____ Please provide P60 or pension Statement unable to provide us with a copy please complete Section 5.

Please State employed status: (tick)

Permanent _____ Contract _____ Temporary Worker _____ Student _____ Unemployed _____

Other – please specify _____

Company Name _____

Position Held _____

Start date _____ If part-time, please provide hours worked _____

Address _____

Postcode _____

Contact Name _____ Phone Number _____

Email Address _____ Fax Number _____

Please state income _____ Please state if annual/monthly/weekly _____

Other Income Details – Please specify _____

Is this position likely to change? (tick) Yes _____ If yes, please complete the future employment section NO _____

Future or Past Employment details – Only complete this section if employed by the current firm for less than 6 months or for future employment

Company Name _____
Position Held _____
Start Date _____ If part-time, please provide hours worked _____
Address _____
_____ Postcode _____
Contact Name _____ Phone Number _____
Email Address _____ Fax Number _____
Please state income _____ Please state if annual/monthly/weekly _____
Other income details – Please specify _____

Section 5 – Accountant Details (Only required for Partners, Self Employed or Company Directors)

Company Name _____
Address _____
_____ Postcode _____
Position Held _____ Phone Number _____
Contact Name _____ Fax Number _____
Start Date _____ Date of finalized Accounts _____
Profit / Loss _____ Are you a partner? (tick) YES _____ NO _____
If yes, what percentage of profit allocated? _____

Section 6 – Additional Information

Please state ages of any children _____
Please List any Pets _____
If Non UK citizen, please state Nationality _____
Smoker(s)/Non Smoker(s) (tick) YES _____ NO _____
If there any other occupants over the age of 18 who are not listed on the tenancy agreement, please provide details:

Section 7 – Next of Kin

Name _____
Address _____

Relationship _____

Section 8 – Declaration

Please read the declaration and sign and date below. WE CANNOT PROCEED WITH APPLICATION IF YOU DO NOT SIGN.

You should signify your consent to the text above by ticking the box next to it.

The information, which I have given in this Application Form, is true to the best of my knowledge. I consent to this information being verified by fair and lawful means, which I understand will involve contacting reference agencies. I understand the resulting verified information would be forwarded to letting agency and /or to the landlord.

I consent to Austin Estate Agents searching information held by credit reference agencies using a credit check via Creditsafe UK. I agree that Austin Estate Agents and the credit-referencing bureau used will keep a record of that search and the results from the search.

I agree that information supplied will be held in accordance with the Company's notification under the Data Protection Act 1998.

I also consent to passing the results of any such search or assessment to my prospective landlord(s) for the purpose of assessing this application. Otherwise, all information will be treated as confidential.

You should signify your consent to the text above by ticking the box next to it.

I understand that in the event of any default by the tenant in the respect of the covenants in its tenancy agreement with its landlord and/or managing agent, the information contained herein may be disclosed to one or more tracing companies and / or debt collection agencies in order to recover any monies due or to trace the tenants whereabouts.

The information provided in this form by me is information as described in Ground 17 in Housing Act 1996 (Ground 6 Housing Act Scotland 2005) and I understand that if any information within this application is found to be untrue, it is ground for termination of the tenancy. I also understand that any default the payment of rent affect any future applications for tenancies, insurance and credit.

Applicants Signature

Date

Print Name

Confidentiality Note

Once fully complete, please transfer to info@austinstestateagents.co.uk. The information contained within this application is being transmitted to and is intended only for Austin Estate Agents. If the reader of this message is not the intended recipient you are hereby advised any dissemination, distribution or copy of this is strictly prohibited. If you receive this application in error, please immediately notify us by calling 01902 244200.