

ADDITIONAL TENANT APPLICATION FORM CHECKLIST

ALL of the below **MUST** be submitted before we can assess your application with an admin fee of £144.00 which is **NON-** refundable.

Paperwork required:

- ☐ Last 3 months bank statements from your current account
- ☐ Last 3 months/6 weeks wage slips
- ☐ Proof of benefits if claiming (ie. Housing benefit, tax credits)
- ☐ Photographic I.D (passport or driving licence)
- ☐ Current utility bill (dated within 3 months)
- ☐ £144.00 Admin fee (non refundable, application not assessed until fee paid)

Detach for receipt (office use only) date received.....

Application fee of £144.00 paid on

Property applied for

Received by

Application for Tenancy

This form must be completed and signed before any application for tenancy can be formally considered.

We charge an 'Application Fee' of £144.00. This fee is to cover the costs of processing your tenancy application. Once paid the fee are non-refundable should any of the information provided prove to be false or inaccurate, we also assess on affordability and rental history. Each individual tenant must complete an 'Application For Tenancy'. NB: Where a guarantor is required, this will attract an additional charge.

If your application is successful you will have to pay advance rent and a security deposit before the commencement of a tenancy. This deposit will be held by The Deposit Protection Service. The deposit will not be returned until your tenancy is ended, and only then, provided the obligations of your tenancy have been met in full, the final household bills are paid (we may require proof) and the property is returned in a satisfactory condition. NB: Before the deposit is refunded we will also have to consult with the landlord.

Housing Benefit Tenant: You must obtain a housing benefit claim form, which you must bring with you when you sign the tenancy agreement, should your application prove successful. If your rent is to be paid by housing benefit you may require a guarantor. This must be someone who has a full time job, a bank account and is in a position to cover your rent should the council reject your claim or not pay the rent in full.

Before you complete the details below, may we first ask you to confirm where you heard of us and why you have now contacted us:

<i>Property</i>

Property you wish to apply for:

Application for Tenancy:

About You	
Title: Mr / Miss / Ms / Mrs	Other (please specify)
Forename:	Surname:
Current Address:	
Postcode:	
Years at address:yearsmonths <small>(If you have lived at this address for less than 3 years, please complete the 'Previous Addresses' section below).</small>	
Home Tel:	Work Tel:
Mobile:	Email address:
DOB: <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/>	NI No: <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/> <input style="width: 40px;" type="text"/>

Current Occupancy Status:

Owner <input type="checkbox"/>	Private Tenant <input type="checkbox"/>
Living with relatives <input type="checkbox"/>	Council Tenant <input type="checkbox"/>

If renting how much rent are you currently paying?

£	Per
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Current Marital Status:

Married <input type="checkbox"/>	Separated <input type="checkbox"/>
Divorced <input type="checkbox"/>	Widowed <input type="checkbox"/>
Single <input type="checkbox"/>	

Current Employment:

Employed <input type="checkbox"/>	Self Employed <input type="checkbox"/>
On Contract <input type="checkbox"/>	Unemployed <input type="checkbox"/>
Retired <input type="checkbox"/>	Independent Means <input type="checkbox"/>
Student <input type="checkbox"/>	

If Employed:

Is your current post a permanent one?	Yes / No
Is your employment to change in the near future?	Yes / No

Please state the reasons why you are moving:	Please give details of any adverse credit history:

Previous Addresses	1	2	3
Address:			
Postcode:			
Years:			

Children

Please list anyone under the age of 18 who will be living with you

Forename	Surname	Date of Birth	Relationship

ReferencesPlease give as many references as possible
(we will contact your current landlord or a reference)

Current Landlord Details		Personal Reference	Third party contact (emergency details)
	↓	↓	↓
Name:			
Address:			
Postcode:			
Tel No:			
Fax No:			
Current Employer		Previous Employer (1)	
Company Name:		Position:	Name
Address:			Address
		Gross Salary	
Postcode:		Start Date:	Postcode
Tel No:			Dates
Fax No:			
Previous Employer (2)		Previous Employer (3)	Previous Employer (4)
	↓	↓	↓
Name:			
Address:			
Postcode:			
Tel No:			
Dates:			

Housing Benefit

Only prospective tenants intending to claim Housing Benefit, to pay either full or part of their rent, need complete this section.

Will you be claiming Housing Benefit?	Yes / No (please delete as applicable)
Which benefits do you receive in addition to housing benefit?	
Address of the Benefits Agency office handling your claim:	
<i>All tenants wishing to claim benefit are reminded that submitting a claim is no guarantee that your rent will be paid either in part or full. Should Housing Benefit not pay your full rent (as agreed in your tenancy agreement) you will have to pay the shortfall.</i>	

Do you have any pets?

Yes ☐

No ☐

If so what pets do you have?

Declaration. All applicants are advised to read the following very carefully before signing.

I hereby confirm that the information provided by me/us is, to the best of my/our knowledge, true and I have no objections to the information being verified by whatever means deemed necessary. I understand that the results of the findings will be forwarded to the appointed agent and/or the landlord and may be accessed again should I apply for a tenancy agreement in the future. I agree that Ganaden Properties or their agents, may search the files of a credit reference agency which will keep a record of that search. I also understand that no details of the search will be given to me/us by the letting agent, but that I may request the name and address of the credit reference agency to whom I may apply for a copy of any information provided. I also confirm that, in the event of my/our defaulting on the rental agreement, any such default may be recorded with the credit reference agency and may affect any future application for credit I make. I hereby acknowledge that the information, provided above, will be used to assess an application for tenancy. I agree to the information provided being stored on computer. I also confirm that you have my permission to contact current landlords to obtain references and to discuss my housing benefit claims with local councils when necessary throughout the duration of my tenancy. I hereby give permission for my local council to disclose any relevant information to Ganaden Properties regarding my Housing Benefit claim. I confirm that we are in a position to proceed with the tenancy should this application prove successful.

Signature: _____

Date: _____

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