

Tenancy Application

Please complete this form and return it to us.

How did you hear about us?

Section 1 - Property Details

Address Line 1:

Address Line 2:

Postcode:

Tenancy Term:

Proposed Move in Date: DD / MM / YY

Monthly Rental: £

Rent Share for Applicant: £

Number of Applicants:

Do you smoke?

Yes

No

Do you have any pets?

Yes

No (if yes please specify)

Section 2 - Tenant's Personal Details

Title:

Forename:

Middle Name(s):

Surname:

Date of Birth: DD / MM / YY

Marital Status:

Nationality:

NI Number:

Number:

Email:

If you have ever been known by another name, please confirm it here:

Previous three years address history - if more space is required please complete on a separate sheet

Present Address:

Address:

Postcode:

Time at this address: Years Months

Address Status:

(please tick one)

Owner

Rented

Living with Parents/Friends

Other

Landlord/Letting Agent Details

Name of Letting Agent/Landlord:

Address Line 1:

Address Line 2:

Postcode:

Number:

Email:

Previous Address: 1

Address:

Postcode:

Time at this address: Years Months

Address Status:

(please tick one)

Owner

Rented

Living with Parents/Friends

Other

Landlord/Letting Agent Details

Name of Letting Agent/Landlord:

Address Line 1:

Address Line 2:

Postcode:

Number:

Email:

Previous Address 2

Address:

Postcode:

Time at this address: Years Months

Address Status:

(please tick one)

Owner

Rented

Living with Parents/Friends

Other

Landlord/Letting Agent Details

Name of Letting Agent/Landlord:

Address Line 1:

Address Line 2:

Postcode:

Number:

Email:

Will the deposit be paid by anyone other than the tenant?

Yes No

Full Name:

Address:

Contact Number:

Email:

Section 3 - Tenant Credit Information

ADVERSE CREDIT- IT IS IMPERATIVE THAT YOU DECLARE ADVERSE CREDIT, WHETHER IT IS SATISFIED OR UNSATISFIED, FAILURE COULD HAVE A DETRIMENTAL AFFECT ON YOUR APPLICATION

Do you have any undischarged bankruptcy?

Yes No (If yes, give details below)

Have you ever applied for an I.V.A.?

Yes No (If yes, give details below)

Have you ever previously rented a property?

Yes No

Have you ever been in arrears with your rental payments?

Yes No £ How much

Have you ever been named on a mortgage?

Yes No

Have you ever been in arrears with your mortgage payments?

Yes No £ How much

Have you got or had any CCJ's

Yes No (If yes, give details below)

Section 4 - Employment Details

Current Employment Status: (Please tick one)

Employed (FT) Employed (PT) Unemployed Student Self employed
 Agency Worker Independent Means Temp Worker Retired Zero Hours

NOTE: If Self-Employed, a Director of your own Company, Retired or Independent Means, go to Section 5

Name of Company:

Position:

If Company Director, Company Number:

Full Time

Part Time

Payroll Number:

Start Date:

DD / MM / YY

Gross Salary:

Overtime:

Bonus:

Shift Allowance:

Car Allowance:

London Weighting:

Address Line 1:

Address Line 2:

Postcode:

Reference Contact Name and Position:

Contact Number:

Email:

Is your current position going to change in the near future?

Yes No (If yes, please complete below)

Future Employment Details - (if current position is due to change in the near future)

Current Employment Status: (Please tick one)

Employed (FT) Employed (PT) Unemployed Student Self employed
 Agency Worker Independent Means Temp Worker Retired Zero Hours

Name of Company:

Position:

If Company Director, Company Number:

Full Time

Part Time

Payroll Number:

Start Date:

DD / MM / YY

Gross Salary:

Overtime:

Bonus:

Shift Allowance:

Car Allowance:

London Weighting:

Address Line 1:

Address Line 2:

Postcode:

Reference Contact Name and Position:

Other Sources of Income

If you do have any other sources of income then please state these below. Additional income proof will be required

Tax Credits: £	Disability Benefit: £	Housing Benefit: £	Child Maintenance: £
Carers Allowance: £	Fosterers Allowance: £	Child Benefit: £	Employment Support Allowance: £
Guardian Allowance: £	Additional Income 1: £	Description:	
Additional Income 2: £	Description:		

Section 5 - Self Employment, Director, Independent Means, Retired

Part 1 - Self Employed/Director

Self-Employed/Director Start Date: DD / MM / YY

Annual Income: Salary: £ Dividend: £

Will accountant be verifying income? Yes No

Have final accounts been prepared? Yes - by accountant Yes - self assessment No

Part 2 - Independent Means

Have you got proof of income/funds? Yes No

Will accountants be verifying income? Yes No (If yes, please complete section above)

Part 3 - Retired

Have you got proof of pension? Yes No

Pension Provider: Pension Number:

Pension Amount: £

Section 6 - Other Occupants

Everyone living in the property regardless of age must be listed below.

Name:	D.O.B:	Age:	Relationship to Applicant:

Emergency Contact - This must be a UK resident who is not a cohabiting tenant.

Next of Kin Name: Relationship to Tenant:

Telephone Number: Email:

Address:

Section 7 - Bank Details

Name of Bank: Address:

Address: Account Holder:

Account Number: Sort code:

Section 8 - Declaration

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

HT Homes may use a third party referencing agent, if so you agree to being contacted by that agency, **HT Homes** will make you aware of that company if used.

HT Homes or their selected third party referencing agents will hold your data securely and only use it with regard to the referencing for this tenancy application and future tenancy. As a condition of the tenancy you will be required to have Tenant Liability Insurance throughout the term of your tenancy. You understand that **HT Homes** will pass your details for a 'no obligation' quote, and if you do not wish to take advantage of the quote given then proof of a suitable policy must be shown prior to the commencement of the tenancy.

I have read and agree to be bound by the above terms.

Conditions

- In order to comply with the Immigration Act 2014, I understand that all persons who will be occupying the property will need to demonstrate that they have the Right to Rent and that checks on my/their immigration status will need to be carried out. The government criteria for the Right to Rent can be found by going to gov.uk/ and searching Right to Rent.

- I/we understand that all initial monies may not be returned to me should I not wish to proceed with this application, but understand they will be returned to me should **HT Homes** not accept me as a Tenant unless I have given false information or failed to disclose any material fact or, where applicable, my Guarantor has given false information or failed to disclose any material fact. I further understand that the monies will not be returned where I or anyone who would be occupying the property fail the Right to Rent checks. For the avoidance of doubt, a material fact is anything that would influence the Landlord's decision as to whether to rent the property to me/us.

- The property may continue to be marketed following the submission of my application.

- Should my application be accepted, I agree to pay all outstanding due balances before the start of the tenancy in cleared funds.

General Data Protection Regulations

By providing us with the above information you consent to us obtaining, holding and using personal data about you in connection with the business of letting and renting out of residential properties as specified below for so long as may be reasonably required for our legitimate purpose or those of Head Office. We will use that information for communicating with you. We may also provide that information to third parties with a legitimate reason to receive it in connection with your dealings with us (e.g. landlords (where applicable), utility and service providers, Head Office or transferee of our business) or to such third parties as required by you or the law, whether within or outside the European Economic area. Our privacy policy can be found on our website.

I would like to receive updates, about products and services, promotions, special offers, news and events from **HT Homes** via

SMS Email Post Telephone

Signature: Print Name: Date: / /

PLEASE FILL THE ALLICATION FORM AND RETURN IT TO US

TO BE COMPLETED BY HT HOMES

References: Express Ultimate
Is global reference required? Express Global Ultimate Global
Do you require evict? Yes No

(FOR RG PLEASE COMPLETE BELOW)

R/G Period: 6 Months 12 Months
R/G Type: Per Property

TENANCY DETAILS

Number of tenants being referenced?
Proposed Tenancy Start Date: / /
(can be altered later if necessary)
Is the property: Tenant Find Rent Collect
 Fully Managed Guaranteed Rent
Due diligence for AML completed? Yes No
Right to rent checks completed? Yes No

Address Stamp Box