

**TENANT APPLICATION FORM**

PLEASE FILL IN ALL SECTIONS

**PROPERTY ADDRESS.....**

**TENANCY START DATE.....**

**TENANCY LENGTH.....**

**AGREED MONTHLY RENTAL.....**

**SECTION A**

**PERSONAL DETAILS**

TITLE..... FIRST NAME..... INITIALS..... SURNAME.....

DOB..... NI NUMBER.....

FULL CURRENT ADDRESS INCLUDING POST CODE .....

.....

PERIOD AT THIS ADDRESS.....

OWNER  PRIVATE TENANT  COUNCIL TENANT  STUDENT   
ACC

LIVING WITH PARENTS

HOME TELEPHONE..... MOBILE NUMBER.....

WORK NUMBER..... E-MAIL.....

REASON FOR DEPARTURE.....

ARE YOU A SMOKER?.....

ARE YOU A PET OWNER? (IF YES PLEASE SPECIFY).....

NAMES AND AGES OF ANY CHILDREN WHO WILL OCCUPY THE  
PROPERTY.....

.....

DO YOU HAVE ANY COUNTY COURT JUDGEMENTS (CCJ'S) / COURT DECREE/ BANKRUPTCY /

ADMINISTRATION ORDER? YES  NO

IF YES PLEASE DETAIL.....

.....

.....

**SECTION B**

**PREVIOUS ADDRESS'**

PLEASE PROVIDE DETAILS OF ANY PREVIOUS ADDRESS' DURING THE LAST 5 YEARS

ADDRESS 2.....

.....Period at this address.....

ADDRESS 3.....

..... Period at this address.....

**SECTION C**

FULL DETAILS OF MOST RECENT LANDLORD / MANAGING AGENT IF LIVED IN RENTED ACCOMODATION WITHIN THE 3 YEARS

NAME..... FULL ADDRESS.....

.....

TELEPHONE..... FAX.....

EMAIL.....

**SECTION D**

**EMPLOYMENT**

STATUS

EMPLOYED  SELF-EMPLOYED  RETIRED  STUDENT

UNEMPLOYED  INDEPENDENT MEANS (PENSION/TRUST)

EMPLOYER / PENSION / ACCOUNTANT / PLACE OF STUDY DETAILS

COMPANY / PLACE OF STUDY NAME.....

CONTACT NAME AT COMPANY.....

ADDRESS.....

.....

TELEPHONE..... FAX..... EMAIL.....

YOUR POSITION..... ANNUAL SALARY.....

NUMBER OF YEARS IN THIS POSITION..... IS POSITION PERMANENT? YES  NO

START DATE.....

IS THIS INFORMATION DUE TO CHANGE BEFORE OR DURING TENANCY? YES

NO

IF 'YES' PLEASE STATE NEW EMPLOYMENT DETAILS.....

IF SELF-EMPLOYED PLEASE PROVIDE ACCOUNTANT DETAILS

NAME..... ADDRESS.....

TELEPHONE..... FAX..... EMAIL.....

NUMBER OF YEARS THEY HAVE ACTED ON YOUR BEHALF.....

**SECTION E**

**BANK DETAILS**

BANK / BUILDING SOCIETY NAME ..... ADDRESS.....

TELEPHONE..... ACCOUNT NAME.....

ACCOUNT NUMBER..... SORT CODE.....

**SECTION F**

**OTHER INFORMATION**

PERSONAL REFERENCE (NOT A RELATIVE OR ANYONE ELSE NAMED ON THIS APPLICATION)

NAME..... ADDRESS.....

TELEPHONE..... EMAIL.....

RELATIONSHIP.....

NEXT OF KIN (EXCLUDING SPOUSE)

NAME..... ADDRESS.....

TELEPHONE..... EMAIL.....

RELATIONSHIP.....

## APPLICATION PROCEDURE

**Once you have viewed the property of your choice and have decided that you would like to apply for a tenancy, you should follow the procedure which we set out below.**

We will use Rentchecks.com to process your application and apply for references on your behalf.

1. Once you have decided that you wish to take a property then send the fully completed application form and a deposit equivalent to one months rent plus £100 to the address above. Alternatively you can bring the form and monies to our office. We accept credit cards subject to a 2 ½ % charge, but do not charge for debit cards.
  - a) A separate completed form will be required for each applicant and in order to process your application, we will require an application fee which must be submitted together with this form and your deposit. The fee varies dependent upon the number of applications as below.
    - i) **Up to one applicant - £140**
    - ii) **For every subsequent applicant there will be an additional charge of £30**
  - b) The deposit must be in cleared funds ie cash, card, building society cheque, or banker's draft. If the latter, then this should be made payable to 'Wolf's'.
  - c) The payment of this deposit is not intended to create legal relations between the applicant(s) and the landlord/Wolf's. If the landlord/Wolf's decide for what ever reason not to grant a tenancy to the applicant(s) this deposit will be fully refundable. If the applicant(s) for whatever reason withdraws their application then the total amount of this deposit will be forfeit.
2. It is VERY IMPORTANT that you complete all sections (1 to 10) of the application form. If you leave any parts of the form blank, then we will not be able to process your application.
3. When you submit your application form you must also provide proof of residency covering the last three years by producing two of the following:-
  - a) a driving licence with your current address or your current passport **and** either
  - b) a recent utility company bill or mobile phone bill, no more than 3 months old or
  - c) a council tax bill in your name at your current address.

Please note that bank statements are not acceptable as proof of residency and also please note that proof of residency is required for each applicant.

Once we have the references we will contact you to book an appointment for the signing of the tenancy agreement at our office. On that occasion you will need to pay rent in advance (in cleared funds). Only at that time will you be allowed to take away the keys and occupy the property.

If there is anything that you are unsure about with regard to this procedure then please do ask a member of staff.

**DECLARATION**

I hereby confirm that the information provided by me is to the best of my knowledge true. I consent to this information being verified by contacting the third parties detailed in this form

I also understand that in the event of my defaulting on the rental payment, any such default may be recorded with the Credit Referencing Agency and IDS Ltd, who may supply the information to other credit companies or insurers in the request for the responsible granting of tenancies, insurance and credit.

I understand that in the event of any default by me in respect of the covenants in my tenancy agreement with my landlord, the information contained herein may be disclosed to Rentchecks.com and/or one or more tracing companies and/or debt collection agencies in order to recover any monies due or to trace my whereabouts. Any costs associated with the debt recovery will be payable by the tenant(s).

The information provided in this form is described in ground 17 of the Housing Act 1996 and I understand that if any information within this application is found to be untrue, it is grounds for termination of this tenancy. I also understand that any default in the payment of rent will affect any future applications for tenancies, credit or insurance.

I hereby authorise the above named Bank or Building Society to respond to status enquiries made in respect of this application.

I have read and understood Wolf's Application Procedure on page 4 of this form explaining fees and guidelines.

SIGNED..... NAME..... DATE.....

**ANY ADDITIONAL INFORMATION**

**Please ensure that you complete the information below and sign and date as this is our authorisation to your employer for the release of your employment information.**

**To : (name of current employer) .....**

**Address : .....**

**Please take this as my written authority to release my employment details to Wolf's**

**Signed ..... Dated .....**

**Job Title .....**