

MORTGAGE / PROPERTY LTD
LETTINGS APPLICATION FORM



PROPERTY: _____

RENT: £_____ TENANCY TERM: _____ DHSS ASSISTED: YES/NO

ALL prospective occupants of the property over 18 years old **MUST** be party to the tenancy agreement.
Tenants **MUST** be 18 or over by law.

PLEASE COMPLETE THIS FORM IN FULL AND RETURN IT TO OUR OFFICES WITH **ALL DOCUMENTS** SPECIFIED AND THE APPROPRIATE PROCESSING FEE. FAILURE TO DO SO WILL RESULT IN YOUR APPLICATION BEING REJECTED

SECTION 1: PERSONAL DETAILS

APPLICANT 1	APPLICANT 2
Title: Mr Miss Mrs Ms Other _____ Forename(s) in full: _____ Surname: _____ Any Previous Surname: _____ Date of Birth: _____ Nationality: _____ Marital Status: _____ N I Number : _____ Name & Age of Dependants:- _____ _____ _____ Home Tel No: _____ Mobile No: _____ Email: _____	Title: Mr Miss Mrs Ms Other _____ Forename(s) in full: _____ Surname: _____ Any Previous Surname: _____ Date of Birth: _____ Nationality: _____ Marital Status: _____ N I Number : _____ Name & Age of Dependants:- _____ _____ _____ Home Tel No: _____ Mobile No: _____ Email: _____

SECTION 2: CURRENT & PREVIOUS ADDRESS(ES)

Current Address: _____ _____ Postcode _____ Period at Address: _____ Years _____ Months Reason for Leaving: _____ _____ Current accommodation (please circle) Private tenant / Housing Executive tenant / with parents / with friends / owner with mortgage / owned outright. Current monthly rent/mortgage payment: _____ Are you currently in arrears? _____ If so by how much _____ Name & Address of current agent/landlord/lender:- _____ _____ _____ Telephone No: _____ If you have been at this address less than 3 years please give details of your prior address	Current Address: _____ _____ Postcode _____ Period at Address: _____ Years _____ Months Reason for Leaving: _____ _____ Current accommodation (please circle) Private tenant / Housing Executive tenant /with parents / with friends / owner with mortgage / owned outright. Current monthly rent/mortgage payment: _____ Are you currently in arrears? _____ If so by how much _____ Name & Address of current agent/landlord/lender:- _____ _____ _____ Telephone No: _____ If you have been at this address less than 3 years please give details of your prior address
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Address 2: _____ _____ Postcode _____ Period at Address: _____ Years _____ Months Accommodation (please circle) Private tenant / Housing Executive tenant / with parents / with friends / owner with mortgage / owned outright. Name & Address of agent/landlord/lender:- _____ _____ _____ Telephone No: _____	Address 2: _____ _____ Postcode _____ Period at Address: _____ Years _____ Months Accommodation (please circle) Private tenant / Housing Executive tenant / with parents / with friends / owner with mortgage / owned outright. Name & Address of agent/landlord/lender:- _____ _____ _____ Telephone No: _____
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SECTION 3: EMPLOYMENT DETAILS (if you are unemployed please continue to the benefits section)

Employer: _____ Address: _____ _____ Tel No: _____ Position Held: _____ Start Date: _____ Is this position: <u>Permanent / Contract</u> If contract: _____ Term Gross Salary : £ _____ Overtime:- £ _____ Commission:- £ _____ Bonus:- £ _____ Other Income:- _____ If you have been with your current employer less than 3 years or have a second job please provide details below of your previous / other employer Employer: _____ Address: _____ _____ Tel No: _____ Position Held: _____ Start Date: _____ End Date:- _____ Gross Salary : £ _____	Employer: _____ Address: _____ _____ Tel No: _____ Position Held: _____ Start Date: _____ Is this position: <u>Permanent / Contract</u> If contract: _____ Term Gross Salary : £ _____ Overtime:- £ _____ Commission:- £ _____ Bonus:- £ _____ Other Income:- _____ If you have been with your current employer less than 3 years or have a second job please provide details below of your previous /other employer Employer: _____ Address: _____ _____ Tel No: _____ Position Held: _____ Start Date: _____ End Date:- _____ Gross Salary : £ _____
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IF YOU ARE SELF EMPLOYED PLEASE COMPLETE THIS SECTION

Business Name :- _____ Address: _____ _____ Nature of Business: _____ How long owned by applicant:- _____ Gross Annual Income:- _____ Accountant Detail: _____ _____ _____ Tel No: _____	Business Name :- _____ Address: _____ _____ Nature of Business: _____ How long owned by applicant:- _____ Gross Annual Income:- _____ Accountant Detail: _____ _____ _____ Tel No: _____
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Please provide details below of any benefits you receive & payment frequency eg weekly, monthly:-

Jobseekers: £ _____

Income Support: £ _____

Child Tax Credits: £ _____

Working Tax Credits: £ _____

Child Benefit: £ _____

Housing Benefit: £ _____

Pension: £ _____

Other: £ _____

Please provide details below of any benefits you receive & payment frequency eg weekly, monthly:-

Jobseekers: £ _____

Income Support: £ _____

Child Tax Credits: £ _____

Working Tax Credits: £ _____

Child Benefit: £ _____

Housing Benefit: £ _____

Pension: £ _____

Other: £ _____

SECTION 4: LOANS/CREDIT CARDS

Credit Cards: YES/NO
If yes please provide details below:-

Provider	Amount Outstanding	Monthly Payment	
_____	£ _____	£ _____	£ _____
_____	£ _____	£ _____	£ _____
_____	£ _____	£ _____	£ _____
_____	£ _____	£ _____	£ _____

Loans: YES/NO
If yes please provide details below:-

Provider	Amount Outstanding	Monthly Payment	End Date
_____	£ _____	£ _____	_____
_____	£ _____	£ _____	_____
_____	£ _____	£ _____	_____

Credit Cards: YES/NO
If yes please provide details below:-

Provider	Amount Outstanding	Monthly Payment	
_____	£ _____	£ _____	£ _____
_____	£ _____	£ _____	£ _____
_____	£ _____	£ _____	£ _____
_____	£ _____	£ _____	£ _____

Loans: YES/NO
If yes please provide details below:-

Provider	Amount Outstanding	Monthly Payment	End Date
_____	£ _____	£ _____	_____
_____	£ _____	£ _____	_____
_____	£ _____	£ _____	_____

SECTION 5: ADDITIONAL INFORMATION

Have you ever:-

Had a criminal conviction? Yes / No

Defaulted on credit Accounts? Yes / No

Had a County Court Judgement registered against you? Yes / No

Been bankrupt or made Arrangements with your creditors? Yes / No

Owned a property which was Taken into possession? Yes / No

If you have answered yes to any of the above please provide us with further details:-

Have you ever:-

Had a criminal conviction? Yes / No

Defaulted on credit Accounts? Yes / No

Had a County Court Judgement registered against you? Yes / No

Been bankrupt or made Arrangements with your creditors? Yes / No

Owned a property which was Taken into possession? Yes / No

If you have answered yes to any of the above please provide us with further details:-

Bank Name: _____	Bank Name: _____
Account No: _____ Sort Code: _____	Account No: _____ Sort Code: _____
Are you a smoker: Yes / No	Are you a smoker: Yes / No
Do you have any pets: _____	Do you have any pets: _____
Next of Kin: _____	Next of Kin: _____
Address: _____ _____	Address: _____ _____
Contact No: _____	Contact No: _____
Relationship: _____	Relationship: _____

ADDITIONAL INFORMATION:- PLEASE INCLUDE ANY FURTHER INFORMATION RELEVANT TO YOUR APPLICATION

Applications can take up to 2 working days to process, however the more accurate the Information you provide is, the quicker the process will be.

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge. I have no objection to this information being verified by fair and lawful means. I understand that the results of the findings will be forwarded to the appointed Letting Agent and/or Landlord and may be accessed again should I apply for a tenancy agreement in the future. I agree that Field Recruitment Ltd trading as Tenant Screening will perform a tenant verification search of my credit file to verify my identity and provide a background check of me as an individual. This check is performed with a licensed credit reference agency and a footprint will be left in my file. (NB This footprint will not affect an applicant's ability to raise credit.) I understand that if any information within this application is found to be untrue it is grounds for termination of the tenancy under the 1996 Housing Act. I understand that completing this application does not commit the landlord or tenant to a tenancy. I agree that the information I provide on this form and that which is obtained from other relevant sources will be used to process my application for a tenancy. If I succeed in this application and take up the tenancy I understand the information will be used in the administration of that tenancy agreement. In the event I remain in this property past the initial tenancy agreement period, I understand it may be necessary to perform further credit and money laundering searches. I hereby authorise my employer/accountant/pension administrator to provide details of my earnings and dates of employment for the purposes of completing this reference. I understand I may lose all or part of my processing fee if any information furnished in my application is found to be untrue or inaccurate and I further confirm I understand that in those circumstances my application will be rejected. I agree for my personal data to be collected and processed by Tenant Screening and I accept that this may include the use of cookies.

Signed Applicant 1:- _____

Signed Applicant 2:- _____

Print Name: _____

Print Name: _____

Date: _____

Date: _____

APPLICANTS SHOULD COMPLETE THIS APPLICATION IN FULL AND RETURN IT WITH THE FOLLOWING:-

- Photographic ID (valid passport/driving licence/electoral card)
- Proof of Address (recent utility bill/bank statement, must be dated within last 3 months)
- 3 months bank statements

- **If employed** – Last 3 payslips
- **If self-employed** – most recent SA302
- **If in receipt of benefits** - we will require proof of entitlement.

- Your credit report dated within the last 30 days. This can be obtained from Experian or Equifax. **(please note this must be your full credit file and not just your credit score)**. If you are unable to provide this we can offer you this service, please sign below to confirm you wish us to carry this out for you.
Single Application £30 or Joint Application £40.

Signed Applicant 1:- _____

Signed Applicant 2:- _____

Print Name: _____

Print Name: _____

Date: _____

Date: _____

Mortgage / Property Sales & Rentals Ltd,
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