



## APPLICATION FOR A TENANCY

Thank you for expressing an interest in properties available through Blundells Residential Lettings. To apply for a property, please complete and return the application forms together with your application fee and relevant ID.

If a Guarantor is required, a further fee per Guarantor will be payable.

**All fees are non refundable.**

**PLEASE NOTE; Properties are taken as seen at the time of viewing. We are unable to hold or remove any property from the available list until we are in receipt of the completed application forms and above fee.**

Once we have received satisfactory references, we can then organise the signing of the tenancy documents. Once a move in date has been agreed, you will be advised of the exact amount of rent and bond required prior to key release. All monies due must be paid either by bankers draft or switch (there will be an additional charge for credit card). **We unfortunately do not accept cash.**

**PLEASE NOTE; Each person aged 18 or over who will be living in the property, and all Guarantors, must complete an Application Form and sign the tenancy documents at a Blundells office before any tenancy commences.**

If you have any queries regarding the above, please contact 0114 2631111.

### BLUNDELLS RESIDENTIAL LETTINGS:

**Property Applying For** \_\_\_\_\_

**Your Name:** \_\_\_\_\_

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**GUIDANCE NOTES**

**When completing the Application Form, please ensure the following:**

1. Each section must be completed in full and the declaration on the back page signed by the Applicant.
2. Write clearly in ink, using BLOCK CAPITALS.
3. Return the form(s) to the above office with your Application Fee in full.
4. Proof of Residency must be provided for all Applicants, dated within the last 3 months. This confirms where an Applicant has been living and must be returned with your Application Forms. Acceptable proof is listed as follows:
  - Utility bill or statement (gas, electric, water, telephone)
  - Council Tax bill or statement
  - Bank or Building Society statement
  - Credit Card Statement
  - TV Licence
  - New style (photo card) driving licence with address

**An old style (paper) driving Licence, a passport or an old letter, are not valid Proof of Residency**

5. Proof of Identity is required for each of the applicants/guarantors. Any of the following documents will be acceptable for this purpose:

- Passport
- New Style (photo card) Driving Licence
- Inland Revenue Documentation

**In addition to the above we may request a copy of a VISA or Work Permit (if applicable).**

Failure to comply with the above will delay your application

**Please contact us on 0114 2631111 if you have any difficulty with the above.**

# Blundells - Tenant Application Form

Credit Check   
Full Reference

**PLEASE COMPLETE THIS APPLICATION IN BLACK INK AND BLOCK CAPITAL LETTERS**

The property you are applying for

Address: \_\_\_\_\_

Total monthly rent: \_\_\_\_\_ Your share of the rent: \_\_\_\_\_ Intended move in date: \_\_\_ / \_\_\_ / \_\_\_\_\_

Length of tenancy: 6 months (*standard*)  12 months + (*to be confirmed with the landlord*)

Your personal information

Your full name: (Mr/Mrs/Ms/Miss) \_\_\_\_\_

Date of birth: \_\_\_ / \_\_\_ / \_\_\_\_\_ Age: \_\_\_\_\_

Mobile number: \_\_\_\_\_ Email: \_\_\_\_\_

Alternative number: \_\_\_\_\_ Is this: Home  Work  Other  \_\_\_\_\_

Marital Status: Single  Married  Separated  Divorced  Are you a smoker: Yes  No

Do you have any pets that you intend to keep at the property? Yes  No  If yes please state: \_\_\_\_\_

Nationality: \_\_\_\_\_ Which country's passport do you hold? \_\_\_\_\_

Length of time lived in the UK: \_\_\_\_\_ Length of time you intend to live in the UK: \_\_\_\_\_

Visa / Work permit details if applicable: \_\_\_\_\_

Addresses

Current address: \_\_\_\_\_

Postcode: \_\_\_\_\_ Time at this address: \_\_\_\_\_ years \_\_\_\_\_ months

Do you: Own this property  Rent from an agent or landlord  Live with parents  Live with friends   
Rent from the council  Other  (*please specify*) \_\_\_\_\_

*Previous addresses - If you have lived at your current address for less than 3 years please complete below.*

Previous Address 1: \_\_\_\_\_

Postcode: \_\_\_\_\_ Time at this address: \_\_\_\_\_ years \_\_\_\_\_ months

Previous Address 2: \_\_\_\_\_

Postcode: \_\_\_\_\_ Time at this address: \_\_\_\_\_ years \_\_\_\_\_ months

Previous Address 3: \_\_\_\_\_

Postcode: \_\_\_\_\_ Time at this address: \_\_\_\_\_ years \_\_\_\_\_ months

*If more address history please complete an additional page and attach to the application form.*

Additional occupants: People who will be living at the property including children (*not including yourself*):

1. Mr/Mrs/Ms/Miss \_\_\_\_\_  
Date of birth: \_\_\_ / \_\_\_ / \_\_\_\_\_ Age: \_\_\_\_\_
2. Mr/Mrs/Ms/Miss \_\_\_\_\_  
Date of birth: \_\_\_ / \_\_\_ / \_\_\_\_\_ Age: \_\_\_\_\_
3. Mr/Mrs/Ms/Miss \_\_\_\_\_  
Date of birth: \_\_\_ / \_\_\_ / \_\_\_\_\_ Age: \_\_\_\_\_
4. Mr/Mrs/Ms/Miss \_\_\_\_\_  
Date of birth: \_\_\_ / \_\_\_ / \_\_\_\_\_ Age: \_\_\_\_\_
5. Mr/Mrs/Ms/Miss \_\_\_\_\_  
Date of birth: \_\_\_ / \_\_\_ / \_\_\_\_\_ Age: \_\_\_\_\_

Credit history

Are you aware of any County Court Judgements (CCJ's), Bankruptcy Orders or IVA's? Yes  No

If yes, please give details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Next of kin

Full name: (Mr/Mrs/Ms/Miss) \_\_\_\_\_  
Address: \_\_\_\_\_  
Relationship: \_\_\_\_\_ Tel number: \_\_\_\_\_ Email: \_\_\_\_\_

Applicant's current rental information or Landlord (*to be completed with the details of who you pay your rent to*)

Name of agent / landlord: \_\_\_\_\_  
Agent / landlord Address: \_\_\_\_\_  
\_\_\_\_\_  
Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
Tenancy: From \_\_\_\_\_ to \_\_\_\_\_ Rent: \_\_\_\_\_  
Reason for leaving: \_\_\_\_\_

Applicants Current Employer

Are you: Employed  Self Employed  Retired  Contract Worker  Temporary  Independent means

Company name: \_\_\_\_\_

Address: \_\_\_\_\_

Your job title: \_\_\_\_\_ Are you: Full Time  Part Time

Gross Annual Salary: \_\_\_\_\_ Commission details: \_\_\_\_\_

NI Number / Payroll or Pension Service Number: \_\_\_\_\_ Start date: \_\_\_ / \_\_\_ / \_\_\_\_\_

If you are working on temporary basis please confirm the length of contract: \_\_\_\_\_

Contact: *(to confirm your employment details)* (Mr/Mrs/Ms/Miss) \_\_\_\_\_

Job title: \_\_\_\_\_ Tel: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Are your employment details due to change in the near future? Yes  No

*(If yes, please complete the Future Employer Section below)*

Applicants Previous Employer *(If you have less than six months employment please complete this section)*

Company name: \_\_\_\_\_

Address: \_\_\_\_\_

Your job title: \_\_\_\_\_

Gross Annual Salary: \_\_\_\_\_ Start date: \_\_\_ / \_\_\_ / \_\_\_\_\_ End date: \_\_\_ / \_\_\_ / \_\_\_\_\_

NI Number / Payroll or Pension Service Number: \_\_\_\_\_

Contact: *(to confirm your employment details)* (Mr/Mrs/Ms/Miss) \_\_\_\_\_

Job title: \_\_\_\_\_ Tel: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

*(If you still have less than six months employment please continue on a separate sheet and attach to this form)*

Applicants Future Employer

Company name: \_\_\_\_\_

Address: \_\_\_\_\_

Your job title: \_\_\_\_\_ Are you: Full Time  Part Time

Gross Annual Salary: \_\_\_\_\_ Commission details: \_\_\_\_\_

NI Number / Payroll or Pension Service Number: \_\_\_\_\_ Start date: \_\_\_ / \_\_\_ / \_\_\_\_\_

If you are working on temporary basis please confirm the length of contract: \_\_\_\_\_

Contact: *(to confirm your employment details)* (Mr/Mrs/Ms/Miss) \_\_\_\_\_

Job title: \_\_\_\_\_ Tel: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Self Employed - Accountant or Pension Provider Details

*(Self Employed - Please provide the last 3 years SA302 or complete the accountants details below)  
(Retired - Please provide the last Pension Statement or Pension Provider Details)*

If self employed, company name: \_\_\_\_\_

Company entity: Sole trader  Partnership  Limited  If Ltd registration no. \_\_\_\_\_

Your position: \_\_\_\_\_ When was the company formed? \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Web: \_\_\_\_\_

Accountant: \_\_\_\_\_ Contact: (Mr/Mrs/Ms/Miss) \_\_\_\_\_

Accountant's address: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Identification *Three pieces of ID are required, one piece from each section (A, B and C)*

A – Proof of address  
*(Less than 3 months old)*

- Bank statement
- Utility bill

B – Photographic

- Passport
- Driving licence
- Visa / Work permit

C – National insurance

- Payslip
- P60
- National insurance card

NB: If you are receiving a scholarship we will require a copy of the letter dated within the last month.

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 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 default on my rental payment or apply for a new tenancy in the future. I agree that Letting Agent Solutions and Premier Tenant Referencing or their approved agent may search the files of a credit referencing agency and IDS Limited, the insurance industry's data collection agency, which will keep a record of that search. I understand that I may request the name and address of the credit reference agency to whom I may then apply for a copy of the information provided. I also understand that in the event of me defaulting on the rental payment, that any default may be recorded with the credit reference agency and IDS Limited, who may supply the information to other credit companies or insurers in the quest for the responsible granting of tenancies, insurance and/or credit. I understand that in the event of any default by me in respect of my covenants in my tenancy agreement with my landlord, the information contained herein may be disclosed to Lettings Agent Solutions and Premier Tenant Referencing and/or one or more tracing companies and/or debt collection agencies in order to recover any monies due or to trace my whereabouts. The information provided in this form by me is information as 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 the tenancy. I also understand that any default in the payment of rent may affect any future applications for tenancies, insurance or credit. The details you provide will be held by Letting Agent Solutions and Premier Tenant Referencing and the letting agent and may be used by us or passed to carefully selected third parties to keep you up to date on products and services and those of the Towergate Group and other organisations we believe will be of interest to you. If you prefer not to receive this information, please tick this box:

**By signing below I confirm I have read the above and agree to be bound by these terms.**

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Full Name:** \_\_\_\_\_