

# Tenancy Application Form

JeffreyRoss

1. To be completed by Letting Agent only			
Application type:	Tenant      Guarantor		
Property address:			
Tenancy period:	months		
Proposed tenancy start date:		No. of applicants:	
Rent (pcm):	£		

*\*In order to comply with 'The Money Laundering and Terrorist Financing (Amendment) Regulations 2019' and 'Proceeds of Crime Act 2002' we require you to provide us with one proof of photographic identity and one proof of current residence.*

2. Personal Details			
Title:		Forename:	
Middle Name(s):		Surname:	
Date of Birth:		NI Number:	
Gross annual salary/income:	£	Daytime Contact Number:	
Mobile Number:		Marital Status:	
Email address:			
Current address:			
Time at current address:			
Status at current address:	Owner with mortgage	If so, please give lenders name:	
	Owner no mortgage	Tenant	
	Living with family	Living with friends	
	Other (please specify):		
Previous address (if less than 3 years at current):			
Next of Kin Name & Address (this should not be a joint tenant):			
Next of Kin Telephone:		Relationship to tenant:	

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3. Other Occupiers			
No. of Children / Dependants living at the property:		Ages of Children / Dependants:	
Do you intend to have pets at the property?	Yes	No	
If yes, specify animal, breed, age, name:			
Do any of the proposed occupants smoke?	Yes	No	

4. Employment / Occupation Details			
Current employment:	Employed	Self-employed	<i>please complete section 5</i>
	Unemployed	Retired	
	Other (please specify)		
Occupation:		Employer name:	
Employer address:		Length of employment:	
Payroll number:		Contact name/department:	
Contact position:		Contact tel. number:	
Contact email address:			

*\*Please ensure contact name/department above is able to confirm salary/income details and put them on notice to receive a reference request.*

5. Accountant Details (please complete if you are Self-Employed)			
Accountant name:		Accountant contact number:	
Accountant address:		Accountant email address:	

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## 6. Current / Previous Landlord or Letting Agent Details

Landlord/Agent name:		Contact number:	
Landlord/Agent address:		Email address:	
Current rent amount (£):		Address of rental property:	

## 7. Additional Information

Please provide any additional information that may be useful in the processing of your application.

## 8. Credit History / Criminal Convictions

Have you, your spouse or any other party to this application been insolvent, bankrupt, made arrangements with creditors or been involved in any criminal or civil court proceedings in the last six years?	Yes	No
If yes, please provide details:		

## 9. Tenancy Deposit Protection Scheme

Please provide the name and address of the person who is paying the security deposit on this property. Note: This is the person to whom the deposit will be returned at the end of the tenancy.

## 10. Consent Declaration

Please read the declaration and sign and date below.

**WE CANNOT PROCEED WITH THIS APPLICATION IF YOU DO NOT CONSENT TO THESE TERMS.**

### **YOUR CONSENT**

I confirm that the information supplied by me in this application is true and complete to the best of my knowledge and I give my consent to JeffreyRoss to verify this information by whatever means deemed necessary. I consent to JeffreyRoss searching information held by a credit reference agency and I understand that this search will be recorded and information relevant to this risk assessment will be passed to the managing agency or landlord of the property being applied for.

I agree that information supplied by me will be held in accordance with applicable laws relating to data protection, including but not limited to 'The UK General Data Protection Regulation' (UK GDPR), tailored by the 'Data Protection Act 2018'. I understand that I have the right to request a copy of all information held about me subject to an administration fee.

For further information relating to how we use personal information and our approach to privacy, please refer to our privacy notice which can be found at [www.jeffreyross.co.uk/privacy-policy/](http://www.jeffreyross.co.uk/privacy-policy/).

### **THIRD PARTY REFEREES**

As part of the referencing procedure, we will apply to your referees for confirmation of details supplied on your application. By signing this document, you give your consent for this information to be sent to us and for the outcome of these references to be shared with my perspective landlord.

### **TO MY EMPLOYER/ACCOUNTANT:**

I hereby authorise you to respond to any enquiry received from JeffreyRoss and to provide to them confirmation of my salary/income and any other particulars of information they request in connection to this application.

### **TO MY CURRENT LANDLORD/LETTING AGENT:**

I hereby authorise you to respond to any enquiry received from JeffreyRoss and to provide to them details of how I have conducted my tenancy, including my payment history and condition of the property. I further confirm that I will be responsible for any reasonable charges raised by you in connection to the provision of this reference.

Print Name:	
Signature:	
Date:	