

Tenancy Application Form

JeffreyRoss

1. Tenancy Details

Application type:	<input type="checkbox"/> Tenant <input type="checkbox"/> Guarantor		
Address of rental property:			
Tenancy period:	<input type="text"/> months		
Proposed tenancy start date:	<input type="text"/>	No. of applicants:	<input type="text"/> 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 alongside this application form.**

2. Personal Details

Title:	<input type="text"/>	Forename:	<input type="text"/>
Middle Name(s):	<input type="text"/>	Surname:	<input type="text"/>
Previous Surname (if applicable):	<input type="text"/>		
Date of Birth:	<input type="text"/>	NI Number:	<input type="text"/>
Mobile Number:	<input type="text"/>	Marital Status:	<input type="text"/>
Email address:	<input type="text"/>		
Do you require a visa to study, work, visit or join family in the UK?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please provide clear copies of all visas.		
Current address:	<input type="text"/>		
Time living at current address:	<input type="text"/>		
Status at current address:	<input type="checkbox"/> Owner with mortgage	If so, please give lenders name:	
	<input type="checkbox"/> Owner no mortgage	<input type="text"/> Tenant	<input type="text"/> Living with family/friends
	<input type="text"/> Other (please specify):		
Previous addresses (if less than 6 years at current address):	<input type="text"/>		
Please provide the address of any other UK properties that you own/jointly own:	<input type="text"/>		

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Next of Kin Name & Address (this should not be a joint tenant):			
Next of Kin Contact Number:		Relationship to tenant:	

3. 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:	
Will this be the only or principal home for at least one tenant?	Yes No		
Do any of the proposed occupants smoke?	Yes No	Please note all our properties have a no smoking policy.	

4. Employment / Occupation Details

Current employment:	Employed (permanent)	Employed (fixed term)	End date:
	Employed (zero hour)	Self-employed	If self-employed please complete section 5
	Unemployed	Retired	
	Other (please specify)		
Job title:		Company name:	
Company address:		Length in employment:	
Basic salary (£):		Details of any commission / bonus scheme:	
Payroll number:		Contact name:	
Contact telephone number:			
Contact email address:			

***We require a contact name, number and email address for your employer to verify references.**

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5. Additional Income (please provide details such as nature of other income and amounts)

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6. Accountant Details (please complete if you are Self-Employed)

Accountant name:		Accountant contact number:	
Accountant address:		Accountant email address:	

***Your accountant is required to confirm how long you have been associated with them and comment on your financial ability to make rental payments for the full rental amount.**

7. Current / Previous Landlords or Letting Agent

Landlord/Agent name:		Contact number:	
Landlord/Agent address:		Email address:	
Address of property:			

8. Additional Information

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9. Credit History / Criminal Convictions

Have you, 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?	No	Yes
If yes, please provide further details:		

10. Tenancy Deposit Protection Scheme - Relevant Person

A relevant person is someone who is paying the deposit or part of the deposit on behalf of the proposed tenants. Please provide the name, address, contact number and email address for any relevant person (please don't include joint tenants).

11. 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.

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/.

THIRD PARTY REFEREES

As part of the referencing procedure, we will verify and/or 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 provided to us and for copies of these references to be shared with the prospective 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.

Print Name:	
Signature:	
Date:	