



**Tenant Assessment Application Form**  
*Private and Confidential*

**Please read the following information before you complete the application:**

- To apply for a rental property this application **must be completed in full**. You will need to complete all sections of the application form excluding part A, which will be completed by House Lets.
- The completion of this application in no way constitutes a formal tenancy agreement.
- A signed copy of the Conditions of Letting is required along with the application, the initial fee and a form of identification i.e. driving license, passport or birth certificate.
- All postcodes **must** be entered in full where applicable.
- Employment Details – when providing details of your employer a contact name, email address, telephone number and fax number **must be entered** for the person/department that will confirm salary and contract of employment terms. If these are not provided it will take longer to obtain references.
- You should inform the person(s) entered on your application form as referee(s) that they will be contacted by House Lets and asked to provide a reference. A delay in responding to the reference requests may affect your application.
- An original ink signature is required at section E by the applicant.

**IF THIS APPLICATION IS NOT COMPLETED IN FULL AND/OR INCORRECT INFORMATION IS PROVIDED, THIS MAY LEAD TO A DELAY IN PROCESSING YOUR APPLICATION. PLEASE WRITE CLEARLY AND ENSURE NAMES ARE PROVIDED IN FULL.**

**Part A To be completed by House Lets**

<b>Address of Property:</b>			
<b>Special requests:</b>			
<b>Rental per week/month</b>		<b>Period</b>	
<b>Tenancy Commencement</b>			

**Part B To be completed by applicant**

<b>How do you propose to pay the rent?</b>		<b>Own means</b>		<b>Housing benefit</b>	
<b>How many adults over the age of 18 will there be living in the property?</b>					
	<b>First Name</b>	<b>Middle name (S)</b>	<b>Surname</b>	<b>Share of rent</b>	
<b>Tenant 1</b>					
<b>Tenant 2</b>					
<b>Tenant 3</b>					
<b>Tenant 4</b>					

**Confidentiality Note**

The information contained within this application is being transmitted to and is only for the use of House Lets. If the reader of this message is not the intended recipient. You are hereby advised that any dissemination, distribution or copy of this application is strictly prohibited.

**Part C To be completed by the applicant**

Mandatory for all assessments. If more than one applicant please complete a form each.

Personal Details			
Title	First Name	Middle name(s)	Surname

Date of Birth		Sex	Male / Female
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National Insurance Number	
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Marital Status		Previous Name/s	
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Phone (day)		Mobile	
Phone (evening)		Email	

Do you have any problems with credit / CCJ's?	Yes	No
Will any pets be resident at the property during the term of your proposed tenancy? (If yes please provide further details)	Yes	No
How many dependents do you have under the age of 18?		
Will any children be resident at the property during the term of your proposed tenancy? (If yes please provide further details below)	Yes	No

Name(s)	Age(s)	
Are you a smoker?	Yes	No
Do you own a vehicle? (If yes please provide registration below)	Yes	No
Vehicle Registration		

**Current Address (we require addresses for the last 3 years)**

Number/Name		Street	
District		Town	
County		Postcode	
<b>How long lived at this address? Months/Years</b>			
Status (circle one)	Owner / rented / living with parents / council tenant / other (please specify)		

**Previous Address**

Number/Name		Street	
District		Town	
County		Postcode	
<b>How long lived at this address? Months/Years</b>			
Status (circle one)	Owner / rented / living with parents / council tenant / other (please specify)		

Please write on the back of the form if you need to provide further addresses.

**Next of Kin Details (this must be someone who will NOT be living at the property)**

<b>Title</b>	<b>First Name</b>	<b>Middle name(s)</b>	<b>Surname</b>
<b>Relationship:</b>			
<b>Current Address</b>			
Number/Name		Street	
District		Town	
County		Postcode	
<b>Phone (day)</b>		<b>Mobile</b>	
<b>Phone (evening)</b>			

**Part D – Employment Details**

<b>Employment Status</b>	Employed/Self-Employed/Unemployed/Student/Retired/Housewife		
If you have indicated unemployment/ student/retired or housewife please detail in the box below any other income received, if you have rented before please then proceed to Part D Landlords details; otherwise proceed to Part E. If you are unable to provide any employment details, a guarantor may be required.			
<b>Job title</b>			
<b>Annual salary (gross)</b>		<b>Employment start date</b>	
<b>Payroll/Pension Number</b>			

If your job is likely to change within the next six months, or you have additional income, please give further details including amounts. (Tax credit/ Housing Benefit etc.)		
	<b>Per annum</b>	

**Employer Details**

**Employed** – please provide details of your employer and ensure you have provided your authorisation for them to reply to the enquiries which will be made to verify this information

**Self Employed** – Please provide details of your accountant

**Retired** – please provide details of your pension provider or a statement from pension provider

<b>Employer/Accountant/Pension</b>			
Number/Name		Street	
District		Town	
County		Postcode	
<b>Contact name</b>			
<b>Contact job title</b>			
<b>Phone (daytime)</b>		<b>Mobile</b>	
<b>Phone (evening)</b>		<b>Fax</b>	
<b>Email</b>			

**Current Landlord Details**

Complete this section if you indicated that you are or have lived in rented accommodation in the last 3 years

<b>Landlord/Agent Name</b>			
Number/Name		Street	
District		Town	
County		Postcode	
<b>Phone (day)</b>		<b>Mobile</b>	
<b>E-mail</b>		<b>Fax</b>	

**Part E – Bank/building Society Details**

<b>Sort Code</b>		<b>Account number</b>	
<b>Bank/building Society</b>			
Branch		Street	
District		Town	
County		Postcode	
<b>Account in the name of</b>		<b>How long with this branch?</b>	
<b>Do you have a Credit card? Yes / No      How many? _</b>			
<b>Do you have a cheque guarantee card? Yes / No</b>			

**Part F – Applicant's Consent** (Please read through carefully before signing where indicated)

The information, which I have given in my Application form is true to the best of my knowledge. I consent to this information being verified by fair and lawful means, which I understand will involve contacting referees and licensed references and licensed credit agencies. I understand the resulting verified information would be forwarded to the letting agency and/ or landlord. The results may also be accessed again if I apply for a tenancy in the future.

I consent to Lumley Letsure Limited on behalf of House Lets searching for information held by a credit reference agency and agree that Lumley Letsure Limited and the credit referencing bureau will keep a record of that search and the results from that search. The results of that search may show how I conduct my payments including rental payments and this may also be disclosed to the agency and may affect future credit applications. All such information which is revealed may be used by other lenders for the purpose of assessing applications from me and/ or from members of my household and from time-to-time such information may be used for debt tracing and fraud prevention.

I hereby expressly consent to my personal details including any forwarding address at the determination of any tenancy being passed to the landlord and / or to the utility companies and / or local authority.

Otherwise all information will be treated as confidential.

I consent to the information contained in my application form being used by Lumley Letsure Limited and other members of the Lumley Group and Agent to notify me of other products and services as appropriate. Please tick box if you do not wish your information to be used by Lumley Letsure Limited and other members of the Lumley Letsure Group and Agent to notify you of other products and services.

I agree that information supplied by me will be held in accordance with the Company's notification under the Data Protection Act 1998. That you may record sensitive data as defined in the Data Protection Act 1998 and I understand that I have the right to ask for a copy of the information held about me subject to the payments of an administration fee that will be notified to me upon application, though it will not exceed the amount set by Statute. I have the right to request that the information on me be amended if it is found incorrect.

(Please sign and date the form)

**Signature:**

**Date    /    /**