



MISSING INFORMATION WILL RESULT IN DELAYS!

TENANCY APPLICATION

1. CHECK TYPE

This section should be completed by the **LETTING AGENT** in **BLOCK CAPITALS**

CREDIT SEARCH <input type="radio"/>		FULL REFERENCE <input type="radio"/>	
EXECUTIVE 6 (6 mths) <input type="radio"/>		EXECUTIVE 6+ (Nil Excess -6 mths) <input type="radio"/>	
EXECUTIVE 12 (12 mths) <input type="radio"/>		EXECUTIVE 12+ (Nil Excess -12 mths) <input type="radio"/>	

2. PROSPECTIVE LANDLORD & PROPERTY DETAILS

This section should be completed by the **LETTING AGENT** in **BLOCK CAPITALS**

POSTCODE	HOUSE NUMBER	FLAT NUMBER	HOUSE NAME
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
STREET		DISTRICT	
<input type="text"/>		<input type="text"/>	
TOWN		COUNTY	
<input type="text"/>		<input type="text"/>	
PROPERTY TYPE	<input type="text"/>	WAS IT PURPOSE-BUILT: YES <input type="radio"/> NO <input type="radio"/>	No. OF BEDROOMS <input type="text"/>
PROSPECTIVE LANDLORDS DETAILS			
NAME	<input type="text"/>		
ADDRESS	<input type="text"/>		POSTCODE <input type="text"/>
TELEPHONE	<input type="text"/>	EMAIL	<input type="text"/>

3. RENTAL DETAILS

This section should be completed by the **LETTING AGENT** in **BLOCK CAPITALS**

NUMBER OF TENANTS	RENT PER MONTH	START DATE	RENTAL TERM
<input type="text"/>	£ <input type="text"/>	<input type="text"/>	<input type="text"/>

4. TENANT DETAILS

This section should be completed by the **LETTING AGENT** in **BLOCK CAPITALS**

PLEASE STATE NAMES OF ANY TENANTS MOVING IN TO THIS PROPERTY AND THEIR SHARE OF THE RENT:



5. PERSONAL DETAILS

This section should be completed by the **TENANT in BLOCK CAPITALS**

Mr/Mrs/Miss/Ms	<input type="text"/>		
Surname	<input type="text"/>		
First Name	<input type="text"/>	Middle Name	<input type="text"/>
Date of Birth	<input type="text"/>	Nationality	<input type="text"/>
Sex	Male <input type="radio"/> Female <input type="radio"/>	Maiden/ Other name	<input type="text"/>
Marital Status	<input type="text"/>		
Daytime tel	<input type="text"/>	Evening tel	<input type="text"/>
Mobile tel	<input type="text"/>		
Email	<input type="text"/>		

6. CURRENT ADDRESS

This section should be completed by the **TENANT in BLOCK CAPITALS**

PLEASE PROVIDE THREE YEARS WORTH OF RESIDENCY DETAILS (USE A SEPARATE SHEET IF NECESSARY)

Postcode	House Number	Flat Number	House Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Street	District		
<input type="text"/>	<input type="text"/>		
Town	County		
<input type="text"/>	<input type="text"/>		
Status: Owner <input type="radio"/>	Rented <input type="radio"/>	With Parents <input type="radio"/>	Council Tenant <input type="radio"/> Other <input type="text"/>
Is this a foreign address? Yes <input type="radio"/> No <input type="radio"/>	Length of time at address <input type="text"/>		



7. PREVIOUS ADDRESS

This section should be completed by the **TENANT in BLOCK CAPITALS**

Postcode	House Number	Flat Number	House Name	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Street	District			
<input type="text"/>	<input type="text"/>			
Town	County			
<input type="text"/>	<input type="text"/>			
Status: Owner <input type="radio"/>	Rented <input type="radio"/>	With Parents <input type="radio"/>	Council Tenant <input type="radio"/>	Other <input type="text"/>
Is this a foreign address? Yes <input type="radio"/> No <input type="radio"/>	Length of time at address		<input type="text"/>	

8. FINANCIAL DETAILS

This section should be completed by the **TENANT in BLOCK CAPITALS**

Employment Status <input type="text"/>	Annual Income £ <input type="text"/>
<small>(Employed, Self Employed, Retired, Unemployed, Student)</small>	P.A. <input type="radio"/> P.H.R. <input type="radio"/>
Job Title <input type="text"/>	Payroll/Pension Reference Number <input type="text"/>
Start Date <input type="text"/>	
Is Your Job Likely To Change In The Near Future? Yes <input type="radio"/> No <input type="radio"/>	
What Is The Nature Of Your Employment? Full <input type="radio"/> Temporary <input type="radio"/> Contract <input type="radio"/>	
Average Commission/Bonus £ <input type="text"/> PER ANNUM	Average Overtime £ <input type="text"/> PER ANNUM
Do You Have Any Further Sources Of Income? Yes <input type="radio"/> No <input type="radio"/>	
If so, how much? £ <input type="text"/> PER ANNUM	
and where from? <input type="text"/>	



9. EMPLOYER DETAILS

This section should be completed by the **TENANT in BLOCK CAPITALS**

Company/Accountants or Pension Providers Name			
<input type="text"/>			
Postcode	House Number	Flat Number	House Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Street	District		
<input type="text"/>	<input type="text"/>		
Town	County		
<input type="text"/>	<input type="text"/>		
Contact Name	Contact Job Title		
<input type="text"/>	<input type="text"/>		
Phone (Daytime)	Phone (Mobile)		
<input type="text"/>	<input type="text"/>		
Email	Fax Number		
<input type="text"/>	<input type="text"/>		
Additional Information			
<input type="text"/>			



13. PERSONAL DETAILS CONTINUED.

This section should be completed by the **TENANT in BLOCK CAPITALS**

Have you ever been issued with a County Court Judgement? Yes No

Are you aware of any adverse credit history? Yes No

If you have answered Yes to either of these questions please give details below.

Are you a smoker? Yes No

Do you have children? How Many? Ages?

Do you have any pets? (Please specify)

How do you propose to pay the rent? Benefit Salary Savings Other

NEXT OF KIN (or person to be contacted in an emergency)

THIS MUST NOT BE A SPOUSE

Title	<input type="text"/>	First Name	<input type="text"/>	Surname	<input type="text"/>
Postcode	<input type="text"/>	House Number	<input type="text"/>	Flat Number	<input type="text"/>
	<input type="text"/>		<input type="text"/>	House Name	<input type="text"/>
Street	<input type="text"/>		Town	<input type="text"/>	
Phone (daytime)	<input type="text"/>		Phone (mobile)	<input type="text"/>	
Relationship to Tenant (parent/guardian/etc)					
<input type="text"/>					



14. CONSENT

This section should be completed by the **TENANT in BLOCK CAPITALS**

You should signify your consent for the check by ticking the boxes next to the text and signing the box below

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 credit reference agencies. I understand the resulting verified information would be forwarded to the letting agency and / or to the landlord. The results may also be accessed again if I apply for a tenancy in the future.

I consent to Rentshield Direct searching information held by credit reference agency and agree that Rentshield Direct 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 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 all recorded details in this application form, and any forwarding address(es) at the determination of any tenancy being passed to the landlord and / or to the utility companies and / or to the local authority. Otherwise all information will be treated as confidential.

I consent to the information contained in my Application Form being used by Rentshield Direct and other members of Rentshield Direct to notify me of other products and services as appropriate. Please tick box if you do not wish your information to be used by Rentshield Direct and other members of Rentshield Direct 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 payment 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 to be incorrect. I also consent to passing the results of any such search or assessment to my prospective landlord(s) for the purpose of assessing this application.

I agree that by applying for a property and completing the application process (paying a £100 agency fee and completing and signing an application form) I and any guarantor are agreeing to the following terms and conditions:

1. The £100.00 agency fee is non refundable. The agency fee covers the cost of administration charges incurred by the agent, Robert Rhys Limited and acts as a holding fee for a maximum of 14 days.
2. The agency fee is valid for a period of 14 days from the date of payment. This means you must move in to the property or pay your rent within 14 days of making the payment. If you do not you will forfeit the £100.00 agency fee and the property will become re-available to other prospective tenants.
3. If you do not proceed with the tenancy after completing the tenancy application process, you will be charged under the forfeit procedure. If within 7 days of making the £100.00 agency fee payment, you pull out from taking the property you will lose the £100.00 agency fee held by Robert Rhys limited. If more than 14 days have elapsed since the time you first held the property by paying the agency fee, you will be liable for one full month's rent; due to the landlord. You will also be liable to pay for our Tenant Finding Service fee, as chargeable to landlords (currently 45% of a month's rent plus VAT, although subject to change), to Robert Rhys Limited to cover our costs.

Applicant's Signature

Print Name

Date: (DD/MM/YYYY)