

# PAD-2-LET LTD

Residential Lettings & Management

16 Church Street, Barnoldswick, BB18 5UT

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## TENANT APPLICATION FORM

All sections of this form must be completed (unless otherwise stated). Please ensure you have read our 'Tenants Fact Sheet' which explains the property rental process. All referees will be contacted and therefore it would be advisable for you to notify them in advance. A separate application is required for each adult resident. **WARNING** - If a false statement is made knowingly or recklessly on this form by or at the instigation of the proposed tenant the Landlord will be entitled to terminate the tenancy under Ground 17 in the Housing Act.

|  |                    |   |             |
|--|--------------------|---|-------------|
| PROPERTY TO BE RENTED  |                    | AGREED RENT      £  | pcm         |
|  |                    | DEPOSIT            £  |             |
| REASON FOR MOVING  |                    | PREFERRED COMMENCEMENT DATE? .....                                  |             |
|  |                    | <i>This date cannot be guaranteed but we will aim towards it.</i>   |             |
|  |                    | LENGTH OF TENANCY REQUIRED? ..... months                            |             |
| APPLICANTS FULL NAME <i>(as shown on birth/marriage certificate)</i>   |                    | DATE OF BIRTH                    /    /                             |             |
| Mr / Mrs / Miss / Ms / Dr <i>(other please state)</i>  |                    | NATIONAL INSURANCE NO. ....   |             |
|  |                    | PASSPORT NO. ....   |             |
| Maiden Name <i>(if applicable)</i>   |                    | IS THIS PROPERTY TO BE SHARED:    Y / N                             |             |
| If you prefer to be known by an abbreviated name<br>or your middle name please write it here   |                    | If so how many others? .....  |             |
| Telephone (home)   |                    | Telephone (work)  |             |
| Mobile   |                    | Fax   |             |
| Email  |                    |   |             |
| CHILDREN    Y / N  | SMOKER       Y / N | PETS            Y / N   | NATIONALITY |
| Ages   |                    | <i>If 'yes' give details</i>  |             |
| CURRENT ADDRESS  |                    | PREVIOUS ADDRESS <i>(if less than 12 months at current address)</i> |             |
| POST CODE  |                    | POST CODE   |             |
| Date moved to this address?            /    /  |                    | Date at this address: From    /    /    To    /    /                |             |
| AT YOUR CURRENT ADDRESS <i>(please complete relevant box below)</i>  |                    |   |             |
| If living with parents please state here or complete below sections .....  |                    |   |             |
| Are you a tenant?    Y / N   |                    | Is your property Mortgaged?    Y / N                                |             |
| Name & Address of Landlord or Agent  |                    | Name & Address of Mortgage company                                  |             |
| Telephone No.  |                    | Mortgage Account No.  |             |
| Monthly rental amount £  |                    | <i>Please supply a copy of latest mortgage statement</i>            |             |
| BANK / BUILDING SOCIETY DETAILS  |                    |   |             |
| Bank Name  |                    | Account No.   |             |
| Branch Address   |                    | Sort Code   |             |
|  |                    | Account Name  |             |
| CHARACTER REFERENCE <i>(This should <u>not</u> be a family member, an employer, a fellow employee or any person involved in this application, but someone who has known you for some time and can vouch for your good character)</i> |                    |   |             |
| Name   |                    | Telephone No.   |             |
| Address  |                    | Mobile No.  |             |
|  |                    | How do you know this person?  |             |

HAVE YOU ANY COUNTY COURT JUDGMENTS, COURT DECREE, BANKRUPTCY OR ADMINISTRATION ORDERS?

If 'Yes' please provide full details

DO YOU HAVE A CRIMINAL RECORD?

If 'Yes' please provide full details

HAVE YOU HAD A PREVIOUS TENANCY APPLICATION REFUSED OR BEEN EVICTED?

If 'Yes' please provide full details

ARE YOU EMPLOYED / SELF EMPLOYED / UN-EMPLOYED / RETIRED ?

If un-employed please provide separate proof of income / benefit payments.

CURRENT EMPLOYER

Company Name

Address

Start Date

Position

Annual Salary £

Payroll No.

Is this position permanent or temporary?

Manager / Supervisor name:

Telephone No.

Mobile No.

Email

PREVIOUS EMPLOYER (if less than 12 months at current)

Company Name

Address

Start Date

End Date

Position held

Annual Salary £

Payroll No.

Manager / Supervisor name:

Telephone No.

Mobile No.

Email

OUTGOINGS (if applicable)

Amount outstanding

Monthly repayment amount

Loans

£

£

Credit cards

£

£

Debt management payments

£

£

Mortgage

£

£

Other

£

£

ACCOUNTANT (only required if self-employed)

Name

Telephone No.

Address

Mobile No.

NEXT OF KIN (or an alternative contact if living with next of kin)

Name

Telephone No.

Address

Mobile No.

Relationship

**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 Landlord and may be accessed again should I default on my rental payment or apply for a new tenancy agreement in the future. I agree that Pad-2Let may search the files of a Credit Reference Agency and IDS Ltd, 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 my defaulting on the rental payment, that any such default may be recorded with the Credit Referencing Agency and IDS Ltd, who may supply the information to other credit companies or insurers in the quest for the responsible granting of tenancies, insurance and credit. I understand that in the event of any default by me in respect of the covenants in my tenancy agreement with my Landlord, the information contained herein may be disclosed to Pad-2-Let and/or one or more tracing companies and/or debt collection agencies in order to recover any monies due or to trace my whereabouts. I understand that the information provided by me may be transferred to a country outside of the EU for the purposes only of processing this referencing application, notwithstanding such transfer, Pad-2-Let will remain the Data Controller for the purposes of this application. 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 application for tenancies, credit or insurance and that the assessment of this application presumes that at some time during the tenancy agreement, I may be granted or allowed some form of deferred payment.

I hereby authorise the named Bank/Building Society/Referees to respond to status enquiries made in respect of this application.

Signed .....

Name .....

Date .....