

**TENANCY APPLICATION – SUBJECT TO CONTRACT.**

**Due to the confidential nature of the information given, we are unable to give an explanation if your application is not accepted. This application will be subject to the Terms of Ground 17 of the Housing Act 1996 and the terms and conditions of the Data Protection Act.**

**TENANCY DETAILS:**

**Property Applied For:** \_\_\_\_\_

**Rent Per Month: £** \_\_\_\_\_

**Applicants Share of Rent: £** \_\_\_\_\_  
(if applicable)

**Proposed Moved in Date:** \_\_\_/\_\_\_/\_\_\_

**Rental Term Required:** \_\_\_\_\_  
(Min. 6 months)

**Will there be any other occupants living with you?** (other than your spouse, children/dependants)  
Y/N: Total:

**If YES – please provide additional occupant’s full names:**

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(Please note that all tenancies are in one sole name).

Are there any: Smokers	Yes	No
Children	Yes	No Age of each: _____
Pets	Yes	No Number & Type: _____

**PERSONAL DETAILS:** Title: Mr/Mrs/Miss/Ms/Other: \_\_\_\_\_

Name: \_\_\_\_\_ Maiden Name (If applicable) \_\_\_\_\_

Date of Birth: \_\_\_/\_\_\_/\_\_\_ Nationality: \_\_\_\_\_

Current Address: \_\_\_\_\_  
\_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Period at Current Address: Years: \_\_\_\_\_ Months: \_\_\_\_\_

Are you currently a: ( ) Home Owner ( ) Tenant (Council/Private) ( ) Living with Relatives.

**CURRENT LANDLORD DETAILS:** (if applicable)

Landlords Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Your reason for leaving your current property: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

(If less than 3 years at current address, please give FULL details of previous addresses and dates of occupancy for the last 3 years. Proof of residency and/or identity may be required (bank statement/utility bills/drivers license/passport/etc)

\_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

\_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

\_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Do you have any criminal convictions?                      YES                      NO

If yes please provide details: \_\_\_\_\_

\_\_\_\_\_

Do you have any current or County Court Judgements registered against you?

YES                      NO

If YES, please provide details: \_\_\_\_\_

**EMPLOYMENT DETAILS**

Company Name: \_\_\_\_\_ Position Held: \_\_\_\_\_

Company Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Start Date: \_\_\_\_\_ Annual Salary: £ \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Position: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax(required) \_\_\_\_\_

**If you have been with your current employer for LESS THAN 6 MONTHS, please provide details of your previous Employer (s) below:**

Company Name: \_\_\_\_\_ Position Held: \_\_\_\_\_

Company Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Start Date: \_\_\_\_\_ Annual Salary: £ \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Position: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax(required) \_\_\_\_\_

**If SELF EMPLOYED, please supply your Accountants Details. If your accountant has acted for you for less than one year, please supply your previous Accountants details.**

Accountants Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Fax (required): \_\_\_\_\_

**BANK DETAILS**

**Future Rent Payments are made by Standing Order**

Name on Account: \_\_\_\_\_

Account Number: \_\_\_\_\_ Sort Code: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

**CONFIDENTIALITY**

The Data Protection Act protects all personal data supplied on this Application Form. If you would prefer that we contact your referees, Employer (s), Landlord (s) by post, rather than by fax, (this may delay the process) please tick this box ( ).

Thomas Orr Ltd will not sell or pass on your personal details to third parties. Thomas Orr use a third party to perform our credit and reference checks.

**FEES**

A non-refundable fee of £48 is payable by the applicant in order for Thomas Orr Ltd to carry out a Credit Check.

**PLEASE ENSURE THAT THIS FORM IS COMPLETED FULLY, FAILURE TO DO SO MAY RESULT IN DELAYS.**

Applicants Name: \_\_\_\_\_ Applicants Signature: \_\_\_\_\_

Date: \_\_\_\_\_