

Tenant Application Form

It is mandatory to complete the whole form. **Please use black ink and BLOCK CAPITALS.**

PLEASE NOTE:-

NO APPLICATION WILL BE ACCEPTED WITHOUT A SIGNED HOLDING DEPOSIT FORM

Property Details

**** HAVE YOU VIEWED THIS PROPERTY? YES / NO**

Property Address:

Postcode* :

Rental Details

Monthly Rental*: £

Tenancy term (months)*:

Number of Tenants/Guarantors*:

Start Date (dd/mm/yyyy)*:

Who is the lead tenant?:

Share of Rent*: £

Who will be funding the deposit?

Will this be the only or principle home of at least one tenant?

Yes No

Tenant applicants Details

Title*: Mr Miss Mrs Ms Other

First Name*:

Full Middle Name:

Surname*:

Date of birth*:

Sex*: Male Female

National Insurance Number:

No of dependants*:

Marital Status*: Single Married Divorced Separated Widow(er)

Daytime phone number*:

Mobile number:

Work number:

Email Address:

Any previous names*: First Name:

Last Name:

Used Until: dd/mm/yyyy

Nationality Passport number Do you need a work permit to work in the UK? Yes No

Please provide the address of any other UK property you own jointly or on your own.

Do any of the applicants enjoy diplomatic immunity? Yes No

Tenant identification (to be completed by the landlord/ letting agent)

Has proof of residency been copied and put on file?
(Proof of residency means 2 original and different documents such as bank statement, utility bill, council tax bill, telephone bill etc. with the applicant's name and current address on. The documents must not be older than three months, or the most recent version if issued less frequently, when this application is made.)

Has a certified and signed copy of a driving licence and/or passport and/or other valid personal identification been put on file?
 Yes No, specify

Occupants – Please list everyone who will be living in the property: Please use rear of sheet for additional info

First Name:& Surname:	Nationality (to comply with the immigration Act 2014)	Date of birth:	Relationship to Applicant:	Smoker:	Lead tenant (tick box)

Please supply addresses to cover your last 3 years of residency**Address History – Current Address** (Please complete all address details where appropriate)

Time at address: From*: dd/mm/yyyy	To: dd/mm/yyyy
Living status*: <input type="checkbox"/> Furnished Tenant <input type="checkbox"/> Unfurnished Tenant <input type="checkbox"/> Own home <input type="checkbox"/> Living with parents <input type="checkbox"/> Other	
Address:	
Postcode:	
Reason for leaving:	

Address History – Previous Address 1 (Please complete all address details where appropriate)

Time at address: From*: dd/mm/yyyy	To: dd/mm/yyyy
Living status*: <input type="checkbox"/> Furnished Tenant <input type="checkbox"/> Unfurnished Tenant <input type="checkbox"/> Own home <input type="checkbox"/> Living with parents <input type="checkbox"/> Other	
Address:	
Postcode:	

Next of Kin – (must not be living at the property with you)

Title*: <input type="checkbox"/> Mr <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other		
First name:	Surname:	Relationship:
Address:		
Postcode:		
Email address:	Contact number::	

Character reference - - (must be a person who has known you at least 5 years, different than partners if applicable + preferably not a relative)

<input type="checkbox"/> Mr <input type="checkbox"/> Miss <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Other	First name:	Surname:	Relationship:
Contact number:	Email Address:		
Address:			
Postcode			

Landlord details or Previous landlord details

Landlord / Agent Name*:	Contact Name*: Mr/Mrs/Ms/Miss
Phone Number*:	Mobile Number:
Email address	Email address:
Address:	
Postcode:	
Status at current address <input type="checkbox"/> Tenant (private) <input type="checkbox"/> Tenant (council) <input type="checkbox"/> Owner <input type="checkbox"/> Living with friends <input type="checkbox"/> Living with family <input type="checkbox"/> Other, please.....	
Additional Information to assist the referee:	
Reason for leaving:	Amount of rent paid (pcm): £

Employment Details – If your Employment is likely to change please supply your offer letter or contact of new employment

Employment Type*:	<input type="checkbox"/> Full time employed <input type="checkbox"/> Part time employed <input type="checkbox"/> Temporary/Contract <input type="checkbox"/> Unemployed <input type="checkbox"/> Self-Employed <input type="checkbox"/> Retired <input type="checkbox"/> Student <input type="checkbox"/> Housewife/Home maker <input type="checkbox"/> Payment in advance
Occupation*:	
Employment status*:	<input type="checkbox"/> Junior <input type="checkbox"/> Management <input type="checkbox"/> Unskilled <input type="checkbox"/> Supervisor <input type="checkbox"/> Semi-skilled <input type="checkbox"/> Skilled <input type="checkbox"/> Senior Management <input type="checkbox"/> Other <input type="checkbox"/> Not applicable

Employer Details

Organisation Name:	Start date*: dd/mm/yyyy If less than 6 months please give additional details below.
Job Title*:	Employee/Payroll/Service number:
Address:	
Postcode:	

Employer reference details - Please provide details of the person/department of whom we may contact to obtain a reference

Contact Name: Mr/Mrs/Ms/Miss	Job Title:
Phone Number:	Mobile Number:
Fax Number:	Email Address:
Additional Information: (e.g: Is the contact's address different to the address above)	

Accountant Details

Do you have an accountant?*: Yes No
If **No** Please provide 6 months bank statements showing proof of income

Company Name*:

Contact Name*:

Phone Number:

Mobile Number*:

Email address

Address:

Postcode:

Additional Information to assist the referee:

Pension Details

Do you have proof of your pension?*: Yes No
If **Yes** Please supply a copy of your annual pension statement

Pension Providers Company Name:

Pension Ref Number:

Contact Name*:

Phone Number:

Email address:

Address:

Postcode:

Additional Information to assist the referee:

Affordability Details

Gross annual income*: £ Any additional sources of income?*: Yes No
If **Yes** Please provide below

Amount of additional income per annum?* £

Please provide details of any additional income*:

Bank Details

Current account held?*: Yes No
If Yes please enter the following details

How many credit cards held?*

Sort code*:

Account number:

Account name*:

Name of bank*:

Address*:

Time with bank*: (years)_____ (months)_____

Cheque guarantee card held*: Yes No

Overdraft facility Yes No Overdraft limit £

If currently overdrawn, how much? £

Financial history and Criminal record

Have you ever received any County Court Judgments or Individual Voluntary Arrangements against you?*

Yes No

If Yes please enter the details

Have you ever been declared bankrupt?*

Yes No

If Yes please enter the details

Have you or anybody else moving into the property, who is not a joint tenant, any unspent criminal convictions? Yes No (if yes, please give details)

Have you ever had part of your deposit withheld on any previous tenancy? Yes No (if yes, please give details)

Have you ever been served notice for not fulfilling any obligation during the tenancy? Yes No (If Yes, Please enter details below)

Pets/animals required in the property:

Will any of the tenants have pets in the property? Yes No

If Yes Please provide below

If yes please provide details:

General Data Protection Regulations

Privacy Notice

Data Controller
Welden Property Management Limited Trading as Welden & Edwards
53 Bampton Street
Tiverton
Devon
EX16 6AL

ICO Registration Number: ZA034471

Your Personal Data

We will hold and process your personal data for purposes of completing your tenancy application. Your personal data will be shared with our designated credit referencing agency to process the tenancy application and the results of any subsequent credit score/report will be shared with the landlord as part of the decision-making process. We will also hold and process your personal data for any lawful reason required such as a law enforcement or a HMRC request. We will not share your personal data with any other third party not connected to the tenancy application without your explicit consent.

Right to Deletion

You have the right to request that all your personal data we hold is deleted. Such a request can be sent to the above address or email, where we will confirm deletion or if not possible, explain the legitimate or lawful reasons why such a request cannot be actioned within 7 working days of receipt.

Right to Rectification

You have the right to request that we amend any personal data we hold for you if you believe it is incorrect. Such a request can be sent to the above address or email, where we will confirm rectification or if not possible, explain the legitimate or lawful reasons why such a request cannot be actioned within 7 working days of receipt.

Subject Data Access Request

You have the right to request at any time, confirmation of the actual personal data we hold for you, and how this has been processed. Such a request can be sent to the above address or email which will be actioned within 7 working days of receipt.

Complaint

In the first instance, if you have any complaint about how we hold or process your personal data, then please contact us at the above address or email. If you are still dissatisfied with our response, then you have the right to contact the Information Commissioners Office (ICO) at the following website <https://ico.org.uk/> quoting our ICO registration number which can be found above.

Consent

I hereby confirm that the information I have given in this application form is true, accurate, to the best of my knowledge and not misleading.

I give my consent to the information being used by credit card companies, credit reference companies, existing/previous landlords/letting agents/employers/accountants etc. The information can also be used during any tenancy for the management of the property, including but not limited to, being given to contractors and being used to chase money owed.

I understand that the letting agent will use the information provided to make decisions about my application. This can also mean that if any information is found to be untrue, the application can be declined and I will lose all or part of the administration fee.

I agree to that information given by credit reference companies will be shared with the letting agent and landlord and that this information may also be accessed again if I apply for or guarantee a tenancy in the future.

I agree that the referees and bank listed above may be contacted by the landlord, agent or referencing company.

As part of the legal process of letting a property we are required to provide you with certain information prescribed by law. Please tick this box if we may email you this information and other documents and notices to reduce our

environmental impact through unnecessary printing

By proceeding with this application you confirm that you have advised the applicant of how their data may be used as described above Endsleigh offer specialist contents insurance for all kinds of tenants. As an additional service we'll contact your tenant once their application is complete to discuss their insurance needs. Please note - Endsleigh won't pass this data on to any 3rd parties.

If the applicant would prefer not to be contacted by Endsleigh about insurance, please tick here

By **signing your agreement to proceed** you are accepting that we may use your information in this way.

Signed:

Date:

Please ensure that you have completed all fields indicated * as failure to do this may result in a delay in producing your report.

The information contained within this application is being transmitted to and is only for the use of Experian. 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. If you receive this application in error, please immediately notify us by calling

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