

VIEWING REGISTRATION FORM

You have requested a viewing of a property and therefore we will require certain pieces of personal information from you in order to provide a professional service to you and our client. We will not share this information with any third party other than our client, without your consent, unless you make an application for a tenancy. More information on how we hold and process your data is available on our website

FULL DETAILS OF ALL ADULTS (18+) ARE REQUIRED

Adult 1

SURNAME: _____ **FIRST NAME:** _____ (Mr

CURRENT ADDRESS: _____

Living Parents/Relatives/Friends (current rent: £ Tenancy Start Date End Date:)

Foreign Nationals: Please state **nationality** / how long you have been living in the UK: _____ **Date of Birth:** ____

Telephone Numbers: Home/Mobile _____ **Email** _____

Adult 2

SURNAME: _____ **FIRST NAME:** _____ (Mr/Mrs/Miss)

CURRENT ADDRESS: _____

Rented / Owned / Living Parents/Relatives/Friends (current rent: £ Tenancy Start Date..... End Date:)

Foreign Nationals: Please state **nationality** / how long you have been living in the UK: _____ **Date of Birth:** _____

Telephone Numbers: Home/Mobile _____ **Email** _____

Adult 3

SURNAME: _____ **FIRST NAME:** _____ (Mr/Mrs/Miss)

CURRENT ADDRESS: _____

Rented / Owned / Living Parents/Relatives/Friends (current rent: £ Tenancy Start Date..... End Date:)

Foreign Nationals: Please state **nationality** / how long you have been living in the UK: _____ **Date of Birth:** _____

Telephone Numbers: Home/Mobile _____ **Email** _____

TYPE OF PROPERTY REQUIRED: COMPLETE IN FULL

House ☐ Bungalow ☐ Cottage ☐ Flat ☐ Bedsit ☐ Furnished ☐ Part Furnished ☐ Unfurnished ☐

No. of Adults ☐	Garden ☐	No. of Children ☐
No. of Bedrooms: ☐	Garage ☐	Pets ☐
En-suite ☐	Parking ☐	Town ☐
	Smoker ☐	Village ☐
	Maximum Rent £	Date Required

As of 1st May 2026 all tenancies will be periodic from the start – these will now be known as Assured Periodic (rolling) Tenancy – there will be no fixed end date – tenants will need to give 2 months notice to vacate and Landlords would be required to give 4 month's notice for vacant possession

Name/Address of Employer & occupation	Start Date	End Date	Annual Gross Income £	Net Monthly Income £	Any other income ie tax credits
Adult 1					
Adult 2					
Adult 3					

Any adverse credit history will need to be disclosed prior to any viewing ie CCJs

PAYABLE ONLY IF YOU WANT TO PROGRESS WITH AN APPLICATION FOLLOWING YOUR VIEWING

- Holding Deposit – equivalent to one week's rent

When making an application a **Holding Deposit** is also payable which will secure the property for you subject to satisfactory references and credit checks. If the tenancy does proceed the holding deposit is put towards the first month's rent. This holding deposit can be retained if the applicant provides misleading information, fails a Right to Rent Check, withdraws from the property, or fails to take reasonable steps to enter into the tenancy as per the terms and conditions stated on our advertising literature.

Rent and Deposit:

Once all checks are complete and approved you will need to pay:

- Rent: 1st Months Rent in Advance minus the holding deposit
- Deposit: Equivalent to 5 weeks rent

How did you hear about our Company _____ Signature _____ Date _____

PLEASE CALL THE OFFICE HALF AN HOUR BEFORE ANY VIEWING APPOINTMENT TO CONFIRM YOU STILL WISH TO VIEW

RIGHT TO RENT GUIDE

Right to Rent: we will require to see **original ID documentation** from yourselves in order for us to take copies and keep on file which will include photo ID (British passport/driving licence) and proof of current address (ie A financial statement dated within the last 3 months) – in some cases proof of NI number will be required.

Biometric Residence Cards, Biometric Residence Permits, and Frontier Work Permits are **no longer acceptable to prove an applicant's right to rent but we will still require to keep a copy on file.**

Share Codes are required for EVERYONE requiring a VISA

You will need to visit this Government link if you do not hold a British Citizen Passport – <https://www.gov.uk/prove-right-to-rent>

A share code is not required for UK and Irish nationals or BJ5SSK nationals (nationals of Australia, Canada, Japan, New Zealand, Singapore, South Korea, and the USA).