

# Meridian Home Let

Residential Letting and Property Management

## Tenancy Application Form

<b>Property Applied For:</b>	<b>Tenancy Period:</b> <b>Months</b>	<b>Total Rent:</b> <b>£</b>
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A separate application is required for each adult resident – to avoid delays give full details – this form must be completed prior to carrying out credit searches.

### Prospective Tenant Details:

**Title:** Mr Mrs Ms Dr Revd:

**Last Name:**

**First Name:**

**Middle Name/s:**

**Any Previous Name/s in Full:**

**Current Address:**

**Post Code:**

**Time Spent at the Address:**

Years

Months

**Tel: Home**

**Tel Work:**

**Tel Mobile:**

**Identification** (Please supply N.I number with driver's licence or passport, plus photocopies showing your photo)

**Date of Birth:**

**National Insurance Number:**

**Driver's Licence Number:**

**Passport Number:**

**Status:** Single  Married  Divorced  Widowed  Living with Partner   
(tick box)

House Owner  Council Tenant  Private Tenant  Lodger  living with relatives or friends

**Answer Clearly**  
**Write Yes or No**

Smoker?

Pets?

County Court  
Judgements?

Court Decree?

Bankruptcy?

Eviction?

Criminal Convictions?

Administration  
Orders?

If yes to any of these please give full details below.

**Previous Addresses:** full addresses for the last 3 years including postcodes, dates and reasons for moving – continue over leaf if necessary

**Present Landlord:** Private Landlord  Letting Agent  Housing Association   
(tick a box)

**Present Landlords Name:**

**Telephone Number:**

**Full Address:**

**Post Code:**

**Previous Landlord:** Private Landlord  Letting Agent  Housing Association   
(tick a box)

**Previous Landlord Name:**

**Telephone Number:**

**Full Address:**

**Post Code:**

<b>Present Employment Status:</b> Employed [ ] Self-Employed [ ] On-Contract [ ] Retired [ ] Un-Employed [ ] Student [ ] Independent Means [ ] (tick box)	
<b>Employer:</b>	<b>Line Manager or Other Contact:</b>
<b>Employers Address:</b>	
<b>Post Code:</b>	
<b>Date Started this Employ:</b>	<b>Employer Telephone Number:</b>
<b>Fax Number:</b>	<b>Email Address:</b>
<b>Employee Ref Number:</b>	<b>Position Held:</b>
<b>Gross Annual Earnings (£)</b>	<b>Is Your Employment Permanent?</b>
<b>Do You Plan to Change Employment Soon?</b>	
<b>Previous Occupation</b> (if less than 3 Years)	<b>Previous Employer:</b>
<b>Previous Employer Address:</b>	
<b>Post Code:</b>	
<b>Line Manager or Other Contact:</b>	<b>Telephone Number:</b>
<b>Date Started this Employ:</b>	

<b>Bank or Building Society Details:</b>		
<b>Bank Branch Name:</b>	<b>Account Name:</b>	
<b>Account Number:</b>	<b>Sort Code:</b>	
<b>Bank Address:</b>		
<b>Post Code:</b>		
<b>Vehicles/s: To be kept at the property</b>		
<b>Make:</b>	<b>Model:</b>	<b>Reg. Number</b>
<b>Next Of Kin / Emergency Contact: (not spouse or live in partner)</b>		
<b>Full Name:</b>		<b>Telephone Number:</b>
<b>Address:</b>		
<b>Post Code:</b>		
<b>Surety Guarantor / Referee: (where applicable)</b>		
<b>Full Name:</b>		<b>Telephone Number:</b>
<b>Address:</b>		
<b>Post Code:</b>		

I apply for the Tenancy at (address of property):

For a period of \_\_\_\_ Months

The rental Amount is £\_\_\_\_\_per Month/week – Payable by Cheque/Standing Order

I understand that the fee of £55 for the first applicant & £45 for consecutive applicants is non-refundable once the reference process is started.

I will be directly responsible for Council Tax, and for opening accounts with service providers and paying directly to them for *all* services to the property.

I will pay one months rent in advance plus a Security Deposit of £\_\_\_\_\_which will be held under the terms of the Deposit Protection Service - See [www.depositprotection.com](http://www.depositprotection.com) (cheques must be cleared before entry)

I believe the information provided here to be true and authorise the landlord or Landlords agent to:

- Carry out credit searches and reference checks and to contact employers, banks, referees, guarantors and credit reference agencies.
- Use the information obtained with third parties to assess credit rating, make insurance decisions, for fraud prevention and tracing / debt collection.
- Handle all information obtained in strictest confidence and in accordance with the principles of the Data Protection Act 1988

I understand that I can request the details of any credit reference agencies used so I can verify with them the information provided.

I understand that if I default on my tenancy obligations, this information may be released to authorised debt recovery agencies and could affect any future application I make for tenancies, credit and insurance.

Completing this form does not commit the prospective tenant or landlord to a tenancy. A shared or single tenancy will not be created until *all* applicants have been qualified and have signed the tenancy agreement.

I can confirm that I have read the above and have raised any concerns with the landlord or landlords agent. Prospective tenants should be aware that any false statement made could result in early termination of the tenancy under ground 17 of the Housing Act 1996

**Signature of Applicant:**

**Date:**

**Print Full Name in Block Capitals:**

The fully completed form, Application Fee and Photocopies of the required identification documents need to be returned to Meridian Home Let.