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## TENANCY APPLICATION FORM

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*The following information is required for the purposes of assessing your eligibility as a Tenant. One form should be completed for every intending adult tenant as every tenant has different details e.g. d.o.b. employer, ID, etc.*

**Address of Property applying for**

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**Full name as per photo ID presented**

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**Telephone**

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*Mobile*

*Work*

**Email Address**

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**Date of Birth**

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**Photo ID/Drivers Licence/Passport No.**

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**Vehicle Registration**

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*Registration No.*

*Make and Model of Vehicle*

**Current address & how long have you been living there?**

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**Previous Landlord/Agent's name and contact details**

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*Name*

*Contact Tel No.*

**If less than 12 months in previous tenancy, please advise address and landlord/agent's contact details**

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**Intended number of occupants -  
give names & ages of the other  
occupants (each of whom will  
need to fill in an Application Form**

<i>Name</i>	<i>Age</i>
<i>Name</i>	<i>Age</i>
<i>Name</i>	<i>Age</i>
<i>Name</i>	<i>Age</i>

**Reason for Moving**

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**Employer Company Name**

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**Employer's Telephone Number**

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**Type of Work/Job Description**

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**How long have you worked there?**

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**Are you currently receiving any Benefit?  
and if so, what type and amount?**

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**Emergency Contact Person**

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**What relation is this Contact person?**

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**Telephone number for Contact person**

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**Referees:**

*At least 2 contact referees must be named. These cannot be family members or people you intend to live with.*

**1<sup>st</sup> Contact Name**

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**1<sup>st</sup> Contact Address**

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**1<sup>st</sup> Contact Telephone No. & Email**

***Telephone No.***

***Email Address***

**2<sup>nd</sup> Contact Name** \_\_\_\_\_

**2<sup>nd</sup> Contact Address** \_\_\_\_\_

**2<sup>nd</sup> Contact Telephone No. & Email** \_\_\_\_\_  
*Telephone No.* *Email Address*

**Date you could start this Tenancy** \_\_\_\_\_

**Preferred length of Tenancy** \_\_\_\_\_

**Privacy Statement:**

This form collects personal and other information about you, your emergency contact, your employer and your referees. By providing this information, it will help us to process your application in an efficient manner. By providing us with this information, you warrant that the information is correct, up-to-date, accurate and not misleading in any way.

If you are filling in this form on behalf of a third party, you warrant to us that you have the authority of that third party to provide the information required.

You authorise Homeworks Property Management Ltd to:

- Collect and use this information to assess your suitability for the tenancy and your credit worthiness
- To manage and monitor your tenancy if your application is successful; communicate with you if your application is successful; enforce a Tenancy Tribunal mediation or hearing should you default on rental payments
- Allow us to hold, use and disclose information about you, whether given by you or from another source, to any credit provider, debt collection agency, Tenancy Services or any other legal entity involved in property rental for the purposes of that agency providing reports to, or obtaining reports for us, relating to your credit worthiness, tenancy history and/or any other matter that may be useful in assessing your application.

By signing this Tenancy Application Form, I confirm that the information contained herein is true and correct and I have read the Privacy Statement as set out above

**Full Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_