



31 The Grove  
Reading  
RG1 4RB

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## TENANT APPLICATION FORM / REFERENCE FORM

***It is mandatory to complete the whole form. Please use black ink and capital letters.***

### Property details (to be completed by the landlord / letting agent)

Property type    ☒ Flat        ☐ Bungalow    ☐ Terraced house  
                         ☐ Detached house    ☐ Semi-detached house

Contents    ☐ Unfurnished        ☐ Partly furnished  
                         ☐ Fully furnished

Number of adults moving into the  
Property  
1

Proposed tenancy period  
12                      months

Proposed tenancy start date

Rent for this property per calendar  
month  
  
£

Applicant's share of rent per calendar  
month  
£

Will this be the only or principal home of  
at least one of the tenants?  
☒ 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 two 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.)  
☐ Yes    ☒ No, specify why - applicant to supply

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 why – applicant to supply

### Tenant applicant details (everything below to be completed by the prospective tenant)

Title

All forenames

Surname(s)

Also known as

Marital status

Any previous surnames

Date of birth  
(dd/mm/yyyy)

Email address

Who will be funding the deposit?

Telephone home

Telephone mobile

Telephone work

Telephone other

Nationality

Passport number

Fax number.

VISA or other residence  
permit (if applicable)

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

<p>Current address:</p>          <p>Current rent £ <span style="float: right;">Per calendar month</span></p> <p>Reason for leaving:</p>   <p>Time at address (x years/ x months):</p> <p>Status at current address</p> <p> <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 specify       </p>	<p>Previous addresses during the last three years including status at each address and reason for leaving</p>          
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**Next of kin** (a relative, employer, close friend etc.)

Forenames and full surname(s) (not a joint tenant)	Telephone	Address (not the property address)
<p><i>May we also use this address and your other details above, as post tenancy contact details?</i></p> <p><input type="checkbox"/> Yes   <input type="checkbox"/> No <i>If not, please complete post tenancy contact details below.</i></p>		
Post tenancy contact details		

**Personal references** (must be a person who has known you at least five years)

<p>Forenames and full surname:</p>   <p>Full address:</p>   <p>Telephone number:</p>  <p>Email address:</p>	<p>Forenames and full surname:</p>   <p>Full address:</p>   <p>Telephone number:</p>  <p>Email address:</p>
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**Please list everyone who will live in the property** (including date of birth for those under 18) (include the tenant)

Forenames and full surname(s)	Nationality (to comply with Immigration Act 2014)	Right to Rent (to comply with Immigration Act 2014) (yes / no)	Date of birth	Relationship to the applicant (joint tenant, dependant, spouse etc.)	Smoker (yes/no)

**Please list any pets that will be kept in the property**

Type of pet (include breed for dogs)	Number (if relevant)	Other relevant information (fully grown, puppy etc.)

## Employment information

Employment type ☐ Full time employed ☐ Part time employed ☐ Temporary / contract ☐ Unemployed  
☐ Self-employed ☐ Retired ☐ Full time student ☐ Part time student  
☐ Homemaker ☐ Other, please specify

Job title / occupation

Business name and type of business

Do you need a work permit to work in the UK?

☐ Yes ☐ No

Employer's / accountant's name and address

Employer's landline phone number

Gross annual salary  
£

Time in job (years and months)

Department

Payroll number

Are you in receipt of any other income (if yes, please specify)

Full contact name for employer reference

Please confirm that the person within the company has the authority to provide a reference

☐ Yes

Referee's position and department

Referee's landline telephone number

Referee's email address

Referee's fax number

If less than six months in present job, please supply previous employer details, including time in that employment

## Current landlord / letting agent / lender

Full name and address

Amount of rent / mortgage paid  
(per calendar month)  
£

Reference number (roll number/  
account no. etc.)

Other relevant information

Full name of contact person

Email address

Telephone landline

Telephone mobile

Fax number

## Bank details

Full name and address of your bank

Branch  
sort code   -   -

Account  
number

Account holder's name

Overdraft facility  
☐ Yes      ☐ No

Overdraft limit  
£

If currently overdrawn, how much?  
£

**Other financial commitments** (car purchase, maintenance to former partner, credit card debt etc.)

Name of lender / credit card company	Loan amount / card balance	Monthly payment	Credit card limit	Loan expiry date

**Financial history**

Do you or anybody else moving into the property, who is not a joint tenant, have any adverse credit history?  
☐ No      ☐ Yes, please specify

**Criminal record**

Have you or anybody else moving into the property, who is not a joint tenant, any unspent criminal convictions?  
☐ No      ☐ Yes, please specify

**Other**

Additional information that may be relevant to this applicant/application

**Tenant declaration**

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

I confirm that I have been given the opportunity to read the relevant Applicant Privacy Notice.

I understand that the relevant information may be 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 may lose all or part of the holding deposit.

I understand that the information given by credit reference companies will be shared with the letting agent and landlord in accordance with the relevant privacy notice. I understand 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 may be required to provide you with certain information (the How to Rent guide) 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. ☐

The Deadline for Agreement is the date by which the agreement needs to be completed or the Holding Deposit will become refundable unless one of the events listed in Schedule 2 of the Tenant Fees Act 2019 occurs.

It is agreed that the Deadline for Agreement for this tenancy will be

It is agreed that the holding deposit may be applied to the tenancy deposit (1<sup>st</sup> month's rent) at the start of the tenancy

Date: .....

Signed by the applicant: ..... Print name: .....