

**PROSPECTIVE TENANT APPLICATION**

**PROPERTY:**

NAME (LEAD TENANT)		NAME (JOINT TENANT)	
CURRENT ADDRESS		CURRENT ADDRESS	
CONTACT PHONE NO.S		CONTACT PHONE NO.S	
MOBILE: WORK:		MOBILE: WORK:	
EMAIL		EMAIL	
DATE OF BIRTH		DATE OF BIRTH	
NATIONAL INSURANCE NO.		NATIONAL INSURANCE NO.	
PROPOSED RENT	PROPOSED TERM	PROPOSED ENTRY DATE	
CURRENT EMPLOYER NAME AND ADDRESS		CURRENT EMPLOYER NAME AND ADDRESS	
POSITION		POSITION	
SMOKER Y/N?		SMOKER Y/N?	
ALL OTHER OCCUPANTS	DATE OF BIRTH	RELATIONSHIP	SMOKER? Y/N
1.			
2.			
3.			
4.			
5.			
DETAILS OF ANY PETS (NUMBER, TYPE OF ANIMAL ETC.)			
DETAILS OF NEXT OF KIN / EMERGENCY CONTACT			
ARE THE FOLLOWING REFERENCES AVAILABLE? (SAMPLES BELOW)			
LEAD TENANT EMPLOYER:			
JOINT TENANT EMPLOYER:			
PREVIOUS LANDLORD:			

**PLEASE RETURN WITH REFERENCES AND PROOF OF IDENTIFICATION (COPY OF PHOTOCARD DIVING LICENCE OR PASSPORT)**

## SAMPLE EMPLOYER'S REFERENCE

<Name of employer>  
<Address of employer>

<address to landlord>

Date

Dear Sirs,

### EMPLOYERS REFERENCE

I am pleased to advise that *[employee name]* has been employed with *[employee name]* since *[employee start date]*. Currently, *[employee name]*:

- holds the title of *[employee title]*
- in my opinion, based on their current salary, they should not have any difficulty of meeting the current rental payments of £[ ] PCM.
- is considered a trustworthy and reliable employee and I have no reason to believe they would make an unsuitable tenant.

I would be happy to discuss this further, please contact me at the above address or call <enter telephone number> or email <enter email address> for more information.

Yours sincerely,

<name of referee>

## SAMPLE PREVIOUS LANDLORD REFERENCE

<Name of previous landlord>  
<Address of previous landlord>

<address to landlord>

Date

Dear Sirs,

### PREVIOUS LANDLORD'S REFERENCE

I am pleased to confirm that <name of tenant> was a reliable and trustworthy tenant at my property at <address> during period <tenancy start date> to <tenancy end date>.

Rental payments were made on time and to the correct value. In addition, the property was kept in good order during this period.

[The following deductions were made from the rental deposit at the termination of the lease:- <specify any deductions>.] [No deductions were made from the rental deposit at termination of the lease.]

[During the tenancy, I received no complaints regarding the behaviour of conduct of <name of tenant>.] [During the tenancy, the following complaints were received regarding the conduct of <name> <specify nature of complaints.>]

I would have no hesitation in recommending <name of tenant> to any prospective landlord.

I would be happy to discuss this further, please contact me at the above address or call <enter telephone number> or email <enter email address> for more information.

Yours sincerely,

<name of referee>