

## Tenancy Application Form

If you have viewed one of our properties and wish to make an application you must complete this form. We advise you contact us first to check the property availability. Upon completing the form please return it to us by post, or deliver to the appropriate branch. Address details can be found on our website [www.celadorestates.co.uk](http://www.celadorestates.co.uk). Alternatively you can scan the completed form and e-mail it to us at: [info@celadorestates.co.uk](mailto:info@celadorestates.co.uk). If you wish to reserve the property you are applying for (optional) we require you to pay a small holding deposit. For full details of this please see the end of this form.

**SUPPORTING DOCUMENTS:** You must provide us with two types of identification. These must be presented to us in person at our offices. Any two of the following documents will be accepted: your birth certificate, your full driving license, your passport or your new style national insurance card. We also need to see at least one recent bill (less than 3 months old) addressed to you at your current address. We may also require sight of your recent pay slips & personal bank statements.

**CREDIT CHECKS:** As standard we require a tenant credit check to be carried out for all tenants. We will be conducting this credit check with a licensed credit reference agency. The check covers a credit history search which identifies defaults, CCJ's, bankruptcies, repossessions and poor payment records; Address search which locates undisclosed associated addresses & residence history; Voters Roll check; Fraud Check; Income Validation. A credit check shall be carried out for each applicant, and where applicable for the guarantor. **For this a non-refundable fee of £35 .00 will be due per applicant, per letting.**

***PLEASE FILL OUT THIS FORM CLEARLY, IN BLOCK CAPITALS AND PREFERABLY USING BLACK INK. PLEASE COMPLETE ALL AREAS OF THE FORM THAT ARE APPLICABLE TO YOU. IF YOU HAVE ANY QUERIES PLEASE CONTACT US AND WE WILL BE ABLE TO HELP.***

### 1).The property / tenancy

Please state the property you wish to apply for. (If you are interested in more than one of our properties please list all the properties here, with the property you are most interested first):

.....  
 .....  
 .....

Please state the number of applicants applying: ..... (Note: if there is more than one applicant we require each applicant to complete their own separate tenancy application form)

Please state the relationship of any joint applicant to you (please state their name then relationship to you)

.....  
 .....  
 .....

Do you propose to share the rent with any of these other applicants? Yes / No (please circle)

If Yes, please state how the rent will be shared? : .....

Please enter your preferred date for the tenancy to start: .....

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**2). Your Personal details**

Title (please circle)      Mr / Mrs / Miss / Ms / Other (if other please state: .....)

Surname..... Any previous Surnames: .....

Middle name(s).....

First Name.....

Date of birth..... Sex (please circle) Male / Female

Marital Status: (please circle) Single / married / divorced / separated / widow(er) / other

If other please state: ..... Your Nationality.....

Maiden name.....Number of dependants: .....

Passport Number.....

Driving licence number.....

Are you aware of any CCJ / CD Bankruptcy orders, current or pending?    YES / NO

If yes provide details: .....

Tel (home)..... Tel (work).....

Mobile..... Email.....

**3). Your Current address**

Enter your current address including post code

.....  
.....

Your status at this address: (please circle) home owner / private tenant / council tenant / living with relative / other (If other then please give details: .....)

Dates at this address: From ..... to.....

**4). Previous Address (Only fill this out if you have been at your current address for less than 3 years)**

Full address including  
postcode.....  
.....

Length of time at this address: From: ..... To: .....

Your status at this address: (please circle) home owner / private tenant / council tenant / living with relative / other (If other please state .....)

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**5). Details of Your Current Landlord / Letting Agency (or most recent Landlord / Agency)**

Name: .....

Full Address of the agent / landlord (include post code)

.....  
.....  
.....

The Address of the property you rented from them (include post code) :

.....  
.....  
.....

Tel number (daytime).....

Tel number (evening).....

Tel number (mobile).....

Email.....

**6). Personal referee**

*A referee is anyone who can vouch for what you are like as a person. When choosing someone to be your referee please note we will not accept any family members and personal friends as a referee. An example of a suitable referee would be a professional colleague.*

Name.....

Address.....

Tel (home): ..... Tel (work).....

Tel (Mob)..... Relationship to you.....

**7). Guarantor (if applicable)**

*Please note that if a guarantor is required for your application then they must complete a separate guarantor form as part of your application. Please contact us to find out if a guarantor is required.*

Name: .....

Address.....

Tel number home.....

Tel Work..... Tel Mob.....

Relationship to you: .....

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**8). Current employment details**

*If you are employed, Self-employed or retired, give details of your employer, accountant or pension provider (alternatively you may provide proof of pension) below, and authorise them to reply to the enquiries which will be made to verify this information. Please complete ALL boxes, including contact details for referee.*

Status of your current employment (please circle appropriate) UNEMPLOYED / EMPLOYED FULL TIME STAFF MEMBER / EMPLOYED PART TIME STAFF MEMBER / TEMPORARY OR CONTRACT STAFF MEMBER / SELF EMPLOYED / STUDENT / RETIRED / OTHER (If other please state details: .....)

Your Occupation: .....

Your Status (please circle appropriate): JUNIOR / MANAGEMENT / SUPERVISOR / UNSKILLED / SEMI-SKILLED / SKILLED / SENIOR MANAGER / OTHER (If other please state details: .....)

Name of your current employer.....

Name of your pension provider (if applicable).....

Your Current Employer's or pension provider's Address:  
.....  
.....

The date your employment commenced: .....

Your annual income (gross) £..... National Insurance No.: .....

Payroll / pension number: .....

Referee (Name of Line manager or HR manager at your workplace).....

Their position: ..... Tel: .....

Fax..... Email: .....

**9). Additional Income**

State any additional income per annum. £.....and it's source: .....

**10). Your Company& Accountant details (for Self employed tenants only)**

Your Company Name: .....

Your Accountant name: .....

Accountant Address: .....

Tel: ..... Fax: ..... Contact name: .....

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**11). Your Personal Bank / Building society details**

Bank / Building Society Name: .....

Branch Address: .....

Current Account held? : YES / NO

Account in the name of: .....

Account number 

--	--	--	--	--	--	--	--

Sort Code 

--	--	--	--	--

How long have you had the account with this branch? .....years .....months

Do you have a cheque guarantee card with this account? (Please circle) YES / NO

Do you have a debit card with this account? (Please circle) YES / NO

**12). Credit Cards**

Please state the number of credit cards you currently have: (please tick correct box)

0 [ ] 1 [ ] 2 [ ] 3 [ ] 4 [ ] more [ ] (if more please write number of .....)

Please state the number of store cards you currently have: (please tick correct box)

0 [ ] 1 [ ] 2 [ ] 3 [ ] 4 [ ] more [ ] (if more please write number of .....)

**13). Other income*****For this application you must advise us if you are currently receiving / or will be receiving any of the following during the proposed tenancy. Please clearly circle yes or no for each point:***

Housing benefit: YES / NO

Income support: YES / NO

Unemployment benefit: YES / NO

Sickness benefit: YES / NO

Retirement pension: YES / NO

Disability allowance: YES / NO

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**14). Other intended occupiers**

*If it is intended for anyone other than yourself and the joint applicant(s) to live in the property please provide below their names, current address, age, and relationship to you. All children are to be included. Please do not include any joint applicants – the details of any joint applicants and their relationship to you is to be filled out at the start of this form.*

**Occupier 1**

Name.....  
Address.....  
Age..... Relationship: .....

**Occupier 2**

Name.....  
Address.....  
Age..... Relationship: .....

**Occupier 3**

Name.....  
Address.....  
Age..... Relationship: .....

**Occupier 4**

Name.....  
Address.....  
Age..... Relationship: .....

**15). Your Next of Kin**

Name: .....  
Address: .....  
Tel (home): ..... Tel (work): .....  
Tel (mobile): ..... Email: .....  
Relationship to you: .....

**16). Other details about you**

Are you a smoker?      YES / NO                      Do you have any pets?      YES / NO  
If YES, please state what pets you have: .....  
Is there anything else which you consider to be relevant to this application? YES / NO  
If YES please provide details: .....

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**Declaration and Applicants consent:**

I herby confirm that I am over 18 years of age and the information I have provided is to the best of my knowledge true and accurate at the time of completion.

I hereby agree that the letting agent / landlord(s) named at the beginning of this application form may make whatever enquiries he/she deems necessary in connection with my application for this tenancy. I consent to the information I have provided being verified by fair and lawful means, which will involve contacting referees and licensed credit reference agencies, and understand the resulting verified information would be forwarded to the letting agent / landlord, and the results may be accessed again should I apply for another tenancy in the future.

I consent to the letting agent / landlord searching information held by a licensed credit reference agency. I agree that the letting agent / landlord and the credit referencing bureau will keep a record of that search and the results from that search. The results of that search may show how I conduct my payments including rental payments and this may also be disclosed to the agency and may affect future credit applications. All such information which is revealed may be used by other lenders for the purpose of assessing applications from me and/or from members of my household and from time-to-time such information may be used for debt tracing and fraud prevention.

I authorise my employer, bank, building society, personal referee, guarantor, accountant, current or previous landlord or letting agent to provide information about me, any prior tenancy history, and any employment / financial affairs as appropriate to the Letting Agent's / Landlord's enquiries.

I understand the resulting verified information will be forwarded to the letting agent / landlord, and the results may be accessed again should I apply for another tenancy in the future.

I accept that due to the confidential nature of this application I may not be permitted access to the references, or be given any explanation should my references prove unsatisfactory.

I herby consent to my personal details including any forwarding address at the determination of any tenancy being passed on to the landlord and / or utility companies and / or local authority.

Otherwise all information will be treated as confidential.

I acknowledge that my application may be refused if the letting agent or landlord is unable to obtain satisfactory references, or if any of the information I provide is incorrect or false.

I agree that information supplied by me will be held in accordance with the Company's notification under the Data Protection Act 1998. That you may record sensitive data as defined in the Data Protection Act 1998 and I understand that I have the right to ask for a copy of the information held about me subject to the payment of an administration fee that will be notified to me upon application, though it will not exceed the amount set by statute. I have the right to request that the information on me be amended if it is found to be incorrect.

**Signed:** .....

**Name (please print):** .....

**Date:** .....

**PLEASE NOTE: TO COMPLETE YOUR APPLICATION WE REQUIRE A PAYMENT OF £35.00 PER APPLICANT / PER LETTING TO COVER THE ADMINISTRATION COSTS FOR CARRYING OUT THE MANDATORY CREDIT CHECK. THIS IS NON-REFUNDABLE.**

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**Reserving the property – Holding Deposit (optional)**

Should you wish to reserve the property you are applying for we require that you pay a 'holding deposit' of £75.00.

This deposit removes the property from the market. Should you then take the property this deposit will be deducted from the first months rent. If the landlord declines to grant tenancy this deposit will be refunded to you. However, the deposit will be forfeit if you decide not to proceed for any reason, or if you fail to provide complete and accurate information in your application.

**Tenancy details (To be completed by Celador Estates only).**

APPLIATION REFERENCE NUMBER: .....

Property address: .....

Post Code: .....Landlord name: .....

Total Rent: .....Per week / month (delete as appropriate)

Proposed number of tenants moving into property: ..... Share of rent per month £.....

Proposed tenancy commencement date: ..... Rental Period / Term: .....

**Notes :**

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