

TENANT APPLICATION FORM

(PLEASE COMPLETE IN INK AND CAPITAL LETTERS)

FULL NAME OF APPLICANTS

PROPERTY APPLIED FOR

Return to:

Challenge House, 46 Nottingham Road, Mansfield, Nottinghamshire, NG18 1BL

Tel: 01623 645901/624784

Fax: 01623 622621

Email: lettings@challengehouse.co.uk

Negotiator: _____

In the case of joint applicant, each joint applicant will be required to complete and submit each section of the application form, please note the application fee is per property, not per applicant.

APPLICANT 1

APPLICANTS NAME _____
(Mr/Mrs/Miss/Ms)
CURRENT ADDRESS _____

EMAIL ADDRESS _____

TELEPHONE (LANDLINE) _____ (MOBILE) _____
(WORK) _____

DATE OF BIRTH _____ N.I. NUMBER _____

RELATIONSHIP OF JOINT APPLICANTS TO YOU _____

TIME AT PRESENT ADDRESS _____

STATUS AS PRIVATE TENANT AS OWNER AS A LODGER
 LIVING WITH PARENTS TENANT OF A HOUSING ASSOCIATION
 AS A COUNCIL TENANT – OF WHICH AUTHORITY (below)

IF AS A TENANT OR LODGER, PLEASE GIVE NAME AND ADDRESS OF THE LANDLORD BELOW:

CURRENT LANDLORD'S _____
TELEPHONE NUMBER _____
AND/OR EMAIL ADDRESS _____

WHY DO YOU WISH TO LEAVE YOUR CURRENT ADDRESS _____

ARE THERE OR HAVE THERE BEEN ANY ARREARS ON YOUR ACCOUNT AT THIS OR ANY PREVIOUS PROPERTY IN THE LAST 5 YEARS YES/NO AMOUNT _____ OUTSTANDING YES/NO

ARE YOU CURRENTLY CLAIMING LOCAL HOUSING ALLOWANCE (LHA) YES/NO

ARE THERE ANY DEDUCTIONS BEING MADE FROM YOUR CURRENT LHA YES/NO AMOUNT _____

IF LESS THAN 5 YEARS PLEASE PROVIDE FULL FIVE YEAR ADDRESS HISTORY, STATING WHETHER OWNED/RENTED, LENGTH OF TIME AND PREVIOUS LANDLORD DETAILS IF KNOWN (use a continuation sheet if required)

1) _____

2) _____

3) _____

EMPLOYMENT DETAILS

CURRENT STATUS

EMPLOYED

UN-EMPLOYED

SELF EMPLOYED

RETIRED

STUDENT

OTHER – SPECIFY

IF EMPLOYED –
YOUR OCCUPATION

NAME AND ADDRESS
OF EMPLOYER

TELEPHONE NUMBER
OF EMPLOYER

LENGTH OF TIME IN
EMPLOYMENT

GROSS PAY

_____ PER WEEK/MONTH/ANNUM*

* DELETE AS NECESSARY

IF UNEMPLOYED, HOW LONG HAVE YOU BEEN UNEMPLOYED AND GIVE NAME AND ADDRESS OF
LAST EMPLOYER IF ANY _____

HOW MANY JOBS HAVE YOU HAD IN THE LAST 5 YEARS _____

IF STUDENT
UNIVERSITY/COLLEGE NAME _____

NAME AND ADDRESS
OF UNIVERSITY/COLLEGE

COURSE ATTENDED _____

IF SELF EMPLOYED PLEASE PROVIDE ACCOUNTS DETAILS ON A CONTINUATION SHEET.
TENANCY DETAILS

OCCUPANT DETAILS

ALL TENANCY'S ARE LET ON A 6 MONTH FIXED TERM. IF YOU ARE APPLYING AS A JOINT TENANT YOU WILL BE JOINTLY AND SEVERALLY LIABLE FOR THE TENANCY. THIS MEANS YOU ARE RESPONSIBLE BOTH INDIVIDUALLY AND TOGETHER, CEASING TO LIVE AT THE PROPERTY DOES NOT END YOUR LIABILITY UNLESS BOTH PARTIES HAVE VACATED FOLLOWING THE CORRECT NOTICE PERIOD.

IF IT IS INTENDED FOR ANYONE OTHER THAN A JOINT TENANT TO LIVE IN THE PROPERTY, PLEASE PROVIDE BELOW THEIR NAMES, AGES AND THEIR RELATIONSHIP TO YOU.

<u>NAME</u>	<u>DATE OF BIRTH</u>	<u>RELATIONSHIP</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

FINANCIAL DETAILS

PLEASE STATE DETAIL OF ALL INCOME INCLUDING ALL OTHER OCCUPANTS

_____	AMOUNT _____	W/F/M/A
_____	AMOUNT _____	W/F/M/A
_____	AMOUNT _____	W/F/M/A
_____	AMOUNT _____	W/F/M/A

_____ AMOUNT _____ W/F/M/A
_____ AMOUNT _____ W/F/M/A
_____ AMOUNT _____ W/F/M/A
_____ AMOUNT _____ W/F/M/A

DO YOU HAVE ANY REGULAR OUTGOINGS OTHER THAN USUAL UTILITIES ETC I.E LOAN REPAYMENTS

YES/NO AMOUNT/PERIOD _____

YES/NO AMOUNT/PERIOD _____

YES/NO AMOUNT/PERIOD _____

YOUR BANK/BUILDING SOCIETY
NAME AND ADDRESS _____

ACCOUNT NAME _____

ACCOUNT NUMBER _____ SORT CODE _____

HAVE YOU EVER HAD A COUNTY COURT JUDGMENT AGAINST YOU YES/NO

HAVE YOU EVER BEEN MADE BANKRUPT OR ENTERED INTO A VOLUNTARY ARRANGEMENT OF ANY
KIND WITH YOUR CREDITORS YES/NO

HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE YES/NO

IF ANY OF THE ABOVE APPLY PLEASE GIVE FURTHER DETAILS INCLUDING DATES /AMOUNTS/DETAILS
INVOLVED

NEXT OF KIN

NAME OF NEXT OF KIN _____

NEXT OF KIN ADDRESS _____

NEXT OF KIN CONTACT NUMBER _____

WILL THERE BE ANY PETS LIVING IN THE PROPERTY YES/NO

IF YES PLEASE GIVE DETAILS INCLUDING BREED OF DOG _____

REFERENCES

PLEASE PROVIDE DETAILS OF FOUR REFEREES WHO CAN BE CONTACTED TO VERIFY INFORMATION, THESE CAN INCLUDE FAMILY MEMBERS, FRIENDS, COLLEGUES, SOCIAL WORKERS

NAME _____ RELATIONSHIP _____

ADDRESS _____

TELEPHONE NO. _____ EMAIL ADDRESS _____

OCCUPATION _____ TIME KNOWN _____

NAME _____ RELATIONSHIP _____

ADDRESS _____

TELEPHONE NO. _____ EMAIL ADDRESS _____

OCCUPATION _____ TIME KNOWN _____

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ADDRESS _____

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ADDRESS _____

TELEPHONE NO. _____ EMAIL ADDRESS _____

OCCUPATION _____ TIME KNOWN _____

APPLICANT 2

APPLICANTS NAME _____
(Mr/Mrs/Miss/Ms)
CURRENT ADDRESS _____

EMAIL ADDRESS _____

TELEPHONE (LANDLINE) _____ (MOBILE) _____
(WORK) _____

DATE OF BIRTH _____ N.I. NUMBER _____

TIME AT PRESENT ADDRESS _____

STATUS AS PRIVATE TENANT AS OWNER AS A LODGER
 LIVING WITH PARENTS TENANT OF A HOUSING ASSOCIATION
 AS A COUNCIL TENANT – OF WHICH AUTHORITY (below)

IF AS A TENANT OR LODGER, PLEASE GIVE NAME AND ADDRESS OF THE LANDLORD BELOW:

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TELEPHONE NUMBER _____
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PROPERTY IN THE LAST 5 YEARS YES/NO AMOUNT _____ OUTSTANDING YES/NO

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CURRENT STATUS

EMPLOYED

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SELF EMPLOYED

RETIRED

STUDENT

OTHER – SPECIFY

IF EMPLOYED –
YOUR OCCUPATION

NAME AND ADDRESS
OF EMPLOYER

TELEPHONE NUMBER
OF EMPLOYER

LENGTH OF TIME IN
EMPLOYMENT

GROSS PAY

_____ PER WEEK/MONTH/ANNUM*

* DELETE AS NECESSARY

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LAST EMPLOYER IF ANY _____

HOW MANY JOBS HAVE YOU HAD IN THE LAST 5 YEARS _____

IF STUDENT
UNIVERSITY/COLLEGE NAME _____

NAME AND ADDRESS
OF UNIVERSITY/COLLEGE

COURSE ATTENDED _____

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TENANCY DETAILS

FINANCIAL DETAILS

PLEASE STATE DETAIL OF ALL INCOME INCLUDING ALL OTHER OCCUPANTS

_____	AMOUNT _____	W/F/M/A
_____	AMOUNT _____	W/F/M/A
_____	AMOUNT _____	W/F/M/A
_____	AMOUNT _____	W/F/M/A
_____	AMOUNT _____	W/F/M/A
_____	AMOUNT _____	W/F/M/A
_____	AMOUNT _____	W/F/M/A
_____	AMOUNT _____	W/F/M/A

DO YOU HAVE ANY REGULAR OUTGOINGS OTHER THAN USUAL UTILITIES ETC I.E LOAN REPAYMENTS

YES/NO AMOUNT/PERIOD _____

YES/NO AMOUNT/PERIOD _____

YES/NO AMOUNT/PERIOD _____

YOUR BANK/BUILDING SOCIETY
NAME AND ADDRESS _____

ACCOUNT NAME _____

ACCOUNT NUMBER _____ SORT CODE _____

HAVE YOU EVER HAD A COUNTY COURT JUDGMENT AGAINST YOU YES/NO

HAVE YOU EVER BEEN MADE BANKRUPT OR ENTERED INTO A VOLUNTARY ARRANGEMENT OF ANY KIND WITH YOUR CREDITORS YES/NO

HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE YES/NO

IF ANY OF THE ABOVE APPLY PLEASE GIVE FURTHER DETAILS INCLUDING DATES /AMOUNTS/DETAILS INVOLVED

NEXT OF KIN

NAME OF NEXT OF KIN _____

NEXT OF KIN ADDRESS _____

NEXT OF KIN CONTACT NUMBER _____

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IF YES PLEASE GIVE DETAILS INCLUDING BREED OF DOG _____

REFERENCES

PLEASE PROVIDE DETAILS OF FOUR REFEREES WHO CAN BE CONTACTED TO VERIFY INFORMATION, THESE CAN INCLUDE FAMILY MEMBERS, FRIENDS, COLLEGUES, SOCIAL WORKERS

NAME _____ RELATIONSHIP _____

ADDRESS _____

TELEPHONE NO. _____ EMAIL ADDRESS _____

OCCUPATION _____ TIME KNOWN _____

NAME _____ RELATIONSHIP _____

ADDRESS _____

TELEPHONE NO. _____ EMAIL ADDRESS _____

OCCUPATION _____ TIME KNOWN _____

NAME _____ RELATIONSHIP _____

ADDRESS _____

TELEPHONE NO. _____ EMAIL ADDRESS _____

OCCUPATION _____ TIME KNOWN _____

NAME _____ RELATIONSHIP _____

ADDRESS _____

TELEPHONE NO. _____ EMAIL ADDRESS _____

OCCUPATION _____ TIME KNOWN _____

GUARANTOR DETAILS

IF YOU ARE UNDER 35 WE MAY REQUIRE A GUARANTOR, A GUARANTOR MAY ALSO BE REQUIRED UNDER OTHER CIRCUMSTANCES, PLEASE PROVIDE DETAILS OF GUARANTOR. In the case of a joint application, the guarantor is acting as guarantor for the tenancy, not the individual applicant.

NAME _____ CONTACT NUMBER _____

FULL ADDRESS _____

_____ POST CODE _____

DATE OF BIRTH _____ TIME AT ADDRESS _____

- STATUS
- AS PRIVATE TENANT AS OWNER AS A LODGER
- LIVING WITH PARENTS TENANT OF A HOUSING ASSOCIATION
- AS A COUNCIL TENANT – OF WHICH AUTHORITY (below)

- EMPLOYMENT STATUS
- EMPLOYED UN-EMPLOYED
- SELF EMPLOYED RETIRED
- STUDENT OTHER – SPECIFY

IF EMPLOYED –
YOUR OCCUPATION _____

GROSS WAGE _____ PER WEEK/MONTH/ANNUM

NAME AND ADDRESS
OF EMPLOYER _____

TELEPHONE NUMBER
OF EMPLOYER _____

LENGTH OF TIME IN
EMPLOYMENT _____

NATIONAL INSURANCE NUMBER _____

READ THE FOLLOWING VERY CAREFULLY

I/We authorise J E Wright (HHS) Ltd access to my personal files held by other agencies, including the Department of Social Security, Social Services, the Police, Probation service, local authorities, housing associations or private Landlords, in order to obtain information that maybe relevant to my application. This may include credit reference check with a credit reference agency to verify my address and to check for previous housing debts.

I/We certify that all the details given on this form are correct and complete to the best of my/our knowledge and that I/We have not knowingly or recklessly given any false information or withheld information about my application.

If a tenancy is allocated to you on the basis of any false statement made knowingly by you, or if any information withheld by you, it may result in the landlord regaining possession of your tenancy. Any applicant giving false information or withholding information to obtain accommodation could be liable for prosecution under Part VI section 171, Housing Act 1996. A person guilty of an offence under this section is liable, on summary conviction, to a fine not exceeding £5000.

All personal information will be handled in the strictest confidence and will comply with the Data Protection Act 1998.

DECLARATION BY TENANT / GUARANTOR:

I/We declare that the information stated on this application form is correct. I/We agree that any false information will invalidate any tenancy, which may be granted and will render me liable to payment of Landlord's costs for re-letting the property.

Signed: _____ **(Applicants)**

Signed: _____ **(Guarantor)**

Date _____

PRE-TENANCY INVESTIGATION

I HEREBY AUTHORISE J E WRIGHT (HHS) LTD TO MAKE WHAT ENQUIRIES ARE NECESSARY BEFORE THEY CAN OFFER ME A TENANCY.

I REALISE THAT THIS WILL INVOLVE THEM CONTACTING VARIOUS AGENCIES ON MY BEHALF.

BY SIGNING BELOW I/WE AUTHORISE THESE BODIES TO DISCLOSE TO J E WRIGHT (HHS) WHATEVER INFORMATION IS REQUIRED, ON MY BEHALF.

Applicant Name _____

Address _____

Signature _____

Date _____

PERMISSION TO DISCLOSE INFORMATION IN SUPPORT OF
APPLICATION OF TENANCY

Applicant/s _____

Address _____

The above person/persons have applied for a property with ourselves, we require the following information to progress their application.

AT THE BOTTOM OF THE SHEET IS SIGNED PERMISSION FOR YOU TO DISCLOSE ANY INFORMATION
NORMALLY CONTROLLED BY DATA PROTECTION.

Name of landlord/ agent and address _____

- How long have the applicants been tenants with you? _____
- Are they in arrears? Yes/No Amount _____
- If no to the above have they been in arrears in the last 6months? Yes/No Amount _____
- Has the property/ gardens been kept clean and tidy? Yes/No
- Has there even been any complaints regarding noise or nuisance to neighbours? Yes/No

Your ex-tenant provided they have given authorization below.

I/ We _____ & _____ hereby give permission for you to disclose my information in order to process my application for tenancy, including that protected by data protection legislation.

Signed : _____ Signed: _____

Please tick here if you do not wish to provide your ex-landlord with a forwarding address and please provide an explanation as to why.

SIGN UP INFORMATION

Dear Prospective Tenant

In order to be successful at signing up for your new home, you need to make sure you bring the following information to the signing of your tenancy agreement (for every applicant):

- **Two forms of ID** (at least one should contain a photograph). E.g. A valid Passport, Driving Licence, Birth Certificate, Medical Card, National Insurance card, UK Resident's Permit.
- **Proof of all income** received – Ideally this would be wage slips or benefit award letters.
- **Two months worth of up to date** bank statements.
- **If you are working we need to see two months/eight weeks** worth of wage slips.
- **Your rent in advance and deposit funds** due for sign up.

*If you have a **guarantor** which needs to sign the agreement with you, they will also need to bring some information. This includes the following:*

- *If they own their own home - they would need to bring proof of property ownership, i.e. Mortgage Statement or land registry certificate. If you are unable to provide this we may be able to obtain one by Land Registry Search for a £10 fee.*
- **Two forms of ID** (at least one should contain a photograph). E.g. A valid Passport, Driving Licence, Birth Certificate, Medical Card, National Insurance card, UK Resident's Permit.
- **If they are working we need to see two months/eight weeks** worth of wage slips. *If wage slips are not available then two months worth of bank statements showing income.*

If you do not provide all of the above we cannot complete a sign up. You may be charged an administration fee if we have already prepared documentation. If any doubt please call the sign up team.

We look forward to seeing you on sign up day!

Yours faithfully

JE Wright (HHS) LTD