

## TENANT APPLICATION FORM

(PLEASE COMPLETE IN INK AND CAPITAL LETTERS)

FULL NAME OF APPLICANTS

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PROPERTY APPLIED FOR

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Return to:

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

Tel: 01623 645901/624784

Fax: 01623 622621

Email: [lettings@challengehouse.co.uk](mailto:lettings@challengehouse.co.uk)

Negotiator: \_\_\_\_\_

REF:CD/LD/LMD/FORMS/DOM FORMS/TEN APP FORM

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 \_\_\_\_\_  
NATIONALITY: \_\_\_\_\_

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



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 \_\_\_\_\_

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NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

OCCUPATION \_\_\_\_\_ TIME KNOWN \_\_\_\_\_

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NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

OCCUPATION \_\_\_\_\_ TIME KNOWN \_\_\_\_\_

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NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

OCCUPATION \_\_\_\_\_ TIME KNOWN \_\_\_\_\_

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**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:

\_\_\_\_\_  
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

**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

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**NEXT OF KIN**

NAME OF NEXT OF KIN \_\_\_\_\_

NEXT OF KIN ADDRESS \_\_\_\_\_

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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 \_\_\_\_\_

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NAME \_\_\_\_\_ RELATIONSHIP \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

OCCUPATION \_\_\_\_\_ TIME KNOWN \_\_\_\_\_

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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.

Relationship to Tenant \_\_\_\_\_

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 General Data Protection Regulations.**

**I/We understand that I/We can withdraw this consent at any time. This can be done by email to [reception@challengehouse.co.uk](mailto:reception@challengehouse.co.uk) or by telephone 01623 645901**

**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.

I/WE UNDERSTAND THAT I/WE CAN WITHDRAW THIS CONSENT AT ANY TIME. THIS CAN BE DONE BY EMAIL TO [RECEPTION@CHALLENGEHOUSE.CO.UK](mailto:RECEPTION@CHALLENGEHOUSE.CO.UK) OR BY TELEPHONE 01623 645901

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

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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.

*I/We understand that I/We can withdraw this consent at any time. This can be done by email to [reception@challengehouse.co.uk](mailto:reception@challengehouse.co.uk) or by telephone 01623 645901*

## 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