



TENANT INFORMATION FORM

Applicant 1

Applicant 2

Full Name : _____

Date of Birth _____/_____/_____

_____/_____/_____

National Ins No _____
Current _____
Address _____

Postcode _____

Best Contact No _____

Date Moved in ____/____/____

____/____/____

Status (circle) Owner / Tenant / with Parents

Owner / Tenant / with Parents

Previous _____
Address _____

Postcode _____

Date moved in ____/____/____

____/____/____

Date moved out ____/____/____

____/____/____

Status (circle) Owner / Tenant / with Parents

Owner / Tenant / with Parents

If you have lived at the above addresses for less than 3 years, please provide additional addresses on separate sheet. Please remember to include any lender / landlord details.

Lender / Landlord

Name _____

Address _____

Postcode _____

Phone number _____



Employment Details

| | | |
|-------------------------|---------------------------------------|---------------------------------------|
| Please circle | Employed / Self employed / Unemployed | Employed / Self employed / Unemployed |
| Please circle | Full time / Part time | Full time / Part time |
| Employer Name | _____ | _____ |
| Address | _____ | _____ |
| | _____ | _____ |
| | _____ | _____ |
| Postcode | _____ | _____ |
| Telephone | _____ | _____ |
| Date Employment Started | ____/____/____ | ____/____/____ |

Are you subject to any formal disciplinary action?

Please circle Yes / No Yes / No

The Tenancy

Are you currently in receipt of housing benefit?

Please circle Yes / No Yes / No

Will your new tenancy be dependant upon you receiving housing benefit?

Please circle Yes / No Yes / No

Is it your intention to apply for housing benefit once you occupy the property?

Please circle Yes / No Yes / No

YOUR BANKERS

| | |
|-----------------------|-------------------------------|
| Bank Name: _____ Bank | Account Name: _____ |
| Bank Address: _____ | Sort Code: ____ - ____ - ____ |
| _____ | Account No _____ |

DOCUMENTATION REQUIRED

Please provide the following documentation in support of your application:

1. Current valid passport
2. Current photo card Driving license
3. Last months bank statements (showing salary credits and mortgage / rent payments)
4. Last months payslips
5. Recent utility bill (within last 3 months)



ADDITIONAL INFORMATION SHEET:

DECLARATION

I hereby confirm that the information provided by me is to the best of my knowledge true. I consent to this information being verified by contacting the third parties detailed in this form. I understand that the results of the findings will be forwarded to the appointed letting agent and/or landlord and may be assessed again should I default on my rental payment or apply for a new tenancy agreement in the future.

I agree that £IPS Ltd or their approved agent may search the files of a Credit Reference Agency which will keep a record of that search. I understand that I may request the name and address of the Credit Reference Agency to whom I may then apply for a copy of the information provided. I also understand that in the event of my defaulting on the rental payments that any such default may be recorded with the Credit Referencing Agency, who may supply the information to other credit companies or insurers in the quest for the responsible granting of tenancies, insurance and credit.

I understand that in the event of any default by me in respect of the covenants in my tenancy agreement with my landlord, the information contained herein may be disclosed to £IPS Ltd and/or one or more tracing companies and/or debt collection agencies in order to recover any monies due or trace my whereabouts.

The information provided in this form by me is information as described in Ground 17 of the Housing Act 1996 and I understand that if any information within this application is found to be untrue, it is grounds for termination of the tenancy. I also understand that any default in the payment of rent will affect any future applications for tenancies, credit or insurance.

I hereby authorise the above named bank or building society to respond to status enquiries made in respect of this application.

Applicant 1 _____ Date _____

Applicant 2 _____ Date _____

OFFICE USE ONLY:

Date form received: _____

Property address: _____

EREFREQ: _____

EREFREC: _____

AST Agreed _____

Landlord: _____

LREFREQ: _____

LREFREC: _____

AST Signed _____