

How to apply for a Tenancy

Please find attached an application form for a tenancy with Kings Lettings Ltd.

Each person over the age of 18 who will be living in the property and all guarantors must complete a relevant form.

When completing the form, please ensure the following:

1. **Each section must be completed in full and declaration on the back page signed by the applicant.**
2. **Write clearly in ink, using BLOCK CAPITALS.**
3. **Return the form(s) to the above office with your application fee in full.**
4. **Proof of Residency must be provided for all applicants, (this must be returned *with your application forms*).** This confirms where an applicant has been living .It is required for each address stated on the application form (i.e. where both a current and previous address is given, proof of residency must be provide for each address).Where an applicant has resided at an address for more than 6 months, ***it should be dated a least 6 months old***, otherwise it should be appropriately dated to the time at which they resided in the property. Any of the following documents will be acceptable for this purpose, providing it is dated and shows the applicants name(s) and address.

- Utility bill or statement (gas,electric,water,telephone)
- Council tax bill or statement
- Bank or Building society statement
- Credit card statement
- TV licence.

***Failure to comply with the above will delay your application.
Please contact our office if you have any difficulty with the
above.***

Kings Lettings Ltd

Tenancy Application Form

Please complete in BLOCK CAPITALS and return to the office with any Proof of Residency. Failure to fully and accurately complete any section of this form will result in delays with the processing.

Address of Property:		
.....		
.....		
.....		
.....		
Postcode:	Tel	
No:.....		
Tenant Details.		
Title: Mr/Mrs. Miss/Ms/Dr/Rev	Marital Status: Married/Single/Divorced/Co-	
Habiting/Separated/Widowed		
First Names: Surname:.....		
Maiden/Other Name Nat.Ins.No..... Date of		
Birth.....		
Is this a Joint Tenancy: YES/NO Are they contributing to the rent: YES/NO		
If YES, names of other		
Tenants:.....		
Total Rent per month: £		
Applicants share per month:		
£.....		
Rental Period: Commencement date:		
.....		
No. of Dependants:.....No. Male:..... Age(s): No. Female:.....		
Ages(s):.....		
Pets: No/Yes-Type Smoker/Non Smoker		
Current Address: owner/rented/with parents/other		
.....		
.....		
.....		
Postcode:..... Mobile No:.....		
Home Tel No:..... Business Tel No:..... Email:.....		
No. of years at present address:..... From:..... To:.....		
Previous Address(s) if current address is less than 2 years:		
.....		

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

Date: From:..... To Are you aware of any adverse credit history:.....

Employers
Name:.....
.....

Address:.....
.....

Postcode:.....

Position Held by Employee:..... 1st Job- Yes/No

Length of Service:..... Annual Salary: Basic£.....
OTE£.....

If self-employed-details of Accountant

Name:.....
Address:.....
.....
Postcode.....

Tel No: Fax
No:.....

Annual Earnings £

Present Agent/Landlord(if applicable)

Name:.....
Address:.....
.....
.....

Postcode..... Tel No:..... Fax
No:.....

Rent Payable £ Length of Tenancy:.....

Was the rent paid regularly and on time :YES/NO

Were there or are there likely to be any claims for damages at the end of the tenancy YES/NO, If yes ,please give brief details:.....
.....
.....
.....

Bank/Building Society Details:

Name:.....

Address.....

Sort code:..... Account/Roll

No:.....

Next Of Kin:.....

Address:.....

Post Code:..... Tel No:..... Fax

No:.....

Due to the confidential nature of the information supplied and required, we regret that no explanation will be given if we are unable to recommend a tenancy.

This reference will be subject to the terms of Grounds 17 of the Housing Act 1996.

In considering your application we will search your record at a credit referencing agency. They will add your details of our search and your application and this will be seen by other organisations that make searches. The results of our findings may be forwarded to the Landlord for approval.

I confirm that the information supplied is to the best of my knowledge and belief, true and have no objection to this information being verified by whatever means deemed necessary.

Signed:..... Date: