

**TENANT APPLICATION FORM**

In order for the application to be processed quickly, please complete in BLOCK CAPITALS and ensure the application is completed in full. Return the form with your ID to **info@Cavelettings.co.uk**

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| |  |  | | --- | --- | | Property Address: |  | |  |  | |  |  | | Property Rent: £ |  |   PROPERTY DETAILS |

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| **APPLICANT CONTACT DETAILS**   |  |  |  | | --- | --- | --- | | Title: • Mr • Miss • Mrs • Ms • Other | | | | First Name: | | Full Middle Name: | | Surname: | | Date of birth: | | Sex: • Male • Female | | National Insurance Number: | | Right To Rent Share Code: (None UK citizens only) |  | | | No of dependants: | Marital Status: • Single • Married • Divorced • Separated • Widow(er) | | | Home number: | | Mobile number: | | Email Address: | |  | |

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| CURRENT ADDRESS   |  |  | | --- | --- | | Time at address: From: dd/mm/yyyy | To: dd/mm/yyyy | | Living status: • Furnished Tenant • Unfurnished Tenant • Own home • Living with parents • Other  Current Rent amount £ | | | Address: |  | |

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| **CURRENT LANDLORD / LETTING AGENT DETAILS – FOR REFERENCE**   |  |  | | --- | --- | | Landlord: | Contact Name: | | Phone Number: | Mobile Number: | | Fax number: | Email address: | | Address: |  | | Additional Information: | | |

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| **EMPLOYMENT DETAILS** – IF YOUREMPLOYMENT IS LIKELY TO CHANGE PLEASE SUPPLY YOUR OFFER LETTER OR CONTRACT OF NEW EMPLOYMENT   |  | | --- | | Employment Type:  Full time employed  Part time employed  Temporary/Contract  Unemployed   Self-Employed  Retired  Student  Housewife/Home maker  Other  Benefits | | Occupation    Gross Salary: £ weekly / fortnightly / monthly cash / bacs / other  Any other income to Consider? Tax credits / Housing Benefit / ESA / PIP / Universal Credit / Other  Additional Information:  Who can we contact for a reference:  Name  Email:  Telephone Number: | |

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| **ACCOUNTANT DETAILS – SELF EMPLOYED ONLY**   |  |  |  | | --- | --- | --- | | Do you have an accountant?: | Yes • No •  If **No** Please provide 6 months bank statements showing proof of income | | | Company Name : | | Contact Name: | | Phone Number: | | Mobile Number: | | Fax Number: | | Email Address: | | Address: | |  | | Length of time Self Employed:  Please supply a copy of your latest SA302:  Approximate Income from Self Employed work: | | | |

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| **Next Of Kin**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | First Name: | | Surname: | | Relationship: | | | Home Phone Number: | | Mobile Phone Number: | | Email Address: | | | Address: | |  | |  | | |  |  | |  | |  | |

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| **ADDITIONAL INFORMATION**   |  |  | | --- | --- | | Have you ever received any County Court Judgments or Individual Voluntary Arrangements against you?  Yes • No •  If **Yes** please enter the details | | | Have you ever been declared bankrupt?  Yes • No •  If **Yes** please enter the details  Do you currently have any rent arrears?  Yes • No •  If **Yes** please enter the details | | | Do any of the tenants have pets? | Yes • No • Type of Pet | | Do any of the tenants smoke? | Yes • No • | | Will there be any children living at the property?\* | Yes • No • (If Yes, Please enter details below) |   **NAMES OF CHILDREN DATE OF BIRTH**   |  |  | | --- | --- | |  | DD/MM/YYYY | |  | DD/MM/YYYY | |  | DD/MM/YYYY | |  | DD/MM/YYYY | |

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| **CONSENT**   |  | | --- | | I declare that:  I am over 18 years of age and the information provided within my application is true and accurate and give permission for this information to be verified.   * Performing a credit search by a third-party agency * We have informed the applicant that credit reference agencies may supply to us, public information and fraud prevention information, credit assessment and insurance decision. * Contacting my current and previous employers and referees to confirm the details provided. * Registering for council tax.   I confirm that I consent to providing my personal details so that the landlords agent can assess my suitability as a tenant. I understand that the landlords agent has a legitimate interest in processing my data to decide on my suitability as a tenant.  I confirm to the landlord’s agent to contacting my employer and my current or previous landlord in order to obtain a reference(s).  I understand that if I default on my tenancy obligations, this information may be released to authorised debt recovery agencies and could affect any future applications I make for tenancies, credit and insurance.  I understand that the results of these searches will be provided to the Letting Agent and access again in the event of a default in my rental payments.  I understand that providing false information may lead to my application being declined and any subsequent tenancy agreement being terminated. I am happy for a third-party referencing agency to contact me in respect to this application if required. I have read and agree to be bound by the above terms.  I hereby give consent for Cave lettings to obtain references and information from any third-party individual / agency or company in order to process my application for a tenancy.  **I UNDERSTAND THAT IF THE APPLICATION IS WITHDRAWN BY ME OR UNDISCLOSED INFORMATION IS DISCOVERED AND THE APPLICATION IS UNSUCCESSFUL, OR I AM UNABLE TO PROVIDE A SUITABLE GUARANTOR (IF REQUIRED) THE ‘HOLDING DEPOSIT’ WILL BE NON-REFUNDABLE.**  Should your application be successful, the ‘Holding Deposit’ will be deducted off the 1st months’ rent.  By **signing your agreement to proceed** you are accepting that we may use your information in this way.  **Signed: Date:**  **Return fully completed application form, holding deposit, ID, and proof of residency to:**  **info@cavelettings.co.uk**  **Audnam House,**  **40-42 Audnam**  **Stourbridge**  **DY8 4AQ**  **Tel: 01384 – 431769 or Mobile: 07855-965683** | |