

Office use only:

Lease Date:	
Work Reference Req:	
Landlord Ref Req:	
Experian Check:	
Deposit:	
Proportioned Rent:	
Fee:	

TENANCY APPLICATION FOR:

..... RENT

WHEN WOULD YOU LIKE TO MOVE IN?

PLEASE NOTE THAT A SEPARATE FORM SHOULD BE FILLED IN BY EACH PERSON INTENDING TO RESIDE AT THE PROPERTY. PLEASE COMPLETE IN CAPITAL LETTERS.
IN THE CASE OF A FAMILY APPLICATION **HUSBAND AND WIFE CAN APPLY JOINTLY ON THIS FORM.**

TITLE - MR, MRS, MS, MISS or DR

SURNAME

FORENAMES

ADDRESS

..... POST CODE.....

TELEPHONE NUMBER E MAIL

DATE OF BIRTH

WHO WILL RESIDE AT THE PROPRTY WITH YOU?

IF YOU HAVE ANY CHILDREN, PLEASE STATE HOW MANY & THEIR AGES

.....

HOW LONG AT THE ABOVE ADDRESS? as OWNER/TENANT/LODGER/WITH PARENTS

IF TENANT, STATE PRESENT RENT £

IF TENANT, STATE LANDLORDS NAME, ADDRESS & TEL NO

.....

IF YOU HAVE LIVED AT THIS ADDRESS FOR LESS THAN 3 YEARS, PLEASE PROVIDE DETAILS OF

ALL OF YOUR PREVIOUS ADDRESSES IN THE LAST 3 YEARS -

.....

.....

.....

OCCUPATION SALARY

EMPLOYER'S NAME & ADDRESS.....
.....

EMPLOYER'S CONTACT NAME & TEL NO/EMAIL ADDRESS.....
.....

HOW LONG HAVE YOU WORKED FOR THIS COMPANY?

DETAILS OF ANY OVERTIME/BONUS PAYMENTS

DETAILS OF ANY MORTGAGE, LOANS OR CREDIT AGREEMENTS YOU CURRENTLY HAVE.....
.....

IF A PERSONAL REFERENCE IS REQUIRED, PLEASE SUPPLY NAME AND ADDRESS (cannot be a relative)
.....
.....

IF YOU ARE UNDER 18 YEARS OLD, NAME AND ADDRESS OF PARENTS

(IF YOU ARE A STUDENT, PLEASE ALSO OBTAIN A SEPARATE GUARANTOR FORM)

ARE YOU A SMOKER? YES/NO

DO YOU HAVE ANY PETS? IF SO WHAT KIND

THE INFORMATION GIVEN ON THIS FORM IS STRICTLY PRIVATE AND CONFIDENTIAL FOR THE SOLE USE OF GEO HALLAM & SONS ON ASSESSING YOUR SUITABILITY FOR PRIVATE RENTED ACCOMMODATION.

I AUTHORISE GEO HALLAM & SONS TO OBTAIN APPROPRIATE REFERENCES AND TO CONTACT A CREDIT AGENCY FOR ANY INFORMATION TO SUPPORT THIS APPLICATION.

SIGNED DATE

Once we have received your application, you will be asked to attend a short interview at our office, so that we can discuss the rental of the property you have chosen.

YOU WILL NEED TO PROVIDE PROOF OF IDENTITY IN THE FORM OF DRIVING LICENCE OR PASSPORT.

You will be asked to pay a fee of £10.00 per person (including VAT) to cover the cost of obtaining a credit reference report. However, if a Company completes the application form, the fee will be £30.00 (including VAT). This fee is non refundable.

Once we have obtained satisfactory references, obtained the owner's approval and prepared the Tenancy Agreement, you will be required to pay:

- **A Deposit**
- **One month's rent in advance**
- **Application Fee of £135 + VAT (Preparation of Tenancy Agreement, Inventory and Schedule of Conditions)**

Please return this form to: **GEO HALLAM & SONS. 24 REGENT STREET, NOTTINGHAM. NG1 5BQ** or
Email to reception@geohallam.co.uk or FAX to 0115 950 3108