

## TENANCY APPLICATION

**\* PLEASE NOTE THAT A SEPARATE APPLICATION FORM SHOULD BE COMPLETED BY EVERY PERSON (OVER THE AGE OF 18) INTENDING TO LIVE AT THE PROPERTY. \* PLEASE COMPLETE IN CAPITAL LETTERS.**

PROPERTY ADDRESS \_\_\_\_\_

WHAT DATE WOULD YOU LIKE TO MOVE IN? \_\_\_\_\_

SURNAME \_\_\_\_\_ FORENAMES \_\_\_\_\_

TITLE – MR / MRS / MS / MISS or DR \_\_\_\_\_ DATE OF BIRTH \_\_\_\_\_

ADDRESS \_\_\_\_\_

POST CODE \_\_\_\_\_ MOBILE TELEPHONE NUMBER \_\_\_\_\_

E MAIL ADDRESS \_\_\_\_\_

REASON FOR MOVING \_\_\_\_\_

WHO WILL BE LIVING AT THE PROPERTY WITH YOU? \_\_\_\_\_

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

ARE YOU CURRENTLY A TENANT / PROPERTY OWNER / LIVING WITH PARENTS / LODGER \_\_\_\_\_

IF A TENANT, STATE LANDLORDS NAME & EMAIL ADDRESS \_\_\_\_\_

WHAT IS YOUR CURRENT RENT or MORTGAGE PAYMENT? £ \_\_\_\_\_

HOW LONG HAVE YOU LIVED AT THE ABOVE ADDRESS? \_\_\_\_\_

PROVIDE DETAILS OF ALL OF YOUR PREVIOUS ADDRESSES IN THE LAST 3 YEARS (use separate sheet if needed)

JOB TITLE \_\_\_\_\_ N I NUMBER \_\_\_\_\_ ANNUAL SALARY £ \_\_\_\_\_

EMPLOYER'S NAME & ADDRESS \_\_\_\_\_

MANAGER'S NAME & EMAIL ADDRESS \_\_\_\_\_

HOW LONG HAVE YOU WORKED FOR THIS COMPANY? \_\_\_\_\_

WHAT AMOUNT OF ADDITIONAL INCOME/OVERTIME/BONUS PAYMENTS DO YOU RECEIVE? £ \_\_\_\_\_

WHAT AMOUNT DO YOU CURRENTLY HAVE OUTSTANDING FOR A MORTGAGE, LOAN OR CREDIT CARD?

GIVE NAME & EMAIL ADDRESS OF A PERSONAL REFEREE (cannot be a relative)

ARE YOU A SMOKER? \_\_\_\_\_ DO YOU HAVE ANY PETS? IF SO WHAT KIND? \_\_\_\_\_

WILL YOU BE KEEPING A VEHICLE AT THE PROPERTY? \_\_\_\_\_ DRIVING LICENCE NO \_\_\_\_\_

HAVE YOU PREVIOUSLY HAD ANY RENT ARREARS? \_\_\_\_\_

HAVE YOU EVER BEEN EVICTED FROM A RENTAL PROPERTY? \_\_\_\_\_

HAVE YOU EVER HAD ANY COUNTY COURT JUDGEMENTS / BANKRUPTCY ORDER? \_\_\_\_\_

HAVE YOU EVER BEEN CONVICTED OF A CRIMINAL OFFENCE? \_\_\_\_\_

- **I CONFIRM THAT THE INFORMATION GIVEN ON THIS FORM IS CORRECT.**
- **I CONFIRM THAT I HAVE VIEWED THE PROPERTY FOR WHICH I AM APPLYING.**
- **I ACCEPT THAT WITH THE EXCEPTION OF ESSENTIAL REPAIRS, THIS PROPERTY IS LET AS SEEN. ANY WORKS REQUESTED, WILL BE DONE AT THE DISCRETION OF THE LANDLORD.**
- **I UNDERSTAND THAT THE INFORMATION GIVEN ON THIS FORM IS STRICTLY PRIVATE & CONFIDENTIAL, FOR THE SOLE USE OF GEO HALLAM & SONS IN ASSESSING MY SUITABILITY FOR PRIVATE RENTED ACCOMMODATION.**
- **I AUTHORISE GEO HALLAM & SONS TO OBTAIN A CREDIT CHECK AND TO ALSO OBTAIN REFERENCES FROM MY EMPLOYER, LANDLORD AND PERSONAL REFEREE.**

SIGNED \_\_\_\_\_

PRINT NAME \_\_\_\_\_

DATE \_\_\_\_\_

**YOU WILL BE REQUIRED TO PROVIDE YOUR PASSPORT AS PROOF OF YOUR IDENTITY.**

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

The application process takes approximately **10 working days** and the Tenancy Agreement signing date will be agreed with you once we have obtained satisfactory credit report, references and obtained the Landlord's approval.

When we have prepared the Tenancy Agreement you will be required to pay:

- Deposit equal to one month's rent plus £100.00 (Refundable at the end of the tenancy)
- One month's rent in advance

**Please ensure you are able to cover these amounts prior to making an application.**

You can return this form: Via email to [reception@geohallam.co.uk](mailto:reception@geohallam.co.uk)

Or post it to Residential Lettings. Geo Hallam & Sons. 24 Regent Street, Nottingham. NG1 5BQ

**Office Use:**

<b>Interview Date:</b>		<b>Credit Check:</b>	
<b>ID Produced:</b>		<b>Employer Ref:</b>	
<b>AST start Date:</b>		<b>Landlord Ref:</b>	
<b>Email Sent</b>		<b>Personal Ref:</b>	
<b>Notes:</b>			