

Tenancy Application Form

Address of rental property

Rent p.c.m £

Proposed tenancy commencement date

Preferred length of tenancy

First applicant's details

Title Surname

First name/s

Maiden name

Gender Male Female

Marital Status

Nationality

Date of birth

Current address

Postcode

Period at this address

Renting/Owner/Council Tenant/Other

If selling, is rental dependent upon sale? Yes No

Address for correspondence (if different from above)

Second applicant's details

Title Surname

First name/s

Maiden name

Gender Male Female

Marital Status

Nationality

Date of birth

Current address

Postcode

Period at this address

Renting/Owner/Council Tenant/Other

If selling, is rental dependent upon sale? Yes No

Address for correspondence (if different from above)

Next of Kin (or emergency contact) NOT SPOUSE

Title and full legal name

Address

Telephone Email

Relationship to applicant/s

May we use this as a post-tenancy address Yes No**Next of Kin (or emergency contact) NOT SPOUSE**

Title and full legal name

Address

Telephone Email

Relationship to applicant/s

May we use this as a post-tenancy address Yes No**Please provide the following details as applicable:**

Children's names and Dates of Birth

Type, number and breed of pets

Contact UsClarke and Simpson
Well Close Square
Framlingham
Suffolk IP13 9DU
T: 01728 621200
F: 01728 724667And The London Office
40 St James Street
London SW1A 1NSemail@clarkeandsimpson.co.uk
www.clarkeandsimpson.co.uk

First applicant***Second applicant******Contact Details****Email**Telephone (H) (M)****Previous address***

PLEASE PROVIDE THREE YEAR'S WORTH OF RESIDENCY DETAILS (USE A SEPARATE SHEET IF NECESSARY)

*Address**Postcode**Renting/Owner/Council Tenant/Other**Length of time at this address****Existing/previous landlord or letting agent (if applicable)****Name**Address**Postcode Telephone**Email address**What is /was your monthly rental amount?****Bank Details****Bank or building society name**Address**Postcode**Account number Sort code**Account name (as it appears on your statement)**Share of Rent %****Personal reference (not an employer or family member)****Title and Name**Address**Postcode Telephone**Email****Contact Details****Email**Telephone (H) (M)****Previous address***

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First applicant**Second applicant****Employment details***Employed/Self Employed/Unemployed/Retired/Student**Permanent* *Temporary* *Contract* *Company name**Job Title**Annual salary**Commencement date**Contact name**Address**Postcode**Telephone**Do you have any further sources of income?* *Yes* *No**If so, please give details****If self employed please complete the above section and also provide details of your accountant below****Accountant Name and Company Address**Postcode**Telephone****Additional information****Are you aware of **ANY** adverse credit history, including IVA's, Bankruptcy and CCJs, whether or not these have been satisfied?* *Yes* *No**Do you expect to be in receipt of income support, housing benefit, jobseeker's allowance or any other benefits?* *Yes* *No**Are you a smoker?* *Yes* *No***Employment details***Employed/Self Employed/Unemployed/Retired/Student**Permanent* *Temporary* *Contract* *Company name**Job Title**Annual salary**Commencement date**Contact name**Address**Postcode**Telephone**Do you have any further sources of income?* *Yes* *No**If so, please give details****If self employed please complete the above section and also provide details of your accountant below****Accountant Name and Company Address**Postcode**Telephone****Additional information****Are you aware of **ANY** adverse credit history, including IVA's, Bankruptcy and CCJs, whether or not these have been satisfied?* *Yes* *No**Do you expect to be in receipt of income support, housing benefit, jobseeker's allowance or any other benefits?* *Yes* *No**Are you a smoker?* *Yes* *No****Guarantor's details (if applicable)****Title and full legal name**Address**Telephone**Email**Relationship to applicant/s**Bank or Building Society Name and Address**Account number**Sort code**Account name**Are you aware of **ANY** adverse credit history, including IVA's, Bankruptcy and CCJs, whether or not these have been satisfied?* *Yes* *No**Employed/Self Employed/Unemployed/Retired/Student**Permanent* *Temporary* *Contract* *Company name**Job Title**Annual salary**Commencement date**Contact name**Address**Postcode**Telephone**Do you have any further sources of income?* *Yes* *No*

DECLARATION

As prospective tenant/guarantor, I/we agree that:

1. The information given on this Tenancy Application Form is correct and I have paid Clarke & Simpson the application fee of £225 plus VAT (£270) as my/our part share of the cost of proceeding with the tenancy application for the aforementioned property.
2. I/we have provided original forms of identification (see Guidelines for Tenants document for acceptable forms of identification) to Clarke and Simpson and a current utility bill to prove my/our identity and address at the time of submitting this application.
3. The part share of the cost for the preparation of the tenancy agreement is not refundable if I/we should not be able to proceed or, if I/we withdraw from the transaction.
4. For the purpose of the Council Tax, the property will be used throughout the tenancy as my/our sole or main residence.
5. Rental Payment: I/we understand that interest penalties may be payable as set out in the tenancy agreement for late payments. I/we understand that a charge will be payable to Clarke & Simpson by me/us if written reminders are sent.
6. I/we have no objection to this information in this application form being verified by whatever means deemed necessary.
7. I/we understand that it is not the responsibility of Clarke & Simpson or any other agencies employed by them to follow up the referees supplied by me/us in order to obtain references. I/we agree that upon being informed by Clarke & Simpson or other agencies that references are outstanding, I/we will ensure that such references will be responded to without delay. I/we further confirm that I/we will not hold Clarke & Simpson responsible in any way if references are not forthcoming in time to prepare the necessary documentation to allow me/us to move into my/our chosen property on the preferred date.
8. I/we have seen Clarke & Simpson's Guidelines for Tenants and understand and agree to the contents contained and outlined within it.
9. I/we have been provided with information regarding the Tenancy Deposit Scheme (see Guidelines for Tenants) and acknowledge receipt of these. The first applicant as detailed on Page 1 of this Application will be the lead tenant for the purposes of the Tenancy Deposit Scheme.
10. I/we are aware of my rights to take independent legal and other professional advice, if required, upon the documentation (including the tenancy agreement) before it is signed and I/we have had the opportunity to do so.

Your reference will be completed by Rentshield Direct on behalf of your letting agent and/or landlord. Rentshield Direct is part of the Barbon Insurance Group Limited. For the purposes of this application, Barbon Insurance Group Limited is the Data Controller as defined in the Data Protection Act 1998 (the "Act")

In order to complete your application, Rentshield Direct will consult with a number of sources to verify the information, including a licensed credit reference agency.

CONSENT

As a result of the information received:

- 1) Rentshield Direct will pass on any relevant information supplied to your landlord and/or letting agent, including the results of any linked verification checks.
- 2) By consulting with a credit reference agency, Rentshield Direct will share your information with them and the agency may record the results of this search. This search may show how you conduct payments with other organisations. From time to time, this information may also be used for debt tracing and fraud prevention. You may request the name and address of the credit reference agency Rentshield Direct use in order to contact them for a copy of the information they hold.
- 3) Rentshield Direct may use debt collection agencies or tracing agents to trace your whereabouts and recover any monies owed to Rentshield Direct.

I confirm that the information provided in this Tenancy Application Form is true to the best of my knowledge, and I am happy with the checks which Rentshield Direct will complete as detailed above. These results may be accessed again if I apply for a tenancy in the future.

I am happy for Rentshield Direct to contact my referees (including those outside the EEA), with personal information which has been provided in this form to allow them to verify the information about my income, dates of employment and previous tenancy term.

First applicant's signature

Signed _____ Print name _____ Date _____

Second applicant's signature

Signed _____ Print name _____ Date _____

Guarantor's signature

Signed _____ Print name _____ Date _____

Important information

Please include the following with this application: Application fee Cheque Cash Card

Identification (for each applicant & guarantor) - Please see attached Guidelines for Tenants form for details of acceptable documents

One document from List A Group 1; or Two documents from List A Group 2; And Utility bill/bank statement