

Tenancy Application Form

Address of rental property

Rent p.c.m. £

Proposed tenancy commencement date

Preferred length of tenancy

<i>First applicant's details</i>		<i>Second applicant's details</i>	
<i>Title</i>	<i>Surname</i>	<i>Title</i>	<i>Surname</i>
<i>First name/s</i>		<i>First name/s</i>	
<i>Maiden/Other name</i>		<i>Maiden/Other name</i>	
<i>Gender</i> Male <input type="checkbox"/> Female <input type="checkbox"/>		<i>Gender</i> Male <input type="checkbox"/> Female <input type="checkbox"/>	
<i>Marital Status</i>		<i>Marital Status</i>	
<i>Nationality</i>		<i>Nationality</i>	
<i>Date of birth</i>		<i>Date of birth</i>	
<i>Current address</i>		<i>Current address</i>	
<i>Postcode</i>		<i>Postcode</i>	
<i>Period at this address</i>		<i>Period at this address</i>	
<i>Renting/Owner/Council Tenant/Other</i>		<i>Renting/Owner/Council Tenant/Other</i>	
<i>If selling, is rental dependent upon sale?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No		<i>If selling, is rental dependent upon sale?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No	
<i>Address for correspondence (if different from above)</i>		<i>Address for correspondence (if different from above)</i>	
<i>Next of Kin (or emergency contact) NOT SPOUSE</i>		<i>Next of Kin (or emergency contact) NOT SPOUSE</i>	
<i>Title and full legal name</i>		<i>Title and full legal name</i>	
<i>Address</i>		<i>Address</i>	
<i>Telephone</i>	<i>Email</i>	<i>Telephone</i>	<i>Email</i>
<i>Relationship to applicant/s</i>		<i>Relationship to applicant/s</i>	

Please provide the following details as applicable:

Children's names and Dates of Birth

Type, number and breed of pets

Contact Us



Clarke and Simpson
Well Close Square
Framlingham
Suffolk IP13 9DU
T: 01728 621200
F: 01728 724667

And The London Office
40 St James Street
London SW1A 1NS

email@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 %

If your application is successful, we will ask you to provide copies of your last three months' bank statements

Personal reference (not an employer or family member)

Title and Name

Address

Postcode Telephone

Email

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 %

If your application is successful, we will ask you to provide copies of your last three months' bank statements

Personal reference (not an employer or family member)

Title and Name

Address

Postcode Telephone

Email

<i>First applicant</i>	<i>Second applicant</i>
<i>Employment details</i>	<i>Employment details</i>
<i>Employed/Self Employed/Unemployed/Retired/Student</i>	<i>Employed/Self Employed/Unemployed/Retired/Student</i>
<i>Permanent</i> <input type="checkbox"/> <i>Temporary</i> <input type="checkbox"/> <i>Contract</i> <input type="checkbox"/>	<i>Permanent</i> <input type="checkbox"/> <i>Temporary</i> <input type="checkbox"/> <i>Contract</i> <input type="checkbox"/>
<i>Company name</i>	<i>Company name</i>
<i>Job Title</i>	<i>Job Title</i>
<i>Annual salary</i> <i>Commencement date</i>	<i>Annual salary</i> <i>Commencement date</i>
<i>Contact name</i>	<i>Contact name</i>
<i>Address</i>	<i>Address</i>
<i>Postcode</i> <i>Telephone</i>	<i>Postcode</i> <i>Telephone</i>
<i>Do you have any further sources of income?</i> <input type="checkbox"/> <i>Yes</i> <input type="checkbox"/> <i>No</i> <i>If so, please give details and amount</i>	<i>Do you have any further sources of income?</i> <input type="checkbox"/> <i>Yes</i> <input type="checkbox"/> <i>No</i> <i>If so, please give details and amount</i>
<i>If self employed please complete the above section <u>and</u> also provide details of your accountant below</i>	<i>If self employed please complete the above section <u>and</u> also provide details of your accountant below</i>
<i>Accountant Name and Company Address</i>	<i>Accountant Name and Company Address</i>
<i>Postcode</i> <i>Telephone</i>	<i>Postcode</i> <i>Telephone</i>
<i>Additional information</i>	<i>Additional information</i>
<i>Are you aware of ANY adverse credit history, including IVA's, Bankruptcy and CCJs, whether or not these have been satisfied?</i>	<i>Are you aware of ANY adverse credit history, including IVA's, Bankruptcy and CCJs, whether or not these have been satisfied?</i>
<input type="checkbox"/> <i>Yes</i> <input type="checkbox"/> <i>No</i>	<input type="checkbox"/> <i>Yes</i> <input type="checkbox"/> <i>No</i>
<i>Do you expect to be in receipt of income support, housing benefit, jobseeker's allowance or any other benefits?</i>	<i>Do you expect to be in receipt of income support, housing benefit, jobseeker's allowance or any other benefits?</i>
<input type="checkbox"/> <i>Yes</i> <input type="checkbox"/> <i>No</i>	<input type="checkbox"/> <i>Yes</i> <input type="checkbox"/> <i>No</i>
<i>Are you a smoker?</i> <input type="checkbox"/> <i>Yes</i> <input type="checkbox"/> <i>No</i>	<i>Are you a smoker?</i> <input type="checkbox"/> <i>Yes</i> <input type="checkbox"/> <i>No</i>

<i>Guarantor's details (if applicable)</i>

<i>Title and full legal name</i>	<i>Employed/Self Employed/Unemployed/Retired/Student</i>
<i>Date of Birth</i>	<i>Permanent</i> <input type="checkbox"/> <i>Temporary</i> <input type="checkbox"/> <i>Contract</i> <input type="checkbox"/>
<i>Address</i>	<i>Company name</i>
	<i>Job Title</i>
<i>Telephone</i> <i>Email</i>	<i>Annual salary</i> <i>Commencement date</i>
<i>Relationship to applicant/s</i>	<i>Contact name</i>
<i>Bank or Building Society Name and Address</i>	<i>Address</i>
<i>Account number</i> <i>Sort code</i>	<i>Postcode</i> <i>Telephone</i>
<i>Account name</i>	<i>Do you have any further sources of income?</i> <input type="checkbox"/> <i>Yes</i> <input type="checkbox"/> <i>No</i> <i>If so, please give details and amount</i>
<i>Are you aware of ANY adverse credit history, including IVA's, Bankruptcy and CCJs, whether or not these have been satisfied?</i>	
<input type="checkbox"/> <i>Yes</i> <input type="checkbox"/> <i>No</i>	

DECLARATION

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

1. The information given on this Tenancy Application Form is correct.
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. For the purpose of the Council Tax, the property will be used throughout the tenancy as my/our sole or main residence.
4. 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.
5. I/we have no objection to this information in this application form being verified by whatever means deemed necessary.
6. 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.
7. I/we have seen Clarke & Simpson's Guidelines for Tenants and understand and agree to the contents contained and outlined within it.
8. 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.
9. 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.

CONSENT

Your reference will be completed by Letmojo on behalf of your letting agent. Letmojo is part of the Barbon Insurance Group Limited. For the purposes of this application, Barbon is the Data Controller as defined in the General Data Protection Regulation ('GDPR'). In order to complete your application, Letmojo will consult with a number of sources to verify the information, including a licensed credit reference agency.

As a result of the information received:

- Letmojo may pass on any information supplied to your landlord and/or letting agent, including the results of any linked verification checks.
- By consulting with a credit reference agency, Letmojo 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 Letmojo use and you may also apply for a copy of the information they provided to Letmojo.
- If you default on your rental payments, Letmojo may record this on a centrally held database of defaulting tenants, and that such a default could affect any future application or tenancies, credit, and/or insurance.
- Letmojo may use debt collection agencies or tracing agents to trace your whereabouts and recover any monies owed to Letmojo.
- The personal information we have collected from you will be shared with fraud prevention agencies who will use it to prevent fraud and money laundering and to verify your identity. If fraud is detected, you could be refused certain services, finance, or employment. Further details of how your information will be used by us and these fraud prevention agencies, and your data protection rights, can be found on our website: Letmojo.com.

Details of addresses, including past, current and prospective, may be provided to specified third parties which would be used for preventing unnecessary marketing communications only. This processing is carried out for the legitimate interests of both you, the data subject, and the third-party companies. Information may be sent to you and your nominated referees by email. This information will only be sufficient enough to identify you and it won't be excessive; however you should be aware that information sent via electronic means cannot be guaranteed to be secure.

The provisions of Section 8, Ground 17 of the Housing Act 1988 will apply to this application. If any information within this application is found to be untrue it may be grounds to terminate the tenancy agreement.

PLEASE READ AND COMPLETE THE FOLLOWING STATEMENTS CAREFULLY - IT IS IMPORTANT THAT YOU PROVIDE YOUR CONSENT FOR THE CHECKS BY MARKING THE BOXES NEXT TO THE TEXT AND THEN SIGNING AND DATING BELOW.

- I confirm that the information provided in this application form is true to the best of my knowledge, and I am happy with the checks which Letmojo will complete as detailed above. These results may be accessed again if I apply for a tenancy in the future.
- I am happy for Letmojo 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 earnings, dates of employment and previous tenancy term.

Following the completion of your reference, Letmojo or other Barbon Group Companies may contact you by phone or post to let you know about additional services we can offer which may be of interest to you. These services could help protect your liability as a tenant as well as your personal contents. If you do not want Letmojo to contact you, please tick this box. We will never pass your details on to a third party unless we ask for your express permission. If you would like to unsubscribe from any services at any time, then please contact Letmojo on marketing@letmojo.com.

Yes, I am happy for Letmojo and other Barbon Group Companies to contact me occasionally by email or SMS with exclusive offers, together with other information from selected third parties about products and services which could benefit me as a tenant.

First applicant's signature

Second applicant's signature

Guarantor's signature

Important information

Please include the following with this application: -

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