



TENANCY APPLICATION FORM

Agency / Landlord Name: DOWNER & CO. (LETTINGS) Ltd Newbury

Tenants Please Note:

A SEPARATE FORM MUST BE FULLY COMPLETED IN CAPITALS AND BLACK INK BY EACH APPLICANT AGED 18 YEARS AND OVER AND SUBMITTED TO OUR OFFICE. **APPLICANTS MUST ALSO BRING THEIR ORIGINAL PASSPORT INCLUDING ANY RELEVANT VISAS BEFORE APPLICATIONS WILL BE PUT FORWARD TO THE LANDLORD.**

TO BE COMPLETED BY LETTING AGENT

CREDIT CHECK

COMPREHENSIVE REFERENCE

Proposed Tenancy Details:

Address			
Town			
Postcode		Rent Period	
Total Rent Per Property	£	PCM	Total Rent Per Applicant
			£
			PCM

Negotiator _____ Proposed Tenancy Commencement Date ___ / ___ / ___

Is the Tenancy Shared? Yes No

Is this a Student Property? Yes No

(If Yes a Guarantor will be required)

TO BE COMPLETED BY TENANT

Title	First Name	Middle Name	Surname	Other names you have been known by

CONTACT DETAILS

Telephone

Mobile

Email

Where possible we will send draft contracts and offer letters by electronic mail – it will be your responsibility to regularly check your e-mail account and ensure that mail received from downer.co.uk is accepted.

Date of Birth / /

National Insurance Number

Married Single Separated Divorced Widowed Living with partner





ADDRESS DETAILS

Please provide previous address and dates of residency in the last 6 years, (over 3 months) attaching a separate sheet if necessary.

Current Address:

Address						
Postcode		Period at Address		Years		Months

Owner Council Tenant Private Tenant Living with Parents/Relatives

If rented - Current rent paid Reason for move?

Do you own a pet? Type: Breed: Age:

Estate Agent/Solicitor/Managing Agent for your current address

Name			
Address			
Telephone (Day)		Telephone (Eve)	

Landlord for your current Address

Name		Email	
Address			
Telephone (Day)		Telephone (Eve)	

Previous Address:

Address						
Postcode		Period at Address		Years		Months

Have you ever had any County Court Judgements, Court Decree, Bankruptcy or Administration Orders? (If yes, please detail on a separate sheet) Yes No

Have you had any criminal convictions? Yes No Do you smoke? Yes No

Names of all children living in property as well as DOB? Please continue on a separate sheet if necessary

Next of kin

Name			
Address			
Telephone		Email	

EMPLOYMENT/INCOME DETAILS

Employed Self Employed On Contract Retired Unemployed Student

Name of Employer		Starting Date	
Address of Employer			
Position Held		Salary	





If you are Self-Employed please complete Accountants details below. Please Note - Failure to complete this section will result in a delay in your application:

Accountant			
Address			
Telephone No			
Email Address		Your Trading Name	
Date Commenced Trading		Approximate Annual Income	

Please provide details of any additional income

i.e. Tax Credits, Second Employments etc. below. Proof of this income will be required. Please provide details of any additional income i.e. Tax Credits, Second Employments etc. below. Proof of this income will be required.

Bank/Building Society Details (Current Only)

Bank/Society Name			
Address			
Account No		Sort Code	

Declaration:

I confirm that the details that I have provided are, to the best of my knowledge, true. I also confirm, by submitting this application form that I am aware that any information provided by me will be used by Downer & Co's appointed referencing company to verify and assess my application. This includes, but is by no means limited to said company contacting all parties included in the application form; including but not limited to any employer/accountants, previous/ current landlords and other third parties that could support my application. I am aware that any references and information obtained in relation to this application, including the credit check, will be shared freely between the referencing company, the prospective letting agency and/or landlord and any third party companies that the landlord/ letting agency consider necessary to the tenancy such as, but not limited to, their insurers, the local authority and utility companies. The information that I have provided may also be accessed in the future to assess a future application should I apply for tenant/ guarantor status again. It may also be used to help recover any arrears that may occur and to get in contact with me once the tenancy is ended.. I consent for the details I have supplied in the application form to be used by a credit reference agency to assess my credit profile and residency information (via checks on the electoral role and credit agreements etc.) and all the associated actions that may occur (including a 'footprint' being left on my credit profile). GDPR: The Tenants personal data, which will be processed in the execution of this agreement/application will be handled in accordance with the General Data Protection Regulation (EU) 2016/679. Further details regarding this processing activity is set out in the Downer & Co Privacy policy notice, which can be found at: www.downer.co.uk

Applicant's Signature: _____

Date: _____

Print Name: _____

**2x PROOF OF RESIDENCY OBTAINED:
MUST BE AN ORIGINAL PASSPORT INCLUDING ANY RELEVANT VISAS AND ONE OF
THE FOLLOWING BEFORE APPLICATIONS WILL BE PUT FORWARD TO THE LANDLORD:**

- I.D CARD
- UTILITY BILL
- DRIVING LICENCE

