



cravenwildsmith

41 Netherhall Road, Doncaster, DN1 2PG Tel: 01302 368686

TENANT APPLICATION FORM / REFERENCE FORM

It is mandatory to complete the whole form. Please use black ink and capital letters.

Property details (to be completed by the landlord / letting agent)

Property address

Property type Flat Bungalow Terraced house
 Detached house Semi-detached house

Content Un-furnished Partly furnished
 Fully furnished

Number of tenants moving into the property

Proposed tenancy period
months

Proposed tenancy start date
(dd/mm/yyyy)

Rent for this property per calendar month
£

Applicant's share of rent per calendar month
£

Will this be the only or principle home of at least on tenant?
 Yes No

Tenant identification (to be completed by the landlord / letting agent)

Has proof of residency been copied and put on file?
(Proof of residency means 2 original and different documents such as bank statement, utility bill, council tax bill, telephone bill etc. with the applicant's name and current address on. The documents must not be older than three months, or the most recent version if issued less frequently, when this application is made.)
 Yes No, specify

Has a certified and signed copy of a driving licence and/or passport and/or other valid personal identification been put on file?
 Yes
 No, specify

Tenant applicant details (everything below to be completed by the prospective tenant)

Title

All forenames

Surname(s)

Date of birth
(dd/mm/yyyy)

Email address

Who will be funding the deposit?

Telephone home

Telephone mobile

Telephone work

Telephone other

Nationality

Passport number

UK National Insurance No.

VISA or other resident permit
(if applicable)

Please provide the address of any other UK property you own jointly or on your own.

Do any of the applicants enjoy diplomatic immunity?
 Yes No

Current address:

Reason for leaving:

Time at address (x years/ x months):

Status at current address

Tenant (private) Tenant (council) Owner

Living with friends Living with family

Other, please specify

Previous addresses the last 3 years including status at each address and reason for leaving

Next of kin (a relative, employer, close friend etc.)

Forenames and full surname(s) (not a joint tenant)	Telephone	Address (not the property address)

May we use this address and your other details above, as post tenancy contact details?
 Yes No *If not, please complete post tenancy contact details below.*

Post tenancy contact details

Personal references (must be a person who has known you at least five years)

Forenames and full surname:

Full address:

Telephone number:

Email address:

Forenames and full surname:

Full address:

Telephone number:

Email address:

Please list everyone who will live in the property (including date of birth for those under 18)

Forenames and full surname(s)	Nationality (to comply with Immigration Act 2014)	Date of birth	Relationship to the applicant (joint tenant, dependant, spouse etc.)	Smoker (yes/no)

Please list any pets that will be kept in the property

Type of pet (include breed for dogs)	Number (if relevant)	Other relevant information (fully grown, puppy etc.)

Employment information

Employment type Full time employed Part time employed Temporary / contract Unemployed
 Self-employed Retired Full time student Part time student
 Home-maker Other, please specify

Job title / occupation

Business name and type of business

Do you need a work permit to work in the UK?

Yes No

Employer's / accountant's name and address

Employers landline phone number

Gross annual salary

£

Time in job (years and months)

Bank details

Full name and address of your bank

Branch sort code

- -

Account number

Account holder's name

Overdraft facility

Yes No

Overdraft limit

£

If currently overdrawn, how much?

£

Other financial commitments (car purchase, maintenance to former partner, credit card debt etc.)

Name of lender / credit card company

Loan amount /
card balance

Monthly
payment

Credit card
limit

Loan expiry
date

Financial history

Do you or anybody else moving into the property, who is not a joint tenant, have any adverse credit history?

No Yes, please specify

Criminal record

Have you or anybody else moving into the property, who is not a joint tenant, any unspent criminal convictions?

No Yes, please specify

Other

Additional information that may be relevant to this applicant/application

Tenant declaration

I hereby confirm that the information I have given in this application form is true, accurate, to the best of my knowledge and not misleading.

I give my consent to the information being used by credit card companies, credit reference companies, existing/previous landlords/letting agents/employers/accountants etc. The information can also be used during any tenancy for the management of the property, including but not limited to, being given to contractors and being used to chase money owed. I understand that the letting agent will use the information provided to make decisions about my application. This can also mean that if any information is found to be untrue, the application can be declined and I will lose all or part of the administration fee.

I agree to that information given by credit reference companies will be shared with the letting agent and landlord and that this information may also be accessed again if I apply for or guarantee a tenancy in the future.

I agree that the referees and bank listed above may be contacted by the landlord, agent or referencing company.

As part of the legal process of letting a property we are required to provide you with certain information prescribed by law. Please tick this box if we may email you this information and other documents and notices to reduce our environmental

impact through unnecessary printing

Date:

Signed by the applicant:

Print name: