

MORTGAGE / PROPERTY LTD
LETTINGS APPLICATION FORM



PROPERTY: _____

RENT: £_____ TENANCY TERM: _____ DHSS ASSISTED: YES/NO

ALL prospective occupants of the property over 18 years old MUST be party to the tenancy agreement.
Tenants MUST be 18 or over by law.

PLEASE COMPLETE THIS FORM IN FULL AND RETURN IT TO OUR OFFICES WITH ALL DOCUMENTS SPECIFIED AND THE APPROPRIATE PROCESSING FEE. FAILURE TO DO SO WILL RESULT IN YOUR APPLICATION BEING REJECTED

SECTION 1: PERSONAL DETAILS

APPLICANT 1	APPLICANT 2
Title: Mr Miss Mrs Ms Other _____ Forename(s) in full: _____ Surname: _____ Any Previous Surname: _____ Date of Birth: _____ Nationality: _____ Marital Status: _____ N I Number : _____ Name & Age of Dependants:- _____ _____ _____ Home Tel No: _____ Mobile No: _____ Email: _____	Title: Mr Miss Mrs Ms Other _____ Forename(s) in full: _____ Surname: _____ Any Previous Surname: _____ Date of Birth: _____ Nationality: _____ Marital Status: _____ N I Number : _____ Name & Age of Dependants:- _____ _____ _____ Home Tel No: _____ Mobile No: _____ Email: _____

SECTION 2: CURRENT & PREVIOUS ADDRESS(ES)

Current Address: _____ _____ Postcode _____ Period at Address: _____ Years _____ Months Reason for Leaving: _____ _____ Current accommodation (please circle) Private tenant / Housing Executive tenant / with parents / with friends / owner with mortgage / owned outright. Current monthly rent/mortgage payment: _____ Are you currently in arrears? _____ If so by how much _____ Name & Address of current agent/landlord/lender:- _____ _____ _____ Telephone No: _____ If you have been at this address less than 3 years please give details of your prior address	Current Address: _____ _____ Postcode _____ Period at Address: _____ Years _____ Months Reason for Leaving: _____ _____ Current accommodation (please circle) Private tenant / Housing Executive tenant /with parents / with friends / owner with mortgage / owned outright. Current monthly rent/mortgage payment: _____ Are you currently in arrears? _____ If so by how much _____ Name & Address of current agent/landlord/lender:- _____ _____ _____ Telephone No: _____ If you have been at this address less than 3 years please give details of your prior address
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Address 2: _____
 _____ Postcode _____

Period at Address: _____ Years _____ Months

Accommodation (please circle)
 Private tenant / Housing Executive tenant / with parents
 / with friends / owner with mortgage / owned outright.

Name & Address of agent/landlord/lender:-

Telephone No: _____

Address 2: _____
 _____ Postcode _____

Period at Address: _____ Years _____ Months

Accommodation (please circle)
 Private tenant / Housing Executive tenant /with parents
 / with friends / owner with mortgage / owned outright.

Name & Address of agent/landlord/lender:-

Telephone No: _____

SECTION 3: EMPLOYMENT DETAILS (if you are unemployed please continue to the benefits section)

Employer: _____
Address: _____

Tel No: _____

Position Held: _____

Start Date: _____

Is this position: Permanent / Contract
 If contract: _____ Term

Gross Salary : £ _____ **Overtime:-** £ _____
Commission:- £ _____ **Bonus:-** £ _____
Other Income:- _____

If you have been with your current employer less than 3 years or have a second job please provide details below of your previous / other employer

Employer: _____
Address: _____

Tel No: _____

Position Held: _____

Start Date: _____ **End Date:-** _____
Gross Salary : £ _____

Employer: _____
Address: _____

Tel No: _____

Position Held: _____

Start Date: _____

Is this position: Permanent / Contract
 If contract: _____ Term

Gross Salary : £ _____ **Overtime:-** £ _____
Commission:- £ _____ **Bonus:-** £ _____
Other Income:- _____

If you have been with your current employer less than 3 years or have a second job please provide details below of your previous /other employer

Employer: _____
Address: _____

Tel No: _____

Position Held: _____

Start Date: _____ **End Date:-** _____
Gross Salary : £ _____

IF YOU ARE SELF EMPLOYED PLEASE COMPLETE THIS SECTION

Business Name :- _____
Address: _____

Nature of Business: _____

How long owned by applicant:- _____

Accountant Detail: _____

Tel No: _____

Business Name :- _____
Address: _____

Nature of Business: _____

How long owned by applicant:- _____
Gross Annual Income:- _____

Accountant Detail: _____

Tel No: _____

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Please provide details below of any benefits you receive & payment frequency eg weekly, monthly:-

Jobseekers: £ _____

Income Support: £ _____

Child Tax Credits: £ _____

Working Tax Credits: £ _____

Child Benefit: £ _____

Housing Benefit: £ _____

Pension: £ _____

Other: £ _____

Please provide details below of any benefits you receive & payment frequency eg weekly, monthly:-

Jobseekers: £ _____

Income Support: £ _____

Child Tax Credits: £ _____

Working Tax Credits: £ _____

Child Benefit: £ _____

Housing Benefit: £ _____

Pension: £ _____

Other: £ _____

SECTION 4: LOANS/CREDIT CARDS

Credit Cards: YES/NO
If yes please provide details below:-

Provider	Amount Outstanding	Monthly Payment	£	£
_____	£ _____	£ _____	£ _____	£ _____
_____	£ _____	£ _____	£ _____	£ _____
_____	£ _____	£ _____	£ _____	£ _____
_____	£ _____	£ _____	£ _____	£ _____

Loans: YES/NO
If yes please provide details below:-

Provider	Amount Outstanding	Monthly Payment	End Date
_____	£ _____	£ _____	_____
_____	£ _____	£ _____	_____
_____	£ _____	£ _____	_____

Credit Cards: YES/NO
If yes please provide details below:-

Provider	Amount Outstanding	Monthly Payment	£	£
_____	£ _____	£ _____	£ _____	£ _____
_____	£ _____	£ _____	£ _____	£ _____
_____	£ _____	£ _____	£ _____	£ _____
_____	£ _____	£ _____	£ _____	£ _____

Loans: YES/NO
If yes please provide details below:-

Provider	Amount Outstanding	Monthly Payment	End Date
_____	£ _____	£ _____	_____
_____	£ _____	£ _____	_____
_____	£ _____	£ _____	_____

SECTION 5: ADDITIONAL INFORMATION

Have you ever:-

Had a criminal conviction? Yes / No

Defaulted on credit Accounts? Yes / No

Had a County Court Judgement registered against you? Yes / No

Been bankrupt or made Arrangements with your creditors? Yes / No

Owned a property which was Taken into possession? Yes / No

If you have answered yes to any of the above please provide us with further details:-

Have you ever:-

Had a criminal conviction? Yes / No

Defaulted on credit Accounts? Yes / No

Had a County Court Judgement registered against you? Yes / No

Been bankrupt or made Arrangements with your creditors? Yes / No

Owned a property which was Taken into possession? Yes / No

If you have answered yes to any of the above please provide us with further details:-

Bank Name: _____	_____
Account No: _____ Sort Code: _____	Bank Name: _____
Are you a smoker: Yes / No	Account No: _____ Sort Code: _____
Do you have any pets: _____	Are you a smoker: Yes / No
Next of Kin: _____	Do you have any pets: _____
Address: _____	Next of Kin: _____
_____	Address: _____
Contact No: _____	_____
Relationship: _____	Contact No: _____
	Relationship: _____

ADDITIONAL INFORMATION:- PLEASE INCLUDE ANY FURTHER INFORMATION RELEVANT TO YOUR APPLICATION

Applications can take up to 2 working days to process, however the more accurate the Information you provide is, the quicker the process will be.

DISCLAIMER AND SIGNATURE

I certify that my answers are true and complete to the best of my knowledge. I have no objection to this information being verified by fair and lawful means. I understand that the results of the findings will be forwarded to the appointed Letting Agent and/or Landlord and may be accessed again should I apply for a tenancy agreement in the future. I agree that Field Recruitment Ltd trading as Tenant Screening will perform a tenant verification search of my credit file to verify my identity and provide a background check of me as an individual. This check is performed with a licensed credit reference agency and a footprint will be left in my file. (NB This footprint will not affect an applicant's ability to raise credit.) I understand that if any information within this application is found to be untrue it is grounds for termination of the tenancy under the 1996 Housing Act. I understand that completing this application does not commit the landlord or tenant to a tenancy. I agree that the information I provide on this form and that which is obtained from other relevant sources will be used to process my application for a tenancy. If I succeed in this application and take up the tenancy I understand the information will be used in the administration of that tenancy agreement. In the event I remain in this property past the initial tenancy agreement period, I understand it may be necessary to perform further credit and money laundering searches. I hereby authorise my employer/accountant/pension administrator to provide details of my earnings and dates of employment for the purposes of completing this reference. I understand I may lose all or part of my processing fee if any information furnished in my application is found to be untrue or inaccurate and I further confirm I understand that in those circumstances my application will be rejected. I agree for my personal data to be collected and processed by Tenant Screening and I accept that this may include the use of cookies.

Signed Applicant 1:- _____

Signed Applicant 2:- _____

Print Name: _____

Print Name: _____

Date: _____

Date: _____

APPLICANTS SHOULD COMPLETE THIS APPLICATION IN FULL AND RETURN IT WITH THE FOLLOWING:-

- Photographic ID (valid passport/driving licence/electoral card)
- Proof of Address (recent utility bill/bank statement, must be dated within last 3 months)
- 3 months bank statements

- **If employed** – Last 3 payslips
- **If self-employed** – most recent SA302
- **If in receipt of benefits** - we will require proof of entitlement.

- Your credit report dated within the last 30 days. This can be obtained from Experian or Equifax. **(please note this must be your full credit file and not just your credit score)**. If you are unable to provide this we can offer you this service, please sign below to confirm you wish us to carry this out for you.
Single Application £30 or Joint Application £40.

Signed Applicant 1:- _____

Signed Applicant 2:- _____

Print Name: _____

Print Name: _____

Date: _____

Date: _____

Mortgage / Property Sales & Rentals Ltd,
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www.mortgageproperty.net