

Personal Tenancy Application

Smith Housing Branch

Please complete this form and return it to your Northwood branch.

Section 1 - Property

Details

Address _____

Postcode _____

Tenancy term _____

Proposed move in date (DD/MM/YY) _____

Monthly rental £ Rent Share for applicant £

Number of applicants _____

Do you smoke? Yes No

Do you have pets? Yes No

If Yes please specify _____

Holding Deposit

Holding Deposit

Maximum of 1 weeks rent which may not be refundable.

Please refer to the conditions* section of this form.

Section 2 - Tenant's Personal Details

Title _____ First Name _____ Middle Name(s) _____ Surname _____

Date of Birth (DD/MM/YY) _____ Marital status _____

Nationality _____ NI number _____

Phone number _____ Email address _____

If you have even been known by another name, please confirm it here _____

Please provide three years address history (If more space is needed please use a separate sheet)

Present Address

Address _____

Postcode _____

Time at this address _____ Years _____ Months _____

Address status (please tick one)

Owner Rented Living with Parents/ Friends

Other _____

Landlord / Letting Agent Details

Name of Letting Agent/ Landlord _____

Address _____

Postcode _____

Phone Number _____

Email Address _____

Previous Address 1

Address _____

Postcode _____

Time at this address _____ Years _____ Months _____

Address status (please tick one)

Owner Rented Living with Parents/ Friends

Other _____

Landlord / Letting Agent Details

Name of Letting Agent/ Landlord _____

Address _____

Postcode _____

Phone Number _____

Email Address _____



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Previous Address 2

Address _____
Postcode _____

Time at this address Years Months

Address status (please tick one)

Owner Rented Living with Parents/ Friends

Other

Landlord / Letting Agent Details

Name of Letting Agent/ Landlord _____

Address _____
Postcode _____

Phone Number _____

Email Address _____

Section 3 - Tenant Credit Information

ADVERSE CREDIT - It is imperative that you declare adverse credit, whether it is satisfied or unsatisfied. Failure could have a detrimental affect on your application.

Do you have any undischarged bankruptcy? Yes No If Yes, please give details below

Have you ever applied for an I.V.A? Yes No If Yes, please give details below

Have you ever previously rented a property? Yes No

Have you ever been in arrears with your rental payments? Yes No How much £

Have you ever been named on a mortgage? Yes No

Have you ever been in arrears with your mortgage payments? Yes No How much £

Have you got, or had, any CCJs? Yes No If Yes, please give details below

Section 4 - Employment Details

Current employment status (please tick one)

Employed (FT) Employed (PT) Unemployed Student Self-Employed

Agency Worker Independent Means Temp Worker Retired Zero Hours

NOTE - If you are Self Employed, a Director of your own company, Retired or have Independent Means, go to section 5

Name of company _____ Position _____

If Company Director, Company Number _____ Full Time Part Time

Payroll number _____ Start date (DD/MM/YY) _____

Gross salary _____

Address _____
Postcode _____

Reference contact name and position _____

Contact number _____ Email _____

Is your current position going to change in the near future? Yes No If yes, please give details below

Previous employment details (if less than 6 months)

Name of company	Position
If Company Director, Company Number	<input type="checkbox"/> Full Time <input type="checkbox"/> Part Time
Payroll number	Start date (DD/MM/YY)
Gross salary	
Address	Postcode
Reference contact name and position	
Contact number	Email

Other sources of income

If you have other sources of income then please state these below. Additional income proof will be required.

Overtime	£	Shift allowance	£	London weighting	£
Bonus	£	Car allowance	£	Tax credits	£
Disability benefit	£	Housing benefit	£	Child maintenance	£
Careers allowance	£	Fosterers allowance	£	Child benefit	£
Employment support allowance	£	Guardian allowance	£		
Additional income 1	£	Description			
Additional income 2	£	Description			

Section 5 - Self Employment, Director, Independent Means, Retired

Self Employed / Director

Are you a Company Director? Yes No Start date (DD/MM/YY)

Annual income Salary £ Dividend £

Have you got proof of income / funds? Yes No

Will accountants be verifying income? Yes No If yes, please complete section above

Have final accounts been prepared? Yes - by accountant Yes - Self assessment No

Independent Means

Have you got proof of income / funds? Yes No

Will accountants be verifying income? Yes No If yes, please complete section above

Retired

Have you got proof of pension? Yes No

Pension provider Pension number

Pension amount £

Section 6 - Other Occupants

Everyone living in the property regardless of age must be listed below.

Name	D.O.B.	Age	Relationship to Applicant

Will the deposit be paid by anyone other than the tenant? Yes No

Full Name

Address

Postcode

Contact Number

Email

Emergency Contact

This must be a UK resident who is not a cohabiting tenant.

Next of kin name

Relationship to tenant

Phone number

Email

Address

Postcode

Section 7 - Bank Details

Name of bank

Account number

Address

Account holder

Postcode

Sort code

Section 8 - Insurance Details

It is wise to insure yourself against any loss or damage that may occur to your own contents or indeed those of the landlord. We are happy to arrange this cover for you.

Would you like a quotation?

 Yes No

Sum insured

£

Contents Insurer

Telephone

Policy number

Policy holders name

Section 9 - Prior Consent

I agree that if the tenancy proceeds the How to Rent Guide and other important Tenancy documents may be served on me by electronic means.

Please tick if you agree.

How to proceed with your application

STEP 1

Complete and sign the tenancy application form and return it to the Northwood office below along with your holding deposit, in cleared funds as your application can then be processed immediately. Please also provide photographic identification of who you are (i.e. passport or new style driving license) and two utility bills detailing your current address.

STEP 2

Assuming your application has been accepted, you will need to pay the Balance Due either in cleared funds when you move into the property or if you wish to pay by a personal cheque then you must pay it at least one week before you are due to move into the property. Please make all cheques payable to Northwood. **Deposit may vary depending on your credit history and personal circumstances.**

Declaration

I understand that providing false information may lead to a tenancy being refused or early termination of any subsequent tenancy agreement.

Northwood may use a third party referencing agent, if so you agree to being contacted by that agency, Northwood will make you aware of that company if used.

Northwood or their selected third party referencing agents will hold your data securely and only use it with regard to the referencing for this tenancy application and future tenancy.

I have read and agree to be bound by the above terms.

Conditions

- The holding deposit is non-refundable should you decide not to progress your application/sign your tenancy agreement within 15 Calendar days (unless otherwise mutually agreed) or if you have given false/misleading information on the application form or any applicant fails a Right to Rent check. It will be returned to you in the event the landlord is unable to proceed.

General Data Protection Regulations

By providing us with the above information you consent to us obtaining, holding and using personal data about you in connection with the business of letting and renting out of residential properties as specified below for so long as may be reasonably required for our legitimate purpose or those of Head Office. We will use that information for communicating with you. We may also provide that information to third parties with a legitimate reason to receive it in connection with your dealings with us (e.g. landlords (where applicable), utility and service providers, Head Office or transferee of our business) or to such third parties as required by you or the law, whether within or outside the European Economic area. Our privacy policy can be found on our website.

I would like to receive updates about products and services, promotions, special offers, news and events from Northwood via

SMS Email Post Telephone

Signature

Print Name

Date (DD/MM/YY)

Signature

I hereby give my consent for any person or organisation to furnish Northwood with whatever information they require in relation to my application.

Applicant's Signature

Print Name

Date (DD/MM/YY)

How did you hear about us?

Please complete this form and return it ASAP.

For office use only

References Express Ultimate
Is global reference required? Express Global Ultimate Global
Do you require evict? Yes No

Tenancy Details

Number of tenants being referenced

Proposed tenancy start date (DD/MM/YY)

Due diligence for AML completed Yes No

Right to rent checks completed Yes No

PN

Address Stamp Box



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