



TENANCY APPLICATION FORM

Please ensure that all questions are answered to avoid any delays (in block capitals)

Property Applied For

Applicant: (1 form per applicant)

Proposed move in date...../...../.....

Mr. / Mrs. / Miss / Ms / Other

Share of rent?.....%

Full name *

Date of birth * Maiden name *

National Insurance No * Current Address *

Post code *How long at this address? */...../.....

Home telephone number*(Inc Area code).....Mobile telephone number*(Inc Area code).....

E-mail address*

Do you smoke? * YES / NO Do you have any pets? * YES / NO (If 'yes' – what?).....

Will you be claiming housing benefit? *YES / NO Do you have any convictions? *YES / NO

Bank Details:

Bank*Account name(s) *

A/c number*Sort code *

Do you have a Cheque guarantee card* YES / NO How long have you had this bank account* Years

How many Credit / debit card held*

Total outstanding balances* £..... £..... £.....

149 Victoria Road West
Thornton – Cleveleys
Lancashire
FY5 3LB

Tel: 01253 857001/820777
Email; headwaypm@gmail.com
Website; www.headwaylettings.com
Mob; 07812825250

Current Property:

Current residential status*: Property owner / Council Tenant / Private Tenant / Living with parents / other (delete as necessary)

Will there be anyone else over 18years residing at the property?) *YES/NO (Please provide details on another Application form if yes)

Previous address es) Inc Post code within the last 5 years *

.....Post code.....(from to)

.....Post code.....(from to)

.....Post code.....(from to)

Why are you moving? *

Have you had any rent or mortgage arrears? * YES / NO How Much? *

Rent / Mortgage payable* £per month

Do you have or are you aware of any CCJ's, poor credit rating or bad debt? * YES / NO £.....

Current Landlord / Mortgage Company

Landlord / Mortgage Company Name*

Address*

.....Post code*

Telephone number* (Inc Area code).....Fax number*(Inc Area code).....

Mobile*E-mail *

Do you have to give any notice at your current address? YES / NO How long? *
(Please continue on the back of this sheet if necessary)

Current employment details:

Job title*

Company name & address*

Post Code * Email Address *

Telephone number* (Inc Area code).....Fax number*(Inc Area code).....

Payroll number*Dept*

Contact name*Start date *

Email Address *

Is the position Full time / part time / permanent / temporary / casual / Seasonal? *
(Delete as necessary)

Basic gross income? * £..... per annum / month (delete as necessary)

Overtime? * Regular / occasional

Accountant Details (if self-employed)

Accountants Name *
Company Name and Address *
.....Postcode*
Telephone number* (Inc Area code).....Fax number*(Inc Area code).....
Email*

Additional Income

Do you have any **additional** sources of income/benefits? **YES / NO** (please provide documentary evidence)*

.....£.....per month
.....£.....per month
.....£.....per month

Children (under 18 years old) who will reside at the property*

Name	Age	Date of Birth
(1)		
(2)		
(3)		

Next of kin details

Mr. / Mrs. / Miss / Ms / Other

Full name*
Date of birth* Maiden name *
National Insurance No* Current address*
.....
Post code*How long at this address? *
Relationship*Years known*

- A Guarantor may be required where the applicant is under 25 years of age, where housing benefit is claimed or if the applicant has a low credit score.
- A Guarantor should be fully employed and a home-owner
- An application and a credit check fee will be required from a Guarantor
- Do you have a suitable Guarantor if one is required? YES/NO
(Further credit check will be required at additional cost if a guarantor is required)

Guarantor details

Mr. / Mrs. / Miss / Ms / Other

Full name *
Current address *
.....
Post Code* How Long at this address? *

Please sign this Declaration
The application cannot proceed without a signature

DECLARATION

THIS APPLICATION CANNOT BE ACCEPTED UNLESS IT ACCOMPANIED BY THE FOLLOWING;

- **Proof of identification** (passport or driving license or birth) (don't send originals in the post!!)
- **A recent bank reference or latest statements in full**
- **Employer reference & 4 weekly (or 2 monthly pay-slips)**
- **A Utility bill with your current address (NOT mobile phone bill)**
- **Current or previous Landlord reference or mortgage statement**
- **At least 1 character reference from a professional or semi-professional person (doctor, solicitor, headmaster) - more than 1 will improve your likelihood of being accepted**

Please note that HeadWay-the letting specialist is covered by the Data Protection Act and information enclosed will used without prior notification. All original documents will be returned to the applicant

- Once a completed application has been accepted by the Landlord, a credit check will be arranged, the cost of which will be payable by the applicant and is non refundable.
- A deposit equal to 1 months rent **and** the first months rent is required on signing the tenancy agreement which will be held under the terms of an approved scheme – The Deposit Protection Service
- All properties are 'let' on an Assured Shorthold Agreement which is for a fixed minimum period of 6 months and is legally binding.
- By signing this application, permission is given by the applicant to disclose any information requested from any third party.
- Consent is given to the Agent should they wish to contact my next of kin or guarantor in the event of an emergency or if a situation needs immediate attention
- Applicants should verify all information provided to HeadWay Property Management Ltd before submitting an application.
- This page may be used as your authorisation to obtain further information from employers, current Landlord or others to complete the application

Signed

Date