



# TENANT APPLICATION

- Wage Slips    Utility Bill (address)    Passport or /Licence  
 Application fee £99 incl. VAT per person (Aged over 18)  
 Joint fee of £198 - Cheques made payable to IMS Lettings Ltd

**Please complete BOTH SIDES of form fully in INK and in BLOCK CAPITALS**  
**Application Fees pay for the administration and are NON REFUNDABLE.**

**We regret that no explanation will be given should we be unable to accept you as a tenant**

1. First Names.....  
**(Mr/Mrs/Miss/Ms)**  
 Surname.....

D.O.B.....

Maiden Name.....

Marital Status.....

Child 1 Name.....Age.....

Child 2 Name.....Age.....

Child 3 Name.....Age.....

Child 4 Name.....Age.....

Property Address applying for.....

.....Post Code.....

Proposed Tenancy Commencement Date .....

Monthly Rent per month for the Property      £.....

Rental Period Required .....

Are you to pay the rent through  
 Your own means or housing benefit?    Own Means.....Benefits.....

Is this a Joint Tenancy Application?      Yes.....No .....

**Applicants will be jointly and severally liable for the  
 Total Rent per month for the property.**

**CONTENTS INSURANCE:**

It is advisable to have Contents Insurance to cover your belongings.

Who are you insured with? .....

We need to arrange contents insurance

Are you **currently**:

- Owner  
 Council Tenant  
 Private Tenant  
 Living with Parents  
 Other, (please specify).....

Current Address:

.....

.....

.....Post Code.....

Period at Address .....Years .....Months

Tel. (Home) ..... (Work).....

Mobile No. ....

Please provide previous addresses and dates of residency for the last  
 3 years (please attach a separate sheet if required).

Previous Address: .....

.....

.....Post Code.....

Period at this Address .....Years .....Months

**YOUR EMPLOYMENT DURING THIS TENANCY**  
**(Please notify your employer / accountant if self employed**  
**that enquiries will be made to verify this information.)**

Employers Name: .....

Address:.....

.....

Work Tel. ....Fax.....

Position / Job Title.....

**Gross Annual Salary** £..... **Start Date**.....

Contact Name & Dept.....

.....

**National Insurance Number** .....

**Are you aware of any CCJ's / or Bankruptcy?**

Yes..... No.....

**Have you ever been convicted of a criminal offence?**

Yes..... No.....

**Have you ever been evicted from a rental property?**

Yes..... No.....

If YES, please give details below:

**PREVIOUS EMPLOYMENT DETAILS** – If you have been in your current employment for less than 3 years, please provide details of previous employment including commencement and leaving dates. *(Please attach a separate sheet if required).*

Position Held And Salary ..... £ : ..... p.c.m. Start Date [ ] [ ] Leaving Date [ ] [ ]

Company .....

Address .....

Contact name ..... and their position .....

Daytime Tel No. .... Fax No. ....

Email .....

**EXISTING LANDLORD (if applicable).** (Please give authority to your agent to pass an opinion on you).

Name .....

Address .....

Daytime Tel No. .... Fax No. ....

Email .....

Previous Rent Paid £ [ ]

**OTHER/ PREVIOUS EMPLOYMENT DETAILS (If applicable)**

Company .....

Address .....

Daytime Tel No ..... FAX No. ....

Position Held ..... Salary £ ..... Start Date [ ]

Contact Name ..... Position Held .....

Are you aware of any matters that may cause Your employment to change in the near future.  
(If YES, please give details on a separate sheet) Yes  No

Do any of the named applicants or Proposed Tenants for this property have any **Pets**? Yes  No  Type of Pet [ ]

Do you Smoke Cigarettes? Yes  No

Are you a Vehicle Owner? Yes  No  Vehicle Reg. No. [ ] Drivers License No. [ ]

I hereby authorise IMS Lettings Limited to make any enquiries considered necessary to substantiate information supplied on this application. I authorise you or your assessment company to disclose any information about me and my account to call any credit reference agency and/or any other tenancy database who may retain a record of such a search. This information is used to help me make credit, insurance, rental and property decisions and occasionally for fraud prevention or debtor tracing I give my permission to take up all necessary references and that these may be shown to a Landlord and/or their lender. The application fee pays for the administration of the application and is not refundable even if the application does not proceed for what ever reason. The details you provide will be held by IMS Lettings Ltd and may be used to keep you up to date on our products and services and those of other organisations we believe will be of interest to you. If you prefer not to receive this information, please tick this box.

I confirm that the information supplied is to the best of my knowledge and belief, true.

**Signature of Applicant**  ..... **Date** .....