



TENANT APPLICATION 12

- 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 evicted from a rental property?

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

Have you ever been convicted of a criminal offence?

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

The Landlord reserves the right to carry out a Criminal Record Bureau Check,
if you object to this you must state your reasons below

If YES, please give details:

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 IMS Lettings Limited or the Landlord to carry out a Criminal Record Bureau (CRB) check. I understand that by signing this form I am giving my express consent to IMS Lettings Ltd to carry out the CRB check. 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 whatever 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**

Comments: