Tenancy Application Form

TO BE COMPLETED BY ALL ADULTS OVER 18 YEARS OLD (One form per person)

**PROPERTY APPLYING FOR:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**TENANTS DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| FIRST NAME |  | SURNAME |  |
| MOBILE |  | TEL/HOME |  |
| EMAIL |  | DATE OF BIRTH |  |
| CURRENT ADDRESS |  | | |
| NATIONAL INSURANCE NO |  | TIME SPENT AT CURRENT ADDRESS |  |
| DO YOU HAVE ANY CCJS OR AN IVA |  | IF YES, PLEASE STATE DETAILS |  |
| HAVE YOU EVER BEEN DECLARED BANKRUPT |  | HAVE YOU EVER BEEN IN RENT ARREARS IN LAST 5 YEARS |  |
| PREVIOUS ADDRESS |  | | |
| DO YOU OWN ANY PETS |  | IF YES STATE HOW MANY AND WHAT TYPE, BREED AND SIZE |  |

**EMPLOYMENT DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| OCCUPATION |  | GROSS INCOME FOR THE LAST YEAR |  |
| EMPLOYERS NAME |  | HOW LONG EMPLOYED WITH THIS EMPLOYER |  |
| CONTACT NO OF EMPLOYER |  | EMAIL OF EMPLOYER |  |
| ADDRESS OF EMPLOYER |  | | |

**CURRENT LANDLORD OR LETTING AGENTS DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| NAME OF LANDLORD OR AGENCY | | | |
| ADDRESS |  | | |
| CONTACT NO OF AGENT/LANDLORD |  | EMAIL ADDRESS OF AGENT/LANDLORD |  |

**NEXT OF KIN DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| NEXT OF KIN – (Relationship to You) |  | | |
| NAME |  | | |
| CONTACT NO |  | EMAIL |  |

**NAMES AND DATE OF BIRTH OF ANY PERSON UNDER 18 YEARS THAT WILL BE LIVING AT THE PROPERTY**

|  |  |  |  |
| --- | --- | --- | --- |
| NAME |  | DATE OF BIRTH |  |
| NAME |  | DATE OF BIRTH |  |

Before you move into the property you will have to pay:

* **A security deposit equal to 5 weeks**
* **First month’s rent in advance**

Please note that the deposit is non-refundable:

* **If you choose not to take up the tenancy within 15 days**
* **Supply false or misleading information**
* **Fail a Right to Rent check / Fail the credit or affordability check**
* **Fail to take reasonable steps to enter into a tenancy agreement within 15 days**

**GDPR INFORMATION**

Should I be successful with this application and enter into a tenancy agreement I authorise the Landlord, the landlords agent or any person authorised to act on the landlord’s behalf to use or pass my information to any relevant person listed below

To allow Regency Estates to store my information with their chosen software supplier, to allow Regency Estates to perform their business, and manage my tenancy. The information stored is available for inspection at any time.

This includes;

* **Contractors** to enable them to carry out necessary work on the property
* **Local Authority** for the registration for council tax
* **Utility Companies** to notify energy suppliers of your move
* **Landlord**

To help with the move-in process we have teamed up with Tenant Shop to streamline the registration process for your new property by notifying the local council, water and energy suppliers of your move.

We will use software supplied by Tenant Shop to notify all the necessary organisations that you have arrived and provide your contact information, moving in date and meter readings where applicable.

Tenant Shop will call you to clarify the current suppliers to your new property. The reverse will happen when you move out.

Completing this form does not commit the prospective tenant or landlords to a tenancy. A tenancy will not be created until all applications and guarantors have been qualified and signed the tenancy agreement.

*I can confirm that I have read the above and raised any concerns with Regency Estates.*

|  |  |  |  |
| --- | --- | --- | --- |
| SIGNED |  | | |
| PRINT NAME |  | DATE |  |

**CONSENT TO PERFORM CREDIT, BACKGROUND AND REFERENCE CHECKS**

I authorise and permit Regency Estates to perform background checks and obtain information about me from credit reporting sources, current and previous landlords, personal and professional references, employers, banks and law enforcement agencies.

*I also authorise and give permission for all parties listed to disclose any information requested about me to the rental owner or Regency Estates.*

|  |  |
| --- | --- |
| SIGNED |  |
| PRINT NAME |  |
| DATE |  |

**Data Protection**Tenant Shop Limited, registered office Inchora House, Building X92, Cody Technology Park, Farnborough, Hampshire, GU14 0LX is fully compliant with the data protection act 2018 and is registered with the Information Commissioners Office registration number Z305733X**.** Tenant Shop limited will only use your information for the purposes set out above. Tenant Shop is a trading style of Tenant Shop Limited which is an appointed representative of Albany Park Limited, which is authorised and regulated by the Financial Conduct Authority. Financial Services Register number for Albany Park Limited is 304130 and 741081 for Tenant Shop Limited trading as Tenant Shop. This is regarding Insurance products only. You can alter your options, exercise the right of restricted processing or opt out at any time by emailing [customerservices@mytenantshop.co.uk](mailto:customerservices@mytenantshop.co.uk)

Regency Estates is a member of the Propertymark Client Money Protection Scheme.

Lanecape Ltd trading as Regency Estates. Scheme ref number C0126604.