



**APPLICANT (TENANT) DETAILS**

Title	
Forename	
Surname	
Middle Names	
Previous Surname	
Gender	Male / Female ( <i>delete as appropriate</i> )
Date of Birth	/ /
Place of Birth	
Email Address ( <i>must provide</i> )	
Contact Number ( <i>home</i> )	
Contact Number ( <i>mobile</i> )	
Do you Smoke	Yes / No ( <i>delete as appropriate</i> )
Do you have any pets	Yes / No (breed of animal)
Do you have any CCJ's	
How many children	
Have you ever been Bankrupt	
National Insurance Number	

<b><u>Next of Kin</u></b> <b><u>Name;</u></b> _____ <b><u>Address;</u></b> _____ _____ _____ <b><u>Post Code</u></b> _____	<b><u>Mobile</u></b> _____ <b><u>Home Number;</u></b> _____ <b><u>Email</u></b> _____
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**ADDITIONAL OCCUPANTS DETAILS**

**PLEASE LIST EVERYONE THAT WILL BE RESIDING WITHIN THE PROPERTY**

<u>NAME</u>	<u>AGE</u>

**PLEASE LIST ALL PETS / ANIMALS TO BE KEPT AT THE PROPERTY**


**TENANT EMPLOYMENT DETAILS**

Please provide contact details for the tenant's employer

Contact Name	
Company Name	
Employers Address	
Position Held & Department	
Email Address ****	
Contact Number** Mobile and works	
Employment Status	Employed / Self-employed / Student / Retired / Unemployed ( <i>delete as appropriate</i> )
Contract / permanent.	

Length of Employment	
Annual Income ***	
DWP benefits you receive and the amount for each benefit	

**TENANTS ADDRESS HISTORY**

Please provide your last 6 years address history starting with your current address.

House / Flat Number or Name	
Street	
Town	
County	
Postcode	
Time at Address	Years                      Months
Reason for vacating	
Landlords email address Address and Telephone number	

House / Flat Number or Name	
Street	
Town	
County	
Postcode	

Time at Address	Years                      Months
Reason for vacating	
Landlords email address Address and Telephone number	

House / Flat Number or Name	
Street	
Town	
County	
Postcode	
Time at Address	Years                      Months
Reason for Vacating	
Landlords email address Address and Telephone number	

**PREVIOUS /CURRENT LANDLORD / LETTING AGENT DETAILS**

Please provide contact details for the tenant’s previous landlord or letting Agent

Contact Name	
Company Name	
Contact Number	
Landlords Address, telephone number	
Email Address***	

**THE SECTION BELOW IS TO BE COMPLETED ONLY IF A GUARANTOR IS TO BE USED.**

**GUARANTOR DETAILS**

If the tenant is using a guarantor please enter their details.

Title	
Forename	

Surname	
Middle Names	
Also known as	
Gender	Male / Female ( <i>delete as appropriate</i> )
Date of Birth	/ /
Email Address *	
Contact Number Landline	
Contact Mobile	

### **GUARANTORS EMPLOYMENT DETAILS**

Employment Status	Employed / Self-employed / Student / Retired / Unemployed ( <i>delete as appropriate</i> )
Annual Income *	£
Guarantors Employer *	
Company Name	
Employers Address	
Contact Number	
Email Address	

### **GUARANTORS ADDRESS HISTORY**

Please give details of the guarantor's address history, starting with their current address

House name/number	
Street	
Town	



**TERMS AND CONDITIONS**

Tenants Signature

By signing and submitting this form you are confirming that the information provided by you on this Tenant/Guarantor Reference Form is (to the best of your knowledge) accurate, complete and not misleading and that you authorise Eden Property Lettings & Management to carry out the necessary credit/reference checks

Please read the declaration and sign and date below.

**WE CANNOT PROCEED WITH THIS APPLICATION IF YOU DO NOT SIGN**

**Tenant's Signature;** \_\_\_\_\_ Date; \_\_\_\_/\_\_\_\_/\_\_\_\_

**Guarantors Signature**

By signing and submitting this form you are confirming that the information provided by you on this Tenant/Guarantor Reference Form is (to the best of your knowledge) accurate, complete and not misleading and that you authorise Eden Property Lettings & Management to carry out the necessary credit/reference checks

**Guarantors Signature;** \_\_\_\_\_ Date; \_\_\_\_/\_\_\_\_/\_\_\_\_

**\*\*\*\*Delete as Appropriate.\*\*\*\***

I wish for all supporting documents to be returned to me Yes / No

Should you not wish your documents to be returned then we advise these will be kept on File only should you be granted the tenancy, should you not be granted a tenancy these documents will be destroyed.

**BANK DETAILS.**

Name of Bank \_\_\_\_\_

Bank Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sort Code \_\_\_\_/\_\_\_\_/\_\_\_\_

Account Number \_\_\_\_\_

Account Holder \_\_\_\_\_

*(If joint accounts please provide details of both names on the account)*



**\*\* Note:** The above details will be kept secure under the (information Commissioners Office) Under the Data Protection Act.

We will use the above details should we need to refund any monies, deposits or in relation to a full credit check. Once your tenancy has been terminated these details WILL be destroyed.

**\*\* Only submit the Application fee once a viewing has taken place and you wish to be considered for the tenancy\*\* Documents required must have a photo so any of the following;**

**Passport, Driving Licence, you must also provide proof of income by means of a wage slip the last 3 months or Bank statement ( please omit all transactions leaving your wages to be visible only) Please show all proof of other income including state benefits, working tax, child tax and for both parties if joint tenancy.**

**DOCUMENTS TO BE SEEN BY THE AGENT OR LANDLORD**

<u>Passport with next of kin details</u>	<u>Driver's Licence</u>
<u>Utility Bill less than 3 month old</u>	<u>Current Tenancy Agreement</u>
<b><u>Employer Reference Details</u></b>	<b><u>Landlord Reference Details</u></b>

**PLEASE RETURN APPLICATION VIA RECORDED DELIVERY TO THE ADDRESS BELOW**

EDEN PROPERTY LETTING & MANAGEMENT

4 EDEN AVENUE

WALNEY ISLAND

BARROW IN FURNESS

CUMBRIA

LA14 3XW

APPLICATION FEE SHOULD BE PAID INTO THE FOLLOWIN

**(put your name as reference)**

LLOYDS

SORT CODE            77-26-04

ACCOUNT              56198268

APPLICATIONS WILL NOT BE COMMENCED UNTILL CLEARED FUNDS HAVE BEEN RECEIVED.

ADDITIONAL INFORMATION YOU FEEL WE MAY NEED TO KNOW.