



Hazel Hill  
Lettings Limited

# Tenancy Application Form

PLEASE COMPLETE IN BLOCK CAPITALS TO REDUCE ERRORS

User ID:					Date:		
<b>1. Property Details (Address to be let)</b>							
<b>Property address</b>							
<input type="text"/>							
<b>Tenancy period</b>	<b>Tenancy start date</b>	<b>No of applicants</b>	<b>Total rent</b>	<b>Rent for this applicant</b>			
<input type="text"/> months	<input type="text"/>	<input type="text"/>	<input type="text"/> £ <input type="text"/> per	<input type="text"/> £	<input type="text"/> per	<input type="text"/>	
<b>2. Primary applicant Details (All fields marked ** MUST be completed)</b>							
<b>Title**</b>	<b>First name**</b>	<b>Initials</b>	<b>Surname**</b>				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				
<b>Date of birth**</b>	<b>NI Number (or overseas equivalent)</b>		<b>Gross annual salary/income</b>				
<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>		<input type="text"/> £				
<b>Current address**</b>							
<input type="text"/>							
<b>Current address (cont)</b>	<b>Postcode**</b>	<b>Time at address</b>		<b>Occupation**</b>			
<input type="text"/>	<input type="text"/>	<input type="text"/> years	<input type="text"/> months	<input type="text"/>			
<b>Contact number**</b>	<b>Mobile telephone number</b>		<b>Marital status (e.g. single/married)</b>				
<input type="text"/>	<input type="text"/>		<input type="text"/>				
<b>Address status:</b>	<b>Owned/mortgaged</b>	<b>Rented</b> (provide landlord details at Section 5)			<b>Family/friends</b>		
	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>		
<b>Names of additional tenants entering this agreement **</b>			<b>Age (if under 18)</b>	<b>Share of rent</b>			
<input type="text"/>			<input type="text"/>	<input type="text"/>			
<input type="text"/>			<input type="text"/>	<input type="text"/>			
<input type="text"/>			<input type="text"/>	<input type="text"/>			
<input type="text"/>			<input type="text"/>	<input type="text"/>			
<input type="text"/>			<input type="text"/>	<input type="text"/>			
<b>Are you or any of the above named a smoker? Yes <input type="checkbox"/> No <input type="checkbox"/></b>							
<b>Do you have any pets? Yes* <input type="checkbox"/> No <input type="checkbox"/></b>							
<b>Have you had any County Court Judgements or rent arrears in the past 6 years? Yes* <input type="checkbox"/> No <input type="checkbox"/></b>							
* Details of any Judgments, arrears and/or pets should be included within section (11).							

### 3. Previous Address (If at current less than 6 years\*)

Previous address

Previous address (cont)

Postcode

Time at address

years

months

### 3.1 Reason for Leaving Current Address

REASON

### 4. Employment / Occupation details (Employed/Self employed)

Employment status (e.g. permanent)

Name of organisation

Employment dates

From

To

Position held

Contact name

Contact position

Address

Contact telephone number

Contact fax number

Contact E-mail address

### 5. Unemployment Status

Are you registered with LHA

Are you currently in receipt of Housing Allowance Benefit

What housing Allowance are you eligible - amount per week/month

### 6. Current landlord or agent

Landlord/Agency name

Contact number

Fax number or E-mail address

Address of landlord/agent

Notice Period on Existing Rental Property

### 7. Character Referee (Non relative known for 3 years+)

Referee name	Relationship (e.g. previous employer)	Time known
<input type="text"/>	<input type="text"/>	<input type="text"/> years
Address		
<input type="text"/>		
Contact number	Fax number or E-mail address	
<input type="text"/>	<input type="text"/>	

A CONTACT TELEPHONE/FAX NUMBER OR E-MAIL ADDRESS MUST BE INCLUDED FOR EACH REFEREE

### 8. Guarantor

OPTIONAL

Title	First name	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address		Postcode
<input type="text"/>		<input type="text"/>
Contact no	Income status (e.g. self/employed, retired)	
<input type="text"/>	<input type="text"/>	
Employment (e.g. self/emp, retired)	Employer's contact name^	Employer's contact no^
<input type="text"/>	<input type="text"/>	<input type="text"/>

We will contact the proposed Guarantor to obtain further information or to verify their consent to act in this capacity.  
^ Please leave blank if unknown or inapplicable. An accountant or solicitor may be entered if self employed.

### 9. Banker's Details

Account holder name	Account number	Sort code
<input type="text"/>	<input type="text"/>	<input type="text"/>
Banker's address		
<input type="text"/>		

### 10. Identification Validation (UK Passport, Driver's Licence, Utility Bill)

OPTIONAL

ID Type (e.g. passport)	Reference / Account number	Issuer (Utility only e.g. BT)
<input type="text"/>	<input type="text"/>	<input type="text"/>

## 11. Authorisation

The details supplied by you are checked against those held on credit reference agency databases for the purposes of pre-tenancy/lease selection.

A record is kept of this search; however it will not affect your ability to obtain credit or other services in any way. Information is processed in confidence and within the guidelines of The Data Protection Act (1998) & the appropriate International privacy laws.

I confirm that the information provided on this application is accurate & true.

I authorise Hazel Hill Lettings Limited to conduct these searches and to make any employer or financial enquiries necessary to assess my suitability for this agreement.

**Signed**

**Date**

**Name**

## 12. Additional Notes & Comments

Use this section to add any additional general information that you feel is relevant to this application.

## Guidance & Information

- Section 2 must be completed. This is the minimum amount of information required to assess an application.
- Married couples should add the highest earner as the primary applicant.
- Validating postcodes before submitting this form will speed up processing times (postcodeanywhere.com).
- Please ensure that all names, addresses & numbers are clearly legible.
- Please double check all fields prior to submission. Once a report is queued for processing, it cannot be cancelled.
- Unemployed & student applicants should include a Guarantor unless proof of alternative funding can be provided.
- Applicants with low incomes may be required to provide details of a suitable Guarantor.
- The Guarantor provided must be a homeowner and agree to act in this capacity. An affordability assessment & credit check will be performed during processing.
- The applicant's signed or verbal permission & identification **must** be obtained prior to submission of this application.
- Please ensure that you include a current and accurate telephone or fax number for all referees. Failure to do so will delay this application.
- You should, where possible advise referees that we will be contacting them as this will reduce delays.
- National Insurance number, monthly rental value and referee sections are optional. Please consult the website to establish whether you wish to include this information for processing.
- Any falsehoods uncovered at a later date will result in the immediate termination of any agreement that may be in place or offered.

Prospective tenants requiring further information relating to the completion of this form or The Data Protection Act can contact us via the following methods.

**PLEASE RETURN THIS FORM VIA: FAX – 0113 2823038**  
**E-MAIL – [info@homestorentleeds.co.uk](mailto:info@homestorentleeds.co.uk)**  
**POST - Hazel Hill Lettings Ltd**  
**43 Ouzlewell Green, Lofthouse, Wakefield, WF3 3QR**