

## Tenant Application Form

Contact Us: ✉ [lettings@david-james.com](mailto:lettings@david-james.com) ☎ 0115 962 4213 ✉ 45b Plains Road, Mapperley, NG3 5JU

Property Address:

### Applicant Information:

Title:	First Names:	Surname:
Previous Surname:	Date of Birth:	
Tel:	Email:	

### Previous Address:

Please provide address information for a minimum period of 3 years.

First Line of Current Address:	
Postcode:	Dates: from _____ to _____
Status: property owner / council tenant / private tenant / living with relatives	

Rental Amount:	Tenancy Length:
Letting Agent/Landlord Name:	
Letting Agent Address:	
Tel:	Email:

First Line of Previous Address:	
Postcode:	Dates: from _____ to _____
Status: property owner / council tenant / private tenant / living with relatives	

Rental Amount:	Tenancy Length:
Letting Agent/Landlord Name:	
Letting Agent Address:	
Tel:	Email:

### Income Information:

You may be asked to provide pay slips, bank statements or other documents in order to confirm your income.

Employment Status:
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Employer:	
Employer Address:	
Postcode:	Are you the Director of the company? yes / no

Job Title:	Basic Annual Salary: £
Permanent: yes / no	Start Date:
National Insurance Number:	Payroll No:

Contact Name: <small>(to obtain a reference)</small>	Contact Position:
Tel:	Email:

**Tenancy Information:**

<b>Nationality:</b>	
<b>Smoker:</b>	<b>Pets:</b>
<b>Number of adults intending to live at the property as their 'only main home':</b> <span style="float: right;"><i>(including yourself)</i></span>	
<b>Names and ages of any children who may occupy the property:</b>	
<b>Rental Payment Amount: £</b>	<b>Rental Payment Method: benefits / salary / savings</b>
<b>Preferred initial term:</b> <span style="float: right;"><i>(in months)</i></span>	<b>Preferred Start Date:</b>

**Bank Details:**

<b>Bank:</b>	<b>Account Name:</b>
<b>Sort Code:</b>	<b>Account Number:</b>

**Credit Check/Referencing Information:**

<b>Do you have any CCJs (satisfied or otherwise)?</b>	<b>yes / no</b>
<b>Do you have adverse credit?</b>	<b>yes / no</b>
<b>Are you currently or have you been bankrupt?</b>	<b>yes / no</b>
<b>Are you paying off any previous rental debt?</b>	<b>yes / no</b>
<b>Do you believe you will be given a negative Landlord reference?</b>	<b>yes / no</b>

If you have answered **YES** to any of the questions above, please provide information:

**Signed By:**

I hereby certify that the information provided is true and accurate and give permission for this information to be verified by third parties and disclosed as detailed above for the purpose of:

- Performing a credit search by a third party agency
- Contacting my current, previous employers and referees to confirm the details provided
- Fraud prevention, credit assessment and insurance decisions

I understand that the results of these searches will be provided to the Letting Agent and accessed again in the event of a default in my rental payments. I understand that I can request the details of any credit reference agencies used so that I can verify with them the information provided. I understand that if I default on my tenancy obligations, this information may be released to authorised debt recovery agencies and could affect any future applications I make for tenancies, credit and insurance. I understand that providing false information may lead to early termination of any subsequent tenancy agreement. I am happy for Let Alliance to contact me in respect to this application if required. I have read and agree to be bound by the above terms.

The information provided in this form by me is information as described in Ground 17 of the Housing Act 1996 and I understand that if any information within this application is found to be untrue, it is grounds for termination of the tenancy. I also understand that any default in payment of rent will affect any future application for tenancies, credit or insurance.

**WE CANNOT PROCESS THIS APPLICATION UNLESS THIS FORM IS SIGNED. SHOULD THIS FORM NOT BE FULLY COMPLETED THIS MAY LEAD TO A DELAY IN THE REFERENCING PROCEDURE WHICH COULD HARM YOUR APPLICATION. IN SIGNING THIS DOCUMENT YOU ARE ALSO DECLARING THAT YOU HAVE RECEIVED A COPY OF THE 'TENANT APPLICATION FORM GUIDANCE NOTES' AND HAVE FULLY READ AND UNDERSTOOD THE CONTENTS OF THAT DOCUMENT.**

<b>Print Name:</b>	<b>Date:</b>
<b>Signature:</b>	

## Registration of Tenancy Information

If your tenancy is accepted David James Lettings will arrange for Tenant Shop's accredited concierge team to call you to discuss the setup of your household services. Tenant Shop helps you;

**Set up your broadband, TV and phone** from a range of leading suppliers to ensure you have arranged the best package for you ahead of move-in. Tenant Shop potentially offer up to 50% off the standard pricing\*

**Ensure you have the correct cover in place** to protect your liabilities as a tenant against any accidental damage to your home

**Set up your gas and electricity account** to help you choose the best available tariff and payment option from a choice of suppliers

**Make savings on other products** such as removal firms

To help you setup your household services, Tenant Shop will call you. **Opt In**  **Opt Out**

*\*offers subject to availability*

### PROPERTY NOTIFICATIONS

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. If your tenancy is accepted 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.

**I have read the above fair processing notices.**

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)