



3 Queen St
Great Harwood
Blackburn
Lancashire
BB6 7QL
Tel: 01254 887150

Rent	Deposit	Admin
£	£	£

TENANCY APPLICATION FORM

- Which property would you like to rent?

- How long would you like to rent the property for?

- What date would you like to move in?

- Are you required to give notice on your present property? YES / NO
If yes, how long? _____ wks _____ mths

1st APPLICANT

2nd APPLICANT

Full Name: _____
Date of Birth: _____
National Insurance No: _____
Tel Numbers:
Home: _____
Work: _____
Mobile: _____
Email: _____

Full Name: _____
Date of Birth: _____
National Insurance No: _____
Tel Numbers:
Home: _____
Work: _____
Mobile: _____
Email: _____

Address: _____

Postcode: _____

Address: _____

Postcode: _____

If less than three years please state your previous address or addresses.

Address: _____

Postcode: _____

Address: _____

Postcode: _____

In your existing property do you:
RENT / OWN / LIVE WITH FAMILY / FRIENDS

In your existing property do you:
RENT / OWN / LIVE WITH FAMILY / FRIENDS

If you rent please supply:

Landlord's Name: _____

Landlord's Name: _____

Address: _____

Address: _____

Postcode: _____

Postcode: _____

Tel No: _____

Tel No: _____

Email: _____

Email: _____

Previous landlord if applicable:

Landlord's Name: _____

Landlord's Name: _____

Address: _____

Address: _____

Postcode: _____

Postcode: _____

Tel No: _____

Tel No: _____

Email: _____

Email: _____

Do you smoke? YES / NO

Do you smoke? YES / NO

Do you have children that shall be living at the property? If so please supply Names and dates of Birth:

Name

Relationship

D.O.B

Will there be any other person(s) living or staying at the property not mentioned on the application?
YES / NO

Details: _____

Please supply details of any pets:

EMPLOYMENT DETAILS IF APPLICABLE

Employer's name. -----

Employer's name: -----

Address. -----

Address -----

Email: _____

Email: _____

Tel: -----

Tel: -----

Start date -----

Start date -----

Gross Salary. -----Per Annum

Gross Salary. -----Per Annum

IF YOU HAVE BEEN WITH THIS EMPLOYER LESS THAN ONE YEAR PLEASE STATE YOUR PREVIOUS EMPLOYER/S.

Employer's name. ----- Employer's name: -----

Address. ----- Address -----

Email: _____ Email: _____

Tel: ----- Tel: -----

Start date/To ----- Start date/To -----

Gross Salary. -----Per Annum Gross Salary. -----Per Annum

Do you have any County Court Judgements? If yes please supply details.

Next of Kin: _____

Next of Kin: _____

Address: _____

Address: _____

Tel: _____

Tel: _____

Email: _____

Email: _____

THE INITIAL COSTS WHEN RENTING THE PROPERTY WILL BE:

1. Agreement / Administration fee £80 per single applicant and £120 per joint applicant. (This fee is NON-REFUNDABLE).
2. Guarantor fee £40.
3. Sign up fee £50.
4. The first month's rent.
5. Deposit.

I/We confirm that the information supplied on this application is accurate and correct and authorise you to contact any of the parties above.

SIGNED:

SIGNED:

DATE: _____

DATE: _____

Registered in England Company No 4632328
Registered office 3 Queen Street Great Harwood, Blackburn BB6 7QL

Privacy Notice

Why we hold and process information

This notice sets out how we hold and process information we hold about you. We process personal information about our tenants and possible new tenants so we can provide residential accommodation. This includes: dealing with lettings; dealing with applications for tenancies; checking suitability for tenancies (including credit, immigration and similar checks); managing property; collecting rent; maintaining our accounts and records; and dealing with tenancy deposits.

Relevant information may include personal details, employment and education details and financial details.

By law, we have to carry out immigration checks on new tenants and residents. We have to keep copies of the documents we inspect as part of these checks. We may keep these copies on computer.

Sharing information with others

We may need to share personal information we process with others. If we have to do this, we will keep to data-protection legislation.

Depending on the circumstances, we may share information with: other landlords; employers; educational institutions, universities and colleges; suppliers (including gas, electricity and water companies) and service providers; financial organisations (including banks); credit- and tenant-reference agencies; tenancy deposit schemes; debt-collection and tracing agencies; public and government bodies (including those who deal with benefits and council tax); contractors and repairers; and any future owner of the property.

This does not mean that we necessarily share information with all of the above but we may do so if we need to.

Council tax and utilities and services

To make sure that council tax and utility and service bills (including water charges) are correctly collected, we share information with the relevant local authority and utility or service providers. We also share this information to make sure that bills are sent to the correct person and charges and debts can be collected. By law, in certain geographic areas we have to pass information about who lives in a property to water companies. In all other areas, although this is voluntary, we may pass this information to water companies.

Why we use your personal information

We may use the personal information you give us in a number of ways, for example to decide whether to let the property to you; to prevent fraud, for accounting and auditing purposes, for managing property or for debt collection.

Right to gather information

You have the right to ask for a copy of the information that we hold about you. We may make a small charge for this service. We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information if this is not accurate. To ask for this information, please write to us or email us.