

Tenant Application

## Tenant Application

Please complete this application form **FULLY IN INK** and in **BLOCK CAPITALS** or this may cause delays in processing your application

We regret that no explanation can be given should we be unable to accept you as a tenant

**Please print all 4 pages.**

**Return completed form to:**

**Seabridge House, 8 St Johns Rd. Tunbridge Wells Kent TN4 9NP**

Property Address Applied For ..... Post Code .....

Proposed Tenancy Commencement Date .....

State full names (including all first names) of the applicant and all other occupiers of the property  
(Signatory of this form should be in number 1)

1 First Names .....(Mr/Mrs/Ms) Surname .....

Date of Birth ...../...../..... National Insurance Number .....**Essential**

2 First Names .....(Mr/Mrs/Ms) Surname .....

Date of Birth ...../...../.....

3 First Names .....(Mr/Mrs/Ms) Surname .....

Date of Birth ...../...../.....

Maiden Name ..... Marital Status .....

Total rent per month for the property £..... Total rent per month for the applicant £.....

Are you to pay the rent through your own means or Housing Benefit

Own Means **Yes / No** Benefit **Yes / No** Is This a joint tenancy application **Yes / No**  
**Applicants will be jointly and severally liable for the Total Rent per month for the property.**

Are you currently: **Owner** Yes / No **Council Tenant** Yes / No

**Private Tenant** Yes / No **With Parent** Yes / No **Other** Yes / No

Current Address: .....

Post Code .....**Essential**

Tel: Day ..... Evenings ..... Mobile .....

E-mail address .....Period at address ..... Years .....Months

## Tenant Application

Please provide previous addresses and dates of residency for the last 3 years  
*(Please attach a separate sheet if necessary)*

Previous Address: .....

Post Code .....**Essential**    Period at address ..... Years .....Months

### **Your Employment During This Tenancy**

*(Please notify your employer/accountant contact that enquiries will be made to verify this information)*

Company / Accountant Name: .....

Address ..... Post code .....

Tel: ..... Fax: ..... Email: .....

*(Your application will not be processed unless telephone number is provided)*

Position Held: .....

Salary per month ..... *(If self employed please submit 3 years accounts)*

Employment commencement date: .....

Contact Name .....**Essential**

Their position: ..... email address .....

Your Payroll number: .....

Are you aware of any matters that may cause your employment to change in the near future? **Yes / No** (if yes please give details on separate sheet)

**Past Employment** - If you have been in your current employment for less than 2 years, please provide details of previous employment including commencement and leaving dates. *(please attach a separate sheet if required)*

Company: .....

Address ..... Post code .....

Tel: ..... Fax: ..... Email: .....

*(Your application will not be processed unless telephone number is provided)*

Position Held: .....

Salary per month ..... *(If self employed please submit 3 years accounts)*

Employment commencement date: ..... Leaving Date .....

Contact Name .....**Essential**

Their position: ..... email address .....

## Tenant Application

**Existing / Previous Letting Agent / Landlord** (please give authority to your agent to pass a reference on you)

Name: ..... Company:.....

Address: ..... Post code .....

Tel No. .... Fax: ..... Email .....

Previous rent £ ..... per .....

Are you aware of any previous CCG's or Bankruptcy **Yes / No** (If yes please provide details on a separate sheet)

**Next of Kin Details:** Name: ..... Address .....

.....Post code .....

Tel Day ..... Eve ..... email.....

### Bank / Building Society Details (Current Account Only)

Bank Name: ..... Address:.....

.....Post code .....

Name of account holder: ..... Account Number: .....

Sort Code: ..... Time with Bank ..... Years ..... Months  
(if with the bank for less than 3 years please give previous details on separate sheet)

Do you have a credit card **Yes / No** If yes, how long? .....

I hereby authorise Sovereign Estates to make any enquiries considered necessary to substantiate information supplied on this application, I authorise you or your assessment company to disclose any information about me and my account to any credit reference agency and/or any other tenancy database who may retain a record of such a search. This information is used to help me make credit, insurance, rental and property decisions and occasionally for fraud prevention or debtor tracing. I give permission to take up all necessary references and that these may be shown to a Landlord and or their lender.

I confirm that the information supplied is to the best of my knowledge and belief, true. *Please note a signed consent form **MUST** accompany this application .*

Signature of Applicant ..... Date .....

### HELPFUL HINTS FOR TENANTS AND GUARANTORS

Application forms must be completed in BLOCK CAPITALS and using Black ink

Address for past 3 years with full postcode is essential

All employment for the past 3 years must be included when completing the application. Use separate sheet if necessary.

Telephone numbers, Fax numbers and or email address of your line manager or personnel dept must be included in your application form, this will help with a speedy response.

Please inform your employment contact that we will be getting in touch for confirmation of employment.

For self employed tenants, you must either submit the last 3 years accounts or include a contact name, phone, fax or email address of your accountant.

Retired tenants must provide proof of pension with application.

A tenant must have an income of the rent multiplied by 30 (EG: Rent being £400 x's 30 = income of £12,000)

**GUARANTORS** as above but must be a home owner and resident in the UK

All of the above points apply except the income level is calculated by multiplying the rent by 3 then multiply by 12 (EG: Rent being £400 x's 3 = £1200 then x's 12 = £14,400)

## Sovereign Estates

### CONSENT FORM

I authorise Sovereign Estates to contact the following people in order to verify the information I have submitted on my application form to obtain a property tenancy

Please tick ALL boxes that apply.

<input type="checkbox"/> <b>Accountant</b>
<input type="checkbox"/> <b>Current Employer</b>
<input type="checkbox"/> <b>Previous Employer</b>
<input type="checkbox"/> <b>College / University Referee</b>
<input type="checkbox"/> <b>Previous Landlord</b>
<input type="checkbox"/> <b>Current Landlord</b>

**Signed:** .....

**Please Print Full Name:** .....

**Dated:** .....

**Sovereign Estates. Seabridge House, 8 St Johns Rd, Tunbridge Wells, Kent TN4 9NP**

**Tel: 0845 2600 212**