

Personal Tenancy Application

Property fee guide	Applicant's Name(s)
Step 1
Reservation/Admin fee £.....
Guarantor Fee £.....
Step 2	Proposed Property Address
If your application has been successful:
1 Months rent in advance £.....
Deposit amount £.....
Total amount £.....

Please complete the applicant details on the following pages for each tenant and return them via email to info@ur-place.com or to our office address Ur-Place Ltd, Office 11 Lythgoe House, Manchester Road, Bolton, BL3 2NZ with the following required documents;

- Photo ID (Passport/Driving Licence)
- Last 3 months payslips (if applicable)
- Last 3 months bank statements
- 1 letter addressed to you dated within the last 3 months

FOR OFFICE USE ONLY

Tenant	Employer Ref Sent	Employer Ref Received	Previous L/L Ref Sent	Previous L/L Ref Received	Credit Check

Applicant's details

Please complete all boxes on this form. If not applicable, write N/A.

Full Name :	
Date of Birth :	Marital Status :
Nationality :	NI Number :
Mobile Number :	Email Address :
Current Address :	Length of time at address Years & Months
Landlord Contact Name :	Mobile Number :
	Email Address :
Previous Address :	Length of time at address Years & Months
Have you rented before? Yes / No	Are you a home owner? Yes / No
Do you have any pets? Yes / No	If yes, type and breed :
Do you have any children? Yes / No	If yes, please state ages :
Do you or anyone who will live with you smoke? Yes / No	Do you claim any benefits? Yes / No (If yes please give details when requested)

Applicant's Employment Details

Employment Status : Please circle as appropriate	
Full time Part time Self employed Student Retired Un-employed	
Employers Name & Address :	Length of Time employed
Contact Name & Position :	
Contact Number :	Contact Email :
Your Position Held :	Gross Salary :

How to proceed with your application

Step 1

Complete and sign the tenancy application form and return it to the Ur-Place Ltd office preferably along with your required documents so your application can start to be processed immediately.

Step 2

Assuming your application has been accepted, you will need to pay the Balance Due by bank transfer no later than 2 days before the date you will move into the property.

Your deposit amount may vary depending on your credit history, personal circumstances and the landlord requirements.

Signature

I/We hereby give my/our consent for any person or organisation to furnish Ur-Place Ltd with whatever information they require in relation to my application. I/We believe the information provided on the tenant application form to be true and authorise the landlord or agent to:

- Carry out credit searches and reference checks and to contact employers, banks, referees, guarantors and credit reference agencies as appropriate.
- Use the information obtained with third parties to assess credit ratings, make insurance decisions, for fraud prevention and tracing / debt collection.
- Handle all information obtained in strictest confidence and in accordance with the principles of the Data Protection Act 1988.

Applicant's Signature :

Date of Signature :

Please return to Ur-Place Ltd by one of the following options;

Email – info@ur-place.com

Post – Ur-Place Ltd, Office 11 Lythgoe House, Manchester Road, Bolton, BL3 2NZ

If you have any questions or queries in relation to your application please do not hesitate to contact us on 0161 366 9111 or via email info@ur-place.com

