

Personal Tenancy Application

Property fee guide	Applicant's Name(s)
Step 1
Holding Deposit
Step 2
If your application has been successful:	Proposed Property Address
Balance of Deposit
Rent Advance
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 homeowner? Yes / No
Do you have any pets? Yes / No	If yes, please provide brief details:
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 (if self-employed, please provide accountant details below)	
Employers Name & Address:	Length of Time employed
Contact Name & Position:	
Contact Number:	Contact Email:
Your Position Held:	Gross Salary:

Credit History

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

Have you ever had a County Court Judgement (CCJ) registered against you? Yes / No If YES, please list all CCJ's you may have had registered against you whether satisfied or not.	Have you ever been in arrears with your rent?	Yes	No	By How much £
	Have you ever had a mortgage?	Yes	No	
	If YES, have you ever been in arrears with your payments?	Yes	No	By How much £
Date	Amount	Company		
			Do you have un-discharged bankruptcy?	Yes No Details
			Have you ever applied for an IVA or any debt management plan?	Yes No Details

Other Forms of Income

Child Benefit	Amount per week: £	Current Housing Benefit	Amount per week: £
Income Support	Amount per week: £	Unemployment Benefit	Amount per week: £
Maintenance Payments	Amount per week: £	Pension	Amount per week: £
Disability Allowance	Amount per week: £	Any other Income	Amount per week: £

Conditions

As a prospective tenant I agree that:

- All information provided by me on this Personal Tenancy Application form is correct.
- Should my application be accepted, I agree to pay all outstanding payments at least 2 working days before the start of the tenancy paid by bank transfer.
- I understand that if I default on my tenancy obligations, this information may be released (per S35 DPA 1988) to authorised debt recovery agencies and could affect any future applications I make for tenancies, credit and insurance.
- Completing this form does not commit the prospective tenant or landlord to a tenancy, a shared or single tenancy will not be created until all applicants have been qualified and have signed the tenancy agreement.
- I can confirm that I have read the above and have raised any concerns with the landlord or agent. Prospective tenants should be aware that any false statements made could result in early termination of the tenancy underground 17 of the Housing Act 1996.
- I have read the information below regarding the Data Protection Act.

Applicant's Signature:		Date:	
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DATA PROTECTION ACT
 By providing us with the above information you consent to us obtaining holding and using personal data about you in connection with the business of letting and renting out of residential properties as specified below for so long as may be reasonably required for our legitimate purposes or those of Head Office. We will use that information for communicating with you. We may also provide that information to third parties with a legitimate reason to receive it in connection with your dealings with us (e.g. landlords (where applicable), utility and service providers, Head Office or transferee of our business) or to such third parties as required by you or the law, whether within or outside the European Economic Area.

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 3 working days before the date you will move into the property.

Signature(s)

<p>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:</p> <ul style="list-style-type: none">• 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.	<p>Please return to Ur-Place Ltd by one of the following options;</p> <p>Email – info@ur-place.com</p> <p>Post – Ur-Place Ltd, Office 11, Flexspace, Manchester Road, Bolton, BL3 2NZ</p>
Applicant's Signature:	
Applicant's Printed Name:	
Date of Signature(s):	

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