

# Personal Tenancy Application

## Northwood Branch Name

Please complete this form and return it to your Northwood branch.

### Section 1 - Property Details

Address \_\_\_\_\_  
\_\_\_\_\_  
Postcode \_\_\_\_\_

Tenancy term \_\_\_\_\_

Proposed move in date (DD/MM/YY) \_\_\_\_\_

Monthly rental £  Rent Share for applicant £

Number of applicants \_\_\_\_\_

Do you smoke?  Yes  No

Do you have pets?  Yes  No

If Yes please specify \_\_\_\_\_

### Holding Deposit

**Holding Deposit**  
Maximum of 1 weeks rent which may not be refundable.  
Please refer to the conditions\* section of this form.

### Section 2 - Tenant's Personal Details

|   |                |                |         |
|---|----------------|----------------|---------|
| Title   | First Name     | Middle Name(s) | Surname |
| Date of Birth (DD/MM/YY)  | Marital status |                |         |
| Nationality   | NI number      |                |         |
| Phone number  | Email address  |                |         |
| If you have even been known by another name, please confirm it here _____ |                |                |         |

Please provide three years address history (If more space is needed please use a separate sheet)

#### Present Address

Address \_\_\_\_\_  
\_\_\_\_\_  
Postcode \_\_\_\_\_

Time at this address      Years      Months

Address status (please tick one)

Owner     Rented     Living with Parents/ Friends

Other

#### Landlord / Letting Agent Details

Name of Letting Agent/ Landlord \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
Postcode \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

#### Previous Address 1

Address \_\_\_\_\_  
\_\_\_\_\_  
Postcode \_\_\_\_\_

Time at this address      Years      Months

Address status (please tick one)

Owner     Rented     Living with Parents/ Friends

Other

#### Landlord / Letting Agent Details

Name of Letting Agent/ Landlord \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
Postcode \_\_\_\_\_

Phone Number \_\_\_\_\_

Email Address \_\_\_\_\_

## Previous Address 2

Address \_\_\_\_\_  
\_\_\_\_\_ Postcode \_\_\_\_\_  
Time at this address \_\_\_\_\_ Years \_\_\_\_\_ Months \_\_\_\_\_  
Address status (please tick one)  
 Owner  Rented  Living with Parents/ Friends  
 Other

## Landlord / Letting Agent Details

Name of Letting Agent/ Landlord \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_ Postcode \_\_\_\_\_  
Phone Number \_\_\_\_\_  
Email Address \_\_\_\_\_

## Section 3 - Tenant Credit Information

**ADVERSE CREDIT - It is imperative that you declare adverse credit, whether it is satisfied or unsatisfied. Failure could have a detrimental affect on your application.**

Do you have any undischarged bankruptcy?  Yes  No If Yes, please give details below  
\_\_\_\_\_  
\_\_\_\_\_  
Have you ever applied for an I.V.A?  Yes  No If Yes, please give details below  
\_\_\_\_\_  
\_\_\_\_\_  
Have you ever previously rented a property?  Yes  No  
Have you ever been in arrears with your rental payments?  Yes  No How much £   
Have you ever been named on a mortgage?  Yes  No  
Have you ever been in arrears with your mortgage payments?  Yes  No How much £   
Have you got, or had, any CCJs?  Yes  No If Yes, please give details below  
\_\_\_\_\_  
\_\_\_\_\_

## Section 4 - Employment Details

Current employment status (please tick one)  Employed (FT)  Employed (PT)  Unemployed  Student  Self-Employed  
 Agency Worker  Independent Means  Temp Worker  Retired  Zero Hours

**NOTE - If you are Self Employed, a Director of your own company, Retired or have Independent Means, go to section 5**

Name of company \_\_\_\_\_ Position \_\_\_\_\_  
If Company Director, Company Number \_\_\_\_\_  Full Time  Part Time  
Payroll number \_\_\_\_\_ Start date (DD/MM/YY) \_\_\_\_\_  
Gross salary \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_ Postcode \_\_\_\_\_  
Reference contact name and position \_\_\_\_\_  
Contact number \_\_\_\_\_ Email \_\_\_\_\_  
Is your current position going to change in the near future?  Yes  No If yes, please give details below  
\_\_\_\_\_  
\_\_\_\_\_

## Previous employment details (if less than 6 months)

|                                     |   |
|-------------------------------------|---|
| Name of company                     | Position  |
| If Company Director, Company Number | <input type="checkbox"/> Full Time <input type="checkbox"/> Part Time |
| Payroll number                      | Start date (DD/MM/YY)   |
| Gross salary                        |   |
| Address                             | Postcode  |
| Reference contact name and position |   |
| Contact number                      | Email   |

## Other sources of income

If you have other sources of income then please state these below. Additional income proof will be required.

|                              |   |                     |   |                   |   |
|------------------------------|---|---------------------|---|-------------------|---|
| Overtime                     | £ | Shift allowance     | £ | London weighting  | £ |
| Bonus                        | £ | Car allowance       | £ | Tax credits       | £ |
| Disability benefit           | £ | Housing benefit     | £ | Child maintenance | £ |
| Careers allowance            | £ | Fosterers allowance | £ | Child benefit     | £ |
| Employment support allowance | £ | Guardian allowance  | £ |                   |   |
| Additional income 1          | £ | Description         |   |                   |   |
| Additional income 2          | £ | Description         |   |                   |   |

## Section 5 - Self Employment, Director, Independent Means, Retired

### Self Employed / Director

Are you a Company Director?  Yes  No Start date (DD/MM/YY)

Annual income Salary £ Dividend £

Have you got proof of income / funds?  Yes  No

Will accountants be verifying income?  Yes  No If yes, please complete section above

Have final accounts been prepared?  Yes - by accountant  Yes - Self assessment  No

### Independent Means

Have you got proof of income / funds?  Yes  No

Will accountants be verifying income?  Yes  No If yes, please complete section above

### Retired

Have you got proof of pension?  Yes  No

Pension provider Pension number

Pension amount £

## Section 6 - Other Occupants

Everyone living in the property regardless of age must be listed below.

| Name | D.O.B. | Age | Relationship to Applicant |
|------|--------|-----|---------------------------|
|      |        |     |                           |
|      |        |     |                           |
|      |        |     |                           |
|      |        |     |                           |

Will the deposit be paid by anyone other than the tenant?  Yes  No

Full Name

Address

Postcode

Contact Number

Email

## Emergency Contact

**This must be a UK resident who is not a cohabiting tenant.**

Next of kin name

Relationship to tenant

Phone number

Email

Address

Postcode

## Section 7 - Bank Details

Name of bank

Account number

Address

Account holder

Postcode

Sort code

## Section 8 - Insurance Details

It is wise to insure yourself against any loss or damage that may occur to your own contents or indeed those of the landlord. We are happy to arrange this cover for you.

Would you like a quotation?

 Yes No

Sum insured

£

Contents Insurer

Telephone

Policy number

Policy holders name

## Section 9 - Prior Consent

I agree that if the tenancy proceeds the How to Rent Guide and other important Tenancy documents may be served on me by electronic means.

Please tick if you agree.

## How to proceed with your application

### STEP 1

Complete and sign the tenancy application form and return it to the Northwood office below along with your holding deposit, in cleared funds as your application can then be processed immediately. Please also provide photographic identification of who you are (i.e. passport or new style driving license) and two utility bills detailing your current address.

### STEP 2

Assuming your application has been accepted, you will need to pay the Balance Due either in cleared funds when you move into the property or if you wish to pay by a personal cheque then you must pay it at least one week before you are due to move into the property. Please make all cheques payable to Northwood. **Deposit may vary depending on your credit history and personal circumstances.**

## Declaration

I understand that providing false information may lead to a tenancy being refused or early termination of any subsequent tenancy agreement.

Northwood may use a third party referencing agent, if so you agree to being contacted by that agency, Northwood will make you aware of that company if used.

Northwood or their selected third party referencing agents will hold your data securely and only use it with regard to the referencing for this tenancy application and future tenancy.

I have read and agree to be bound by the above terms.

## Conditions

- The holding deposit is non-refundable should you decide not to progress your application/sign your tenancy agreement within 15 Calendar days (unless otherwise mutually agreed) or if you have given false/misleading information on the application form or any applicant fails a Right to Rent check. It will be returned to you in the event the landlord is unable to proceed.

## General Data Protection Regulations

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 purpose 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. Our privacy policy can be found on our website.

I would like to receive updates about products and services, promotions, special offers, news and events from Northwood via

SMS     Email     Post     Telephone

Signature

Print Name

Date (DD/MM/YY)

## Signature

I hereby give my consent for any person or organisation to furnish Northwood with whatever information they require in relation to my application.

Applicant's Signature

Print Name

Date (DD/MM/YY)

How did you hear about us?

**Please complete this form and return it to your Northwood branch.**

### For office use only

References

Express

Ultimate

Is global reference required?

Express Global

Ultimate Global

Do you require evict?

Yes

No

#### Tenancy Details

Number of tenants being referenced

Proposed tenancy start date (DD/MM/YY)

Due diligence for AML completed

Yes

No

Right to rent checks completed

Yes

No

PN

Address Stamp Box