

TENANCY APPLICATION FORM

This application is to be filled in BLACK INK & BLOCK CAPITALS by each individual applicant and returned to the above address. We also require the following documents:

Check list:

- 1) Work reference or contract of employment (on company letterhead)
- 2) 2 proofs of your current address in the form of 2 utility bills. (not older than 6 months)
- 3) I.D. document with picture (i.e. a valid passport or UK driver's licence with photograph) – Only original or certified copies are acceptable
- 4) Bank Status Enquiry - form supplied by Broadway & West
- 5) Student letter (College enrolment confirmation letter)
- 6) Previous landlord reference

If student we require the above and additional documents:

- 7) Guarantor's Bank Status Enquiry - form supplied by Broadway & West
- 8) Guarantor form – supplied by Broadway & West. Please e-mail guarantors full names & addresses to "admin@broadwayandwest.co.uk" with property reference and we will e-mail the form to be signed and returned to us by post or fax only

1 PROPERTY DETAILS		Cleared funds are required prior to release of the keys to the property	
Property address: _____			
Post code: _____			
Number of tenants: _____			
Proposed tenancy start date: _____			
Term of tenancy: _____ months			
One month rent in advance:	£	_____	
Deposit (6 weeks):	£	_____	
Agreement/ Inventory/ Check in Fees:	£	_____	
Sub Total:	£	_____	
Less Holding Deposit:	£	00.00	
Total Amount Due:	£	_____	Due on or before moving in date
<i>(Further holding deposit of</i>		£ _____	<i>is due by date of _____ once offer accepted by Landlord)</i>

2 TENANT DETAILS

Title: _____ First name: _____ Surname: _____

Date of Birth: _____ National insurance number: _____

Are you a smoker? Yes No Do you have any pets? Yes No **3 CONTACT DETAILS**

Mobile: _____ Work: _____ Home: _____

Email:(private) _____ Email:(work) _____

4 CURRENT ADDRESS DETAILS

Address: _____ Post code: _____

Status: Owner Tenant Family Home Other (specify): _____Period at address: Years Months If less than 3 years please complete next section:

Previous address: _____ Post code: _____

Do you have any County Court Judgements? Yes No **5 BANK DETAILS**

Name: _____ Account No: _____ Sort Code: _____

Address: _____ Post Code: _____

Tel: _____ Fax: _____

6 PRESENT LANDLORD/MANAGING AGENT

Landlord/Agent name: _____

Address: _____ Post code: _____

Period at address: Years Months

Telephone: _____ Fax: _____ Email: _____

7 PRESENT EMPLOYMENT / STUDENT STATUSa) Full time b) Part time c) Self employed d) Student e) Other (specify): _____

Company / College name: _____ Contact name: _____

Address: _____ Post code: _____

Telephone number: _____ Fax: _____ Email: _____

If working annual gross income: £ _____ Position held: _____ Start date: _____

If less than 2 years at present employer please complete next section:

Company name: _____ Contact name: _____

Address: _____ Post node: _____

Telephone number: _____ Fax: _____ Email: _____

Proof of enrolment at college/university attached: Yes to be supplied

8. GUARANTOR..(STUDENTS ONLY)

Name: _____
Address: _____ Post code: _____
Telephone: _____ Fax: _____ Email: _____

9 NEXT OF KIN

Name: _____ Relationship: _____
Address: _____ Post Code: _____
Telephone Number: Home: _____ Mobile: _____ Work: _____
E-mail: _____

10 DECLARATION

Please read the declaration and SIGN BELOW, we cannot proceed with this application if you do not sign:

I hereby confirm that to the best of my knowledge the information provided is accurate and true. I consent to 3rd parties being contacted to verify this information and all information collected will be shared with employees of Broadway & West, the owner and/or his appointed representatives. This information may be accessed in the future should I default on rent payments or for a new tenancy agreed to at later date. I understand that Broadway & West may search the files of a Credit Reference Agency who will keep a record of this search. I understand that I may request the name and address of the Credit Reference Agency and can apply for a copy of the information provided. I understand that should I or my co-tenants default in respect of any of the covenants in my tenancy agreement, then the information contained herein may be disclosed to debt collecting companies in order to recover any monies owed or to trace mine or my co-tenants whereabouts.

The information provided in this form by me is information as described in Ground 17 of the Housing Act 1996 and I understand that if any of the information within this application is found to be untrue, it is grounds for termination of the tenancy. I also understand that any default in the payment of rent may affect any future applications for tenancies, credit and insurance, and that the assessment of this application presumes that at some time during the tenancy agreement, I may be granted some form of deferred payment.

Signed:

Name: _____ Date: _____