

## F: GUARANTOR

17. Please provide one contact in case of emergency

Surname	First Name(s)
<input type="text"/>	<input type="text"/>
Relationship to you	Contact Number
<input type="text"/>	<input type="text"/>
Address	
<input type="text"/>	
<input type="text"/>	Postcode <input type="text"/>

18. Please provide a professional references (not related to you)

Surname	First Name(s)
<input type="text"/>	<input type="text"/>
Relationship to you	Contact Number
<input type="text"/>	<input type="text"/>
Email Address	
<input type="text"/>	
Address	
<input type="text"/>	
<input type="text"/>	Postcode <input type="text"/>

## G: NEXT OF KIN

19. Please provide the following details for your next of kin

Surname	First Name(s)
<input type="text"/>	<input type="text"/>
Relationship to you	Contact Number
<input type="text"/>	<input type="text"/>
Address	
<input type="text"/>	
<input type="text"/>	Postcode <input type="text"/>

## H: BANK DETAILS

Account Holder's Name	
<input type="text"/>	
Bank Name	
<input type="text"/>	
Bank Address	
<input type="text"/>	
<input type="text"/>	Postcode <input type="text"/>
Sort Code	Account Number
<input type="text"/>	<input type="text"/>

## I: DECLARATION

I apply for a Tenancy at: (full description and address of property)

Address	
<input type="text"/>	
<input type="text"/>	Postcode <input type="text"/>

Description of property
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

For a period of:

The rental amount is £  Per

Payable by Cheque  Standing Order

Please note that if you fail any part of the application process/ or withdraw your application then you will be liable to forfeit the holding fee.

I believe the information provided here to be true and authorise Kingswood Estates to:

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

I understand that I can request the details of any credit reference agencies used so that I can verify with them the information provided.

I understand that if I default on my tenancy obligations, this information may be released 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 statement made could result in early termination of the tenancy under ground 17 of the Housing Act 1996.

Signature of Tenant:

Print full name in block capitals:

Date:



**kingswood**  
SALES & LETTINGS

# Tenancy

# Application Form



**Fulwood Office:** 01772 717181  
77, Watling Street Road, Fulwood  
Preston, Lancashire PR2 8EA

**City Centre Office:** 01772 886 555  
Unit 8 Victoria Building, Fishergate  
Preston, Lancashire PR1 2NJ

## Processing of application

Please keep in mind that the processing of applications involves checking numerous references. It is in your best interest to provide business hours contact details for all references. When we have completed checking your references the application will then be discussed with the Landlord. The Landlord may take time to deliberate the decision. We will contact you to advise if your application is successful. Your application is regarded as a confidential document. If your application has been unsuccessful it will be destroyed. Please advise our office if you wish to be considered for alternative properties.

1. Fill in application this forms for each person required
2. Send Identification
3. Pay relevant fees

After this we will:

4. Process the application and conduct reference / checks
5. Need contract signing
6. Need inventory signing
7. Collect rent
8. Collect deposit
9. Hand over keys (once previous steps complete)

## Deposit & Ongoing Rental Payments

The security bond must be paid on or before the tenancy commencement date. Ongoing rent is to be paid via direct debit to:

Account name: Kingswood Lloyds TSB  
Account Number: 49283068  
Sort Code: 30-96-85  
Ref: the property address

Should we accept any other way an additional charges may be applicable.

## Tenancy Application Documents Required

All applicants over 18 years of age will need to submit an application form and sign the application

We require one from each section:

### Identification

Please provide one of the following:

Drivers License

Passport

### Proof of address

Please provide one of the following:

Current utility bills

Bank Statement

Medicare/Bank card

Mobile phone bill

Government letters

### Proof of Income

Please provide one of the following:

Three current pay slips

Bank statement

A letter from your employer stating income position and length of employment

A letter from your accountant if self employed

## Tenancy Application Form

### A. PROPERTY DETAILS

1. What is the address of the property you would like to rent?

  
 Postcode 

2. Tenancy start date

Date  Month  Year

3. Length of tenancy required 6 months  12 months

4. Rent

£  Per: Week  Month  Year

5. How many tenants will occupy the property?

Adults  Children  Ages (Children)

### B. PERSONAL DETAILS

6. Details:

Mr  Mrs  Ms  Miss  Other

Surname

First Name

Date of Birth

National Insurance Number

7. Please provide your contact details

Email

Mobile number

Home Phone Number

Work Phone Number

Preferred contact method:  Email  Phone  Mobile  Work  Home

Have you viewed the property?  Yes  No

Are you a smoker?  Yes  No

Do you have any pets?  Yes  No

If yes, please provide details of pet(s) - Number/breed/type

Status:  Married  Single  Living with parent

C.C.J  Yes  No

### C. APPLICANT'S CURRENT ADDRESS

8. What is your current address?

  
 Postcode 

9. How long have you lived at your current address?

Years  Months

10. Why are you leaving your current address?

11. What is the name of your current landlord or agent?

Phone number

Weekly rental amount

£

Email Address for Landlord/ Agent

Was deposit refunded?  Yes  No

If not, why?

### D: PREVIOUS ADDRESS (IF AT CURRENT ADDRESS <3 YRS)

12. Address 1

 Postcode 

How long did you live at this address?

Years  Months

13. What is the name of your previous landlord or agent?

Phone number

Rental amount

£

Email Address for Landlord/ Agent

### E. EMPLOYMENT HISTORY

14. What is your occupation?

Are you employed?  Full-Time  Part-Time  Casual  Self-Employed

15. Employer's Business Name (inc. accountant if self-employed)

Employer's Address

 Postcode 

Line Manager's Email Address

Contact Name/ Line Manager

Phone Number

Employer Reference Number

Position Held

Length of Employment

Years

Months

Net Income

£

16. Please provide your previous employment details (if current <3 years)

What was your occupation?

Are you employed?  Full-Time  Part-Time  Casual  Self-Employed

Employer's Business Name (inc. accountant if self-employed)

Contact Name/ Line Manager

Phone Number

Length of Employment

Years

Months

Net Income

£