



TENANT APPLICATION FORM
GUIDE

1. Fill out the Application giving as much relevant information as possible making sure to sign it with your Guarantor.
2. Go through "Check list" & make sure you are giving us all the documents we need.
3. Please return the completed application form plus supporting documents to info@urproperty.co.uk.

We cannot offer you the property until satisfactory references have been received and our landlord has given final approval.

Holding Deposit

Applicants may be asked to pay a Holding deposit.

The purpose of this deposit is to ensure your commitment to the property while your application is being processed. We will temporarily suspend viewings during this time. If your application is unsuccessful this deposit will be returned to you. If your application is successful this deposit will be transferred and form part of your security deposit or rent advance. Please note should you withdraw your application for any reason after processing has begun this deposit will not be refunded and will instead be paid to the landlord to compensate for lost time.

Checklist – things you need to send with your application

- Fully completed application form.
- Copy of passport or photo driving licence. If you have neither please call us for further advice.
- Copy of TWO months most recent bank statements.
- Don't forget to sign the form with your Guarantor.

For the Guarantor (if applicable)

- Copy of passport or photo driving licence
- Copy of a utility bill from their present address.
- Don't forget they have to sign this form too with permission for any credit checks required.

Important: Incomplete applications will not be processed. Please provide as much information as you can.

TENANT APPLICATION

Name: _____

Date: _____

Property your Applying for: _____

Where did you find out about this property: _____

Rent £ _____ pcm Date you want to move in _____

How long do you intend to stay, if known?

Full name of every occupier, Date of birth & Nationality inc. children.

1) _____

2) _____

3) _____

4) _____

5) _____

PRESENT ADDRESS

Line 1 _____

Line 2 _____

City _____

Postcode _____ How long have you been at this address? _____

Previous address (If at present address less than 3 years)

Line 1 _____

Line 2 _____

City _____

Postcode _____ How long were you at this address? _____

Daytime Tel: _____ Mobile Tel: _____

Email address _____

Reason for leaving present address? _____

At this address, are you a: HOMEOWNER TENANT LIVING WITH PARENTS **PRESENT LANDLORD, IF APPLICABLE**

Name of landlord /agent: _____

Address of landlord / agent _____

Postcode _____ Tel Fax _____

OCCUPATION (PERSON 1)

Name of employer _____

Address of employer _____

Position Held _____

Contact Name _____

Contact Position _____

Contact Telephone Number _____

Contact Email Address _____

Total Gross Annual Income _____

OCCUPATION (PERSON 2)

Name of employer _____

Address of employer _____

Position Held _____

Contact Name _____

Contact Position _____

Contact Telephone Number _____

Contact Email Address _____

Total Gross Annual Income _____

REFERENCE

Name of reference _____

Address of reference _____

Postcode _____ Email _____

Tel: _____ M: _____

Relationship _____

GUARANTOR (MUST BE A HOME OWNER)

NB: Having a guarantor will assist your chances of a successful application and MUST be a home owner. A guarantor agreement must be completed if your application is successful.

Name of Guarantor _____

Address of Guarantor _____

Postcode _____

Email _____

Tel: _____ M: _____

Relationship _____ Date of birth _____

Income status (self/employed, retired)

HOUSING BENEFIT

Do you now / will you claim Housing Benefit? YES NO

Please provide detail of current entitlements and amounts

Will there be a monthly shortfall payable in the Housing Benefit entitlement and the rent amount? YES NO

If YES please advise how you will make up the monthly shortfall monies?

STUDENTS

Are you now / will you be in full time education YES NO

Name of University/College _____

Do you smoke? YES NO

Do you have any pets? YES NO

If YES, what type of pet _____

ADDITIONAL INFORMATION

Do you have any additional information you would like us to consider?
If yes please use the space below:

I authorise UR Property to hold and process my details for as long as required. (Please Tick)

DECLARATION – TO BE SIGNED BY THE APPLICANT.

I/we the undersigned confirm the above information to be true and correct and agree to any credit checks required for the application process.

Signature of Applicant & Date: _____

DECLARATION – TO BE SIGNED BY THE GUARANTOR.

I/we the undersigned confirm the above information to be true and correct and agree to any credit checks required for the application process.

Signature of Guarantor & Date: _____