

## TEM-PO.CO.UK (NW) LIMITED – APPLICATION FOR TENANCY FORM

Block CAPITALS Will Reduce Errors  
Giving Full Details Will Avoid Delays

### Property Details (Rental Property)

Address of Rental Property Including Post Code

Proposed Tenancy Start Date dd/mm/yyyy

Proposed Number of Tenants

Is This a Sole or Joint Tenancy  
Application? Please Circle

SOLE / JOINT

Will this be your only/main residence  
Please Circle

YES / NO\*

\*Please provide further information

### Identity Documents (Please Tick Where Applicable)

Are you a National of the UK, EEA State or Switzerland?

Yes / No\*

If no, please fill in additional information regarding your nationality at the end of this application form.

Original Document Showing **NATIONAL INSURANCE NUMBER**

Original Current **PASSPORT**

OR

Original Current **PHOTOCARD DRIVING LICENCE**

Original Documentation Verifying Your Name and Current Address  
(Less Than 3 Months Old)

## Applicant Details

Title	First Name(s)	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>

Any Previous Names in Full	Gross Annual Income
<input type="text"/>	<input type="text"/>

Date of Birth dd/mm/yyyy	Place/Country of Birth
<input type="text"/>	<input type="text"/>

Current Residential Address

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

Dates Resided At Above Current Address:

From (dd/mm/yyyy)	<input type="text"/>	To (dd/mm/yyyy)	<input type="text"/>
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Status: Home Owner-Mortgage / Renting / Living with Relatives ?

Home Telephone Number	Mobile Number	Work Telephone Number
<input type="text"/>	<input type="text"/>	<input type="text"/>

Email Address

Smoker?	Pets?	Are you intending to run a Home Business?
<input type="text" value="YES/NO"/>	<input type="text" value="YES/NO"/>	<input type="text" value="YES*/NO"/>

If Yes to Pets please fill in following box

If yes, please fill in additional information at the end of this application form

Type Of Animal:	Age:	Name:	Any Further Details:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

## Previous Address/s (up to 5 years)

\*If you have been at your current address for less than 5 years please supply details of any previous addresses in the past 5 years where you were responsible for the rent or mortgage payments\*

Previous Address 1

	Postcode:

Dates Resided At Above Address:

From (dd/mm/yyyy)  To (dd/mm/yyyy)

Status: Home Owner-Mortgage / Renting / Living with Relatives ?

Previous Address 2

	Postcode:

Dates Resided At Above Address:

From (dd/mm/yyyy)  To (dd/mm/yyyy)

Status: Home Owner-Mortgage / Renting / Living with Relatives ?

Previous Address 3

	Postcode:

Dates Resided At Above Address:

From (dd/mm/yyyy)  To (dd/mm/yyyy)

Status: Home Owner-Mortgage / Renting / Living with Relatives ?

## Additional Residents (Tenants)

Full Names of ALL Additional Residents

Relationship to Applicant

Date of Birth (Under 18's)

## Next of Kin (Not Including Joint Tenants)

Full Name

Contact Number

Address

Postcode:

Email Address

Relationship

## Employed – Employer as Referee

Employer Organisation Name

Employment Status. Please Circle

Employer Organisation Address

  

Date Started dd/mm/yyyy

Present Position/Job Title

Employee Referee Name, Position and Department

Telephone Number

Work Telephone Number

Email Address

## Self - Employed – Accountant or Lawyer as Referee

Full Name Of Business

Relevant Contact Name

Business Address

  

Telephone Number

Work Telephone Number

Email Address

## Present Landlord or Agent

Landlord or Letting Agency Name

Landlord or Letting Agency Address

Landlord or Letting Agency Address	
	Postcode: <input type="text"/>

Telephone Number

Mobile Number

Work Telephone Number

Email Address

## Character Referee – Professional Person (Not a Relative) You've Known for 3 Years+

Character Referee Name

Character Referee Occupation

Character Referee Address

Character Referee Address	
	Postcode: <input type="text"/>

Telephone Number

Mobile Number

Work Telephone Number

Work Email Address

**Guarantor – If Required (Guarantor must also fill out Guarantor Application Form)**

Guarantor Name

Guarantor Occupation

Character Referee Address

Postcode:

Telephone Number

Mobile Number

Work Telephone Number

Email Address

**Bank Details from which Rental Payments will be made**

Name of Bank or Building Society

Bank or Building Society Address

Postcode:

Account Name

Account Number

Sort Code

## General Guidance

**Tenants:** The details supplied here will be checked using recognised credit reference agencies for tenancy selection purposes. This process will in no way affect a prospective tenant's record or ability to obtain credit in future and all information obtained will be kept secure and confidential in accordance with the UK Data Protection Act and international privacy laws.

Tenants can obtain copies of their own credit records by application to the main credit reference agencies. To avoid delays tenants should provide full contact details and get prior consent from referees and guarantors (if required).

Tenants should be aware that defaulting on their tenant obligations could mean that information is sought or released (per s35 DPA 1998), including Housing Benefit enquiries, if required by the courts or those authorised and could affect any future applications for tenancies, finance or insurance.

**Landlords/Agents:** Guarantors should be checked and referenced separately and landlords/agents should ensure that guarantors have been seen and approved the tenancy agreement and signed a guarantor agreement prior to the tenancy.

Any deposit monies taken by the landlord or agent must be protected (Housing Act 2004) and the tenant must be notified by a Tenancy Deposit Scheme statutory notice within 14 days.

Landlords and Agents MUST keep and securely store a signed copy of this form in accordance with the principles of the Data Protection Act 1998 as evidence that the tenant has authorised credit checks.



## **MANAGE YOUR COMMUNICATION PREFERENCES**

To find out more about how we use your information please contact us.

**How would you like us to contact you with regards to your application on this property?  
Circle all that apply.**

Are you happy to receive Phone Calls	YES / NO
Are you happy to receive Emails	YES / NO
Are you happy to receive Texts	YES / NO
Are you happy to receive Post	YES / NO

### **Please Tick Your Communication Preferences**

Would you like to receive news, offers and updates via your preferred contact method from tem-po.co.uk (NW) Limited? You can unsubscribe at any time.

Yes     No

With regards to the above option :-

I am happy to receive emails

Yes     No

I am happy to receive text messages

Yes     No

I am happy to receive post

Yes     No

I am happy to receive phone calls

Yes     No

## Declaration and Authorisation

I understand **the rent payable will be £\_\_\_\_\_per month by bank standing order**. I understand and accept that I will be liable for payment of the council tax (or any equivalent), all gas and electricity charges, water and sewage charges cable and satellite service charges and television licence, during the period of tenancy.

I will be responsible for opening accounts with service providers at the start of the tenancy and for closing accounts and making final balance payments at the end of the tenancy

Upon entry to the property **I will pay one month's rent in advance together with a security deposit of £\_\_\_\_\_**. The security deposit will be held in an independent account with the Deposit Protection Service in lieu of any damage, breakages, cleaning, unpaid accounts and/key or lock replacements (other than fair wear or tear). I understand that the deposit cannot be used against rent during the tenancy.

### How I am paying the Tenancy Application Fee – please circle method of payment below

I enclose a cheque made payable to tem-po.co.uk (NW) Ltd YES/NO

I enclose a cash payment YES/NO

Online Bank Transfer to tem-po – sort code 20 69 85 Account Number 93810879 YES/NO

Tenancy Application Fee is £100 plus vat of £20 = Total of £120 including vat per applicant.

I understand the Tenancy Application Fee is a Non-Refundable Payment.

I confirm that the information provided in this application is correct and accurate and I understand that applying for a tenancy does not create agreement or contract.

I hereby authorise the landlord (or his agent) to release copies of this application to third parties, seek references and conduct credit and other personal / and or financial checks as required, within the confines of the Data Protection Act 1988.

This application is subject to contract and dependent upon the landlord's approval before presentation of a tenancy agreement will be considered. A tenancy will not be created until all applicants have signed the tenancy agreement

Applicant Signature

Printed Name

Date

## **CHECKLIST - Before Submitting your Application Form please read the below :-**

- **Have you answered all questions as thoroughly as you can?**
- **Have you provided us with all your relevant original ID?**
- **Have you enclosed/already paid the Tenancy Application Fee of £120 inc vat per applicant?**
- **Have you told us clearly what your relationship is with the other Applicants?**
- **Have you given us all the information necessary to ensure that your application is processed as smoothly and as quickly as possible?**
- **If you are using a Guarantor – has your Guarantor filled in their details on Page 2 and have they signed Page 3? Has your Guarantor filled in their Tenancy Application Form?**

**If you have any other additional information that you think may assist us in processing your application please add below:-**

### **Additional Information as Required for this Applicant**

Including: Nationality Notes if non UK, EEA, Switzerland National, Home Business Information and if not your main/only residence.

