



J F Attwood Estates
 Farm Office,
 New Hook Farm
 Lower Road,
 Eastchurch
 Kent ME12 3SU

Individual Tenancy Application

Please complete using BLOCK CAPITALS

1, Property details (The rental Property)

Address of rental property including postcode

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| Description of rental property | Rent Payment frequency | Rent Payment Method |
|--------------------------------|--|---|
| | | |
| Tenancy initial term | Proposed tenancy start date DD/MM:YYYY | Tenancy type |
| | | |
| Proposed number of tenants | total rent per calendar month (pcm) | Rent for this application |
| | | |
| Deposit amount | Admin Fee | Responsible for Council Tax and other charges |
| £1,000.00 | £0.00 | Tenants |

Other relevant details ie. Service charges

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2, Identity Documents (Suggested optional documents to be seen by landlord or agent)

Passport with next of kin details seen - Number or Driver's licence seen - number

| Utility bills seen from previous address | Passport type photo or good photocopy - retained |
|--|--|
| | |

3, Applicant (Tenant) Details

| Title | First Name | Initials | Surname (Last Name) |
|----------------------------|--------------------------|-------------------------------------|---------------------|
| | | | |
| Any Previous names in full | | Gross Annual Income | |
| | | | |
| Date of Birth | Place / Country of birth | National Insurance No or equivalent | |
| | | | |

4, Applicant (Tenant) Details cont.

| | | | |
|------------------------------------|---|---|------------------|
| Present address including postcode | | | |
| | | | |
| Time at address | Status: Home owner Mortgage / Living with relatives | | Married / single |
| Years / Months | | | |
| Home Phone No | Mobile No | Work No | |
| | | | |
| E.mail Address | | | |
| | | | |
| Smoker Y/N | Pets Y/N | Debts Problems IVA/CCJ/Bankruptcy | |
| | | | |
| Previous evictions Y/N* | Are you disabled Y/N | Do you intend to seek benefit assistance with rent payments | |
| | | Y/N | |

* Please provide details - section 13

5, Additional Residents (sharers) on this tenancy

| Full names of ALL additional residents | Pay rent? | Relationship to tenant | Age (Under 18s) |
|--|-----------|------------------------|-----------------|
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Please provide these details for other residents - smoker / pets / debt problems /disabilities - section 13

6, Present Landlord or Agent

| | | | | |
|--|--------------|---------------|------------|-------|
| Landlord or agency name and address including postcode | | | | |
| | | | | |
| Telephone No | Mobile Phone | Office Number | Office Fax | Other |
| | | | | |
| Email Address | | | | |
| | | | | |

7, Previous address / s (up to 6 years)*

Previous address 1 with postcode - include date of leaving this address

Previous address 2 with postcode - include date of leaving this address

Previous address 3 with postcode - include date of leaving this address

Previous address 4 with postcode - include date of leaving this address

*Provide additional information at section *- 13

8, Employed - Employer as referee

Name and address of employer including postcode

| Date started | Present Position / Job title / Employee No | Employer Referee, Name and Position |
|--------------|--|-------------------------------------|
| | | |

| Telephone No | Mobile Phone | Office Number | Office Fax | Other |
|--------------|--------------|---------------|------------|-------|
| | | | | |

Email Address

9, Self-Employed - Accountant or solicitor as referee

Name and address of Accountant or solicitor including postcode

| Telephone No | Mobile Phone | Office Number | Office Fax | Other |
|--------------|--------------|---------------|------------|-------|
| | | | | |

Email Address

10, Character referee (optional) -Professional person - not a relative - Known 3 years

Name and address of Referee including postcode

| Telephone No | Mobile Phone | Office Number | Office Fax | Other |
|--------------|--------------|---------------|------------|-------|
| | | | | |

Email Address

11, Guarantor 1

Name & address of Guarantor including postcode

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Occupation

Employed / Self-employed / Retired

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Telephone No

Mobile No

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Email Address

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Guarantor 2

Name & address of Guarantor including postcode

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Occupation

Employed / Self-employed / Retired

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Telephone No

Mobile No

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Email Address

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12, Your bank details

Name & address of Bank / Building society including postcode

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Account name

Sort Code

Account Number

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13, Additional information as required for this applicant - use additional sheet if required.

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14, General Guidance

Tenants: The details supplied here will be checked using recognised credit reference agencies for tenant selection purposes. This process will in no way affect the prospective tenant's record or ability to obtain credit in the 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 records by application to the main credit reference agencies.

To avoid delays tenants' should provided full contact details and get prior consent from referees and guarantors. **At least 2 referees** will be required for Comprehensive checks.

Tenants should be aware that defaulting on their tenancy obligations could mean that information 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 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) In the case of J F Attwood Estates this would be the Tenancy Deposit Scheme, statutory notice within 14 days.

Landlords / Agents **MUST** keep and securely stored 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.

** (35 Disclosures required by law or made in connection with legal proceedings etc.*

(1) Personal data are exempt from the non-disclosure provisions where the disclosure is required by or under any enactment, by any rule of law or by the order of a court.

(2) Personal data are exempt from the non-disclosure provisions where the disclosure is necessary—

(a) for the purpose of, or in connection with, any legal proceedings (including prospective legal proceedings), or

(b) for the purpose of obtaining legal advice, or is otherwise necessary for the purposes of establishing, exercising or defending legal rights).

15, Declaration

I apply for a tenancy as per this application. I confirm that the information provided is true and accurate, and I authorise the Landlord or agent to seek additional information and carry out credit checks and referencing by contacting agencies, organisations and individuals as necessary. I confirm that I have raised any concerns with the Landlord / Agent and I understand that tenancies obtained with false information can be terminated. Completing this application does not commit the Landlord or tenant to a tenancy

| Your Signature | Print your name | Date |
|----------------|-----------------|------|
| | | |