# Tenancy Application Form (Private Rent)

Please note:

All applicants must be over 18 and must complete an individual form.

The details supplied in this form will be checked using a credit reference agency and the National Fraud database for tenancy selection purposes. This will not affect a prospective tenant’s record or ability to obtain credit in the future. All information will kept secure and confidential in accordance with the General Data Protection Regulations 2018. Tenants can obtain copies of their own credit records by application to the main credit reference agencies.

Right to Rent checks will be carried out on all applicants as required under the Immigration Act 2014.

To avoid delays, please provide full contact details for your landlord and employer.

Your deposit will be held within the custodial scheme of the Deposit Protection Service as required by tenancy deposit legislation.

**Application Details**

Property Address:

Date of application:

Proposed tenancy start date:

Type of application (sole/joint/multiple):

Please describe your relationship to other applicants:

**IMPORTANT**

**Please attached a copy of at least one of the following to this application (documents can be attached via the ‘Options’ menu)**:

Passport / Biometric Residency Permit / Driving Licence with Birth Certificate

**Your personal details**

Title:

First Name:

Middle Names(s):

Last Name:

Other Names:

Date of Birth:

National Insurance Number:

Nationality:

Passport Number:

If you do not have indefinite leave to remain in the UK, what date does your visa or residence permit expire?:

**Your next of kin (this should not be a joint tenant)**

Name:

Address:

Contact telephone number:

Email address:

Relationship:

Marital status:

**Your household**

**Details of any proposed pets at the property (type/breed):**

**Full names and dates of birth of any children who will occupy the property:**

**Contact Information**

Contact telephone Number:

Email Address:

Current Address:

Time at address:

Residential status (property owner/tenant/living with friends or family):

If you have lived at your current address for less than three years, please provide previous addresses:

Previous Address:

Time at address:

Previous Address:

Time at address:

**Your current letting agent/landlord**

Landlord/Agent Name:

Address:

Contact telephone number:

Email:

Providing an email address will result in a quicker response from your referee.

**Financial Information and Employment Status**

Employment status (employed/self employed/unemployed/student):

Gross Annual Income:

Do you have any county court judgements, court decrees, bankruptcy, administrations orders, Individual voluntary arrangements, or any other adverse credit history whether settled or not?:

If yes, please provide further details below. Please note that failure to disclose information relating to adverse credit history may result in your application being declined.

**Financial Referee**  
Please confirm if this is your employer/accountant/pension admin/SA302/SA100:

Contact Name:

Company Name:

Address:

Contact telephone number:

Contact email address:

Your position:

Is this position permanent/contract?:

If contract, contract terms: months hours per week

Contract start date: Contract end date:

If your employment will change before the proposed start date, or you have a secondary employment, please provide these details below:

Contact Name:

Company Name:

Address:

Contact telephone number:

Contact email address:

Your position:

Is this position permanent/contract?:

If contract, contract terms: months hours per week

Contract start date: Contract end date:

**Data Protection and Declaration**

To the best of your knowledge are you associated or related in some respect to any member of staff, former member of staff, committee/Board member, or contractor of Curo or any of its member companies?

If yes, please provide details:

**Declaration**

I understand that the information on this form is to the best of my knowledge true and correct. I understand that any false or misleading information may lead to prosecution for criminal offences and could lead to the loss of my home.

I understand that Curo or its agents will approach my landlord and current employer(s) for any information that may be required for the purpose of this application.

All information given will be placed on a computer belonging to a member of Curo and any of the member companies may see it. By signing this form I am consenting to the use of the information relating to my application under the terms of the Data Protection Act 1998.

**Signed**: **Date:**