



Suite 2, Sears House, Alamein Road, Swansea, SA1 2HY
 Tel: 03452 606 440 Email: info@your-agent.co.uk
Tenancy Application Form

1. PROPERTY DETAILS (DETAILS OF PROPERTY YOU ARE LETTING)

Address of property to be let

2. PROPOSED TENANCY DETAILS

Tenancy Start Date

No. of Applicants

Rent

Rent frequency

3. APPLICANT DETAILS (PLEASE COMPLETE ALL SECTIONS)

Title

First Name

Initials

Surname

Date of Birth

 / /

NI Number (or overseas equivalent)

Contact E-mail address

Current Address

Current Address cont.

Postcode

Time at this Address

Years

Months

Home Tel Number

Mobile telephone number

Marital Status (e.g. single/married etc)

Address Status:

Owner/Mortgaged

Rented (provide landlord details at Section 5)

Family/Friends

Names of additional tenants entering this agreement –
 Separate application required (*children & dependents should Be included on section 8*)

Mr/Mrs/Ms/Miss	

Are you or any of the above named a smoker?

Yes

No

Do you have any pets?

Yes

No

Have you had any Criminal Convictions in the past 3 years or pending?

Yes

No

Have you had any County Court Judgments or rent arrears in the past 6 years?

Yes

No

CCJ/Default	Amount £	Date	Details:
CCJ/Default	Amount £	Date	Details:
CCJ/Default	Amount £	Date	Details:

4. APPLICANTS ASSETS

Do you own any property commercial or residential in your name in the UK?

Yes

No

If you own a property in the UK, what is the full address?

Postcode

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5. PREVIOUS ADDRESS (IF AT CURRENT ADDRESS LESS THAN 3 YEARS)

Previous Address

Previous Address continued

Postcode

Time at Address

5.1 PREVIOUS ADDRESS (IF AT CURRENT AND PREVIOUS LESS THAN 3 YEARS)

Previous Address

Previous Address continued

Postcode

Time at Address

6. EMPLOYMENT/OCCUPATION DETAILS (EMPLOYED/SELF EMPLOYED)

Employment status (e.g. permanent)

Position held/Job Title

Employment Dates

Name of Employer

Contact name

Gross Annual Salary

Work Address

Contact telephone number

Contact E-mail address

7. CURRENT LANDLORD OR AGENT

Landlord/Agency name

Address of landlord/agent

Postcode

Contact Number

E-mail address

Current Rent cost

£

Weekly/Monthly

8. GUARANTOR ADDITIONAL APPLICATION FORM REQUIRED FOR GUARANTOR

Title

First Name Surname

Address

Address cont

Postcode

Contact No

We may contact the proposed Guarantor to obtain further information or to verify their consent to act in this capacity.

9. DEPENDENTS /CHILDREN LIVING AT THE PORPERTY

Name(s)

Relationship

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10. IDENTIFICATION VALIDATION (UK PASSPORT, DRIVER'S LICENCE, UTILITY BILL)

ID Type (e.g. Passport/Drivers licence)

Reference/Account number

Issuer (Utility only e.g. BT)

11. AUTHORISATION

The details supplied by you are checked against those held on credit reference agency databases for the purposes of pre-tenancy/lease selection.

A record is kept of this search; however, it will not affect your ability to obtain credit or other services in any way.

I confirm that the information provided on this application is accurate & true.

I authorise YOUR AGENT to conduct these searches and to any employer or Landlord/Letting Agent. And to carry out a credit check.

Data Protection Act: Consent Form

In order for us to help you with your application for housing we may need to record details of your application. These details may contain your personal and sensitive data.

We also collect and store data to improve our performance and monitor how we are performing. The following is some of the ways in which collect data.

Information that you provide as a new or current tenant. This includes information provided by you at the time of registering to use our site, paying your rent, posting a complaint, reporting a repair or requesting further services. We also hold data regarding your application and those who live if you household. We presume that if you give us information regarding anyone else in your household then you do so with their knowledge and consent.

If you contact us, we may keep a record of that correspondence.

Details of your visits to our website, including, but not limited to traffic data, location data, weblogs and other communication data, whether this is required for our own billing purposes or otherwise and the resources that you access

Anonymous research by Your Agent Ltd to assist in the improvement of services and development of new ones, although you do not have to respond to them

Personal payment history about you, such as contact details, health information and rent payment history.

Safeguarding Adults and Children, we work closely with the local authority to protect children and adults at risk of abuse.

To comply with the Data Protection Act (1998) we must tell you how we use this data and ask for your permission. By signing this form you are providing your permission for us to process your data for the purposes below.

Permission to store your data

We are required by law to ask for your permission to record the details of your application. These details may contain your personal and sensitive data. If you are granted a tenancy your records will be stored in your tenancy file and some of the data may be kept in a shared electronic file.

If your application is rejected we will destroy all information. For the purposes of the Data Protection Act the staff of Your Agent Ltd are Data Controllers in common.

Yes – I give my/our consent to Your Agent Ltd recording sensitive personal information about me/us

No – I do not give my/our consent to the Your Agent Ltd recording sensitive personal information about me/us

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Name _____

Signed _____

Date _____

Guidance & Information

- Section 2, 3, 4, 5, 5.1, 6, 7, 9, 10, 11 and 12 must be completed. This is the minimum amount of information required to assess an application.
- Tenants should add the highest earner as the primary applicant.
- Validating postcodes before submitting this form will speed up processing times (postcodeanywhere.com).
- Please ensure that all details are clearly legible.
- Please double check all fields prior to submission. Once a report has been submitted for processing, it cannot be cancelled.
- Unemployed, student applicants or low income applicants must include a Guarantor unless proof of alternative funding can be produced
- The Guarantor provided must be in full-time employment and agree to a credit & suitability assessment. We will contact the Guarantor to confirm this,
- The applicant's signed permission must be obtained prior to submission of this application.
- Please ensure that you include a current and accurate telephone or email addresses for all referees. Failure to do so will delay this application.
- You should, where possible advise referees that we will be contacting them as this will reduce delays.
- National Insurance number, monthly rental value and referee sections are optional.
- Any false information uncovered at a later date will result in the immediate termination of any agreement that may be in place and section 8 notice ground 17 maybe used by the landlord to terminate the tenancy.

Prospective tenants requiring further information relating to the completion of this form or The Data Protection Act can contact us by email at :- info@your-agent.co.uk

What is personal and sensitive data?

Personal data is data which can be used to identify you. This may include your name, date of birth, address, telephone number, gender, etc. Sensitive data is information related to any of the following: racial or ethnic origin, political opinions, religious beliefs, trade union membership, health, sexuality or sex life, offences and/or convictions.

Where will you store my data?

The record of your application will be stored in a shared electronic case management system accessed by staff members of Your Agent Ltd. Your information may also be stored in a paper file held securely and accessed by Your Agent Ltd. We will only store the information as long as required either by law, regulation or whilst you are a tenant.

What is a Data Controller?

A Data Controller is someone who is responsible for your data and who must make sure that your data is processed according to the law. For example, they are responsible for making sure that the information held about you is accurate and that it is kept secure.

What does *Data Controller in common* mean?

For the purpose of the Data Protection Act the staff members of Your Agent Ltd are Data Controllers in common. This means that the members of Your Agent Ltd are responsible for your data. For example, if you are receiving help from two different members of Your Agent Ltd staff then they will both have responsibility for ensuring your data is processed according to the law.

Can I withhold my consent?

Yes you can but this will affect your application for housing. We need this information in order to house you and your refusal will therefore result in the termination of your application. We will not share your information with anyone else without your consent, unless required to do so by law.

Complaints handling procedure

Your Agent Ltd has a complaints procedure. Full details are available on request