

EMPLOYED/WORKING TENANT APPLICATION

PROPERTY:.....

TENANT DETAILS

Full Name:.....

Date Of Birth:.....Telephone:.....

Mobile:..... Email Address:.....

NI Number:.....

Current Address Of Prospective Tenant.....

Period At Address:.....YearsMonths

Residential Status: *(Please circle)* Property Owner Council Tenant

Private Tenant Living with Friends/Relatives

Reason for leaving current address:.....

If less than 3 years at your current address, please provide your previous address, how long you were at the address and Landlord details:

TENANTS EMPLOYMENT STATUS *(Please circle)*

Employed Self Employed On Contract Retired Independent Means (Proof is required)

DETAILS OF CURRENT EMPLOYER/PENSION ADMINISTRATOR/ACCOUNTANT

Company Name:.....Contact Name:.....

Address:.....

Telephone:.....Email:.....

Gross Salary/Pension/Drawings: £..... Per Annum

Payroll/Service/Pension Number:.....

Position Held:..... Is This Position Permanent?.....

Start Date:.....

Under the Data Protection Act 1998 this information is classified as sensitive data and will only be disclosed with your written authorisation

DETAILS OF PREVIOUS EMPLOYER/PENSION ADMINISTRATOR/ACCOUNTANT

Company Name:..... Contact Name:.....

Address:.....

Telephone:..... Email:.....

Start Date:..... End Date:.....

TENANTS BANK DETAILS

Name(s) of Account Holder(s):.....

Bank name:.....

Sort Code:..... Account Number:.....

CURRENT ESTATE AGENT/LANDLORD/MANAGING AGENT (or confirm if homeowner)

Name Of Estate Agent/Landlord/Managing Agent:.....

Address:.....

Telephone:.....

Email:.....

USEFUL INFORMATION Information requested in this box is not required for referencing purposes, however may assist us.

Personal Status: (Please circle) Single Married Divorced/Separated Other

Are You A Smoker?..... Do You Have Any Pets? Please detail :.....

Names and Ages of Any Children Who Will Be Occupying the Property:

.....

Equal Opportunities

Your application will not be treated any differently because of your sex, race, ethnic or national origin. Please circle one option only to describe your ethnic origin.

White:
British
Irish
Other

Mixed:
White and Black Caribbean
White and Black African
White and Asian
Other

Asian or Asian British:
Indian
Pakistani
Bangladeshi
Other

Black or Black British:
Caribbean
African
Other

Chinese or other ethnic group:
Chinese
Other

Refused.

Please note: This information is collected under the Data Protection Act 1998 and will be used for equal opportunities monitoring only.

Have you any County Court Judgments, Court Decrees, Bankruptcy or Administration orders?.....

If YES, please detail on a separate sheet. Please also be aware that it may harm your application if you tick NO and are later found to have County Court Judgments, Bankruptcy Orders Etc.

Next Of Kin: (Not Your Spouse)

Address:.....

Telephone:.....Relationship:.....

Date Of Birth:.....

How did you hear about 2Let Burnley: (Please circle) Facebook Office
Zoopla Outside Sign Leaflets Other

GUARANTORS DETAILS

Full Name:.....

Date Of Birth:..... Telephone:.....

Mobile:..... Email Address:.....

Current Address:.....

Period At Address:.....YearsMonths

Residential Status: (Please circle) Property Owner Council Tenant
Private Tenant Living with Friends/Relatives

Have you any County Court Judgments, Court Decrees, Bankruptcy or Administration orders?.....

If YES, please detail on a separate sheet. Please also be aware that it may harm your application if you tick NO and are later found to have County Court Judgments, Bankruptcy Orders Etc.

GUARANTORS EMPLOYMENT STATUS (Please circle)

Employed Self Employed On Contract Retired Independent Means (Proof is required)

DETAILS OF GUARANTORS CURRENT EMPLOYER/PENSION ADMINISTRATOR/ACCOUNTANT

Company Name:.....Contact Name:.....

Address:.....

Telephone:.....Email:.....

Gross Salary/Pension/Drawings: £..... Per Annum

Payroll/Service/Pension Number:.....

Position Held:..... Is This Position Permanent?.....

Start Date:.....

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Declaration of Consent I can confirm that I understand that enquiries will be carried out concerning my past character and conduct of any present or previous tenancies or occupations of any property. I am aware that enquiries may be made to Housing Associations, Private Landlords, Local Authorities and the Police and by signing this declaration I give my permission and consent for 2 Let Burnley to obtain any relevant information. I understand that the reference information requested by 2 Let Burnley will relate to rent arrears, Housing Benefit claims/overpayments, damage to property, nuisance/anti-social behaviour, abandonment or other breach of tenancy conditions and any relevant criminal activity. I understand that reference information and personal data will be used for the SOLE purpose of assessing suitability for 2 Let Burnley tenancies and will be held in the strictest confidence under the terms of the Data Protection Act 1998. This information may also be used for prevention and detection of a crime, to protect public files and for debt tracing.

Tenants, guarantors and residents privacy notice can be read on our website at www.2letproperties.co.uk

TENANTS SIGNATURE:.....

GUARANTORS SIGNATURE:.....

DATE:.....

When you submit your application to the office we require ID.

Right To Rent:

We require one of the following identification:

Passport

National Identity Card (European or Switzerland)

Certificate of Registration or Neutralisation as a British Citizen

If you cannot provide these then we require at least two of the following:

Drivers Licence or Provisional Drivers Licence

Birth Certificate

Evidence of the holder's previous or current service in any HM's UK armed forces

Council Tax or Benefits paperwork issued by HMRC, a UK Local Authority or Job Centre in date within 3 months of this application

Criminal Record Check in date within 3 months of this application