



TENANT APPLICATION FORM

(PLEASE PRINT CLEARLY IN CAPITAL LETTERS)

NO ADMIN FEES APPLY

Proposed move in date:
Proposed address:
Tenant(s) name:

(PLEASE PRINT CLEARLY IN CAPITAL LETTERS)

PROPERTY ADDRESS:		AGREED RENT £.....
LEAD TENANT	First Name:	MR / MRS / DR / MISS / MS (other) Surname:
Date of Birth:		Marital Status: Married/Divorced/Single/Partners/Separated
Mobile Telephone Number:		Home Telephone Number:
Email Address:		Work Telephone Number:
Current Address:		Previous Address: (if less than 3 years)
Post Code:	How long at address:	Post Code:
Name of EMPLOYER:		Current AGENT OR LANDLORD:
Address:		Address:
Post Code:		Post Code:
Occupation:		Telephone Number: Of Agent
Length of time in employment:		Email Address:
Current wage: £	per annum	National insurance number:
Are you in receipt of benefit?		If yes which?
JOINT TENANT	First Name:	MR / MRS / DR / MISS / MS (other) Surname:
Date of Birth:		Marital Status: Married/Divorced/Single/Partners/Separated
Mobile Telephone Number:		Home Telephone Number:
Email Address:		Work Telephone Number:
Current Address:		Previous Address: (if less than 3 years)
Post Code:	How long at address:	Post Code:
Name of EMPLOYER:		Current AGENT OR LANDLORD:
Address:		Address:
Post Code:		Post Code:
Occupation:		Telephone Number: Of Agent
Length of time in employment:		Email Address:
Current wage: £	per annum	National insurance number:
Are you in receipt of benefit?		If yes which?

Postal office & Registered address: 79 Beverley Road, Hull, East Yorkshire, HU3 1XR
Garness Jones is a limited company, registered in England and Wales – Registration No. 2858176
The company is registered for VAT under reference 599 2016 12



DETAILS OF OTHER OCCUPANTS			
Full Name	Date of Birth	M/F	Relationship to lead tenant
Number of pets:	Details:		
LEAD TENANT BANK DETAILS			
Bank Name:	Branch Address:		
Account Name:	Account Number:	Sort Code:	
LEAD TENANT NEXT OF KIN		Relationship to lead tenant:	
Full Name:	Date of Birth:		
Address:	Home Telephone Number:		
	Mobile Telephone Number:		
Post Code:	Email Address:		
HOMEOWNER <input type="checkbox"/> OR WORKING GUARANTOR <input type="checkbox"/>			
Full Name:	Date of Birth:		
Address:	Home Telephone Number:		
	Mobile Telephone Number:		
Post Code:	Email Address:		
Name of EMPLOYER (if working guarantor):	I am aware that Garness Jones will contact a Credit Referencing Agency to carry out a check on both the Voters Role and the Credit Register in my name and the name of the guarantor. A record of this check will be held by the Credit Referencing Agency.		
Length of employment:	Please tick if applicable I/We have CCI(s) <input type="checkbox"/> I/We are Bankrupt <input type="checkbox"/> I/We have a Debt Relief Order <input type="checkbox"/> NB: the admin fee is non-refundable.		
Salary:			

I hereby confirm that the above information is correct at the date of signing and understand that any false information will result in legal action being taken:

DECLARATION

I/We _____ voluntarily declare, that I/We do not use or supply any Drugs, other than those prescribed by a Doctor, and understand that I/We would be required to vacate the property known as _____ should the use / involvement of none prescribed Drugs be discovered.

Lead Tenant

Signed: _____

Dated: _____

Joint Tenant

Signed: _____

Dated: _____

Guarantor

Signed: _____

Dated: _____

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Regulated by RICS



Follow the guidelines for acceptable ID.

A guarantor will be required if:

- The lead applicant is 25 or under
- Current employment is 3 months or less
- No previous landlord reference can be supplied (within the last 3 years)
- Current employment is temporary or through an agency
- Income is low (assessed at time of credit check)
- CCJ present or low credit score (assessed at time of credit check)

Each applicant who will be named on the tenancy agreement and any guarantor (if needed) must supply the following:

One document from each of the below 3 groups. (eg: Passport, Council tax statement, 3 months' payslips)

If no document can be provided from group 1:

Three documents must be submitted from group 2 and one document from group 3. (eg: Bank statement, P60, Utility bill, 3 months' payslips)

Group 1: Primary identity documents

- Passport - Any current and valid passport – (If outside of EU, valid visa is also required)
- Biometric residence permit UK
- Current driving licence photocard - (full or provisional) UK, Isle of Man, Channel Islands and EU
- Current driving licence (full or provisional) - paper version (if issued before 1998) UK, Isle of Man, Channel Islands and EU
- HM Forces ID card UK
- Firearms licence UK, Channel Islands and Isle of Man

Group 2: Proof of residence

- Bank or building society statement issued in the last 3 months (if a bank statement is NOT used as proof of income)
- Bank or building society account opening confirmation letter UK Issued in last 3 months
- Mortgage statement Issued in last 12 months
- Credit card statement UK or EEA Issued in last 3 months
- Financial statement, for example pension or endowment UK Issued in last 12 months
- P45 or P60 statement UK and Channel Islands Issued in last 12 months
- Council Tax statement UK and Channel Islands Issued in last 12 months
- Utility bill UK - including mobile telephone bill or contract Issued in last 3 months
- Benefit statement, for example Child Benefit, Pension UK Issued in last 3 months
- Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, HMRC - UK and Channel Islands Issued in last 3 months
- EU National ID card - Must still be valid

Group 3: Proof of income

- Payslips covering the most recently passed 3 months
- Bank or building society statements - covering the most recently passed 3 months (if a bank statement is NOT used as proof of residence)
- Letter of sponsorship from future employment provider Non-UK or non-EEA only - valid only for applicants residing outside of the UK at time of application Must still be valid

Group 4: Other

- Other Occupants – copy of birth certificate if under age of 16.