



**RESIDENTIAL**

www.garnessjonesresidential.co.uk

Tel: 01482 564564

## 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 £.....**

<b>LEAD TENANT</b>		<b>MR / MRS / DR / MISS / MS (other) Surname:</b>
First Name:		Marital Status: Married/Divorced/Single/Partners/Separated
Date of Birth:		
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?

<b>JOINT TENANT</b>		<b>MR / MRS / DR / MISS / MS (other) Surname:</b>
First Name:		Marital Status: Married/Divorced/Single/Partners/Separated
Date of Birth:		
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?



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):	<p style="color: red;">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.</p>		
Length of employment:	Please tick if applicable <input type="checkbox"/> I/We have CCJ(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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## 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*