PINNACLE
ESTATE AGENTS

Application Form

Please complete this form in BLOCK CAPITALS

1. SERVICE, PROPERTY AND LANDLORD DETAILS This section should be completed by the LETTING AGENT

Address of property to be let:

Postcode:

Total rent for this property (£ per month):

Tenancy term: 6 Months.

Tenancy Start Date:

2. TENANT DETAILS This section should be completed by the TENANT

Title (Mr, Mrs etc):

First Name(s):

Surname:

Date of Birth:

Mobile:

National Insurance Number:

Telephone:

Email: - Please write clearly in BLOCK CAPITALS

Residential Status (delete as applicable):

Property Owner / Council Tenant / Private Tenant / Living with Friends or Relatives (delete as appropriate)

Have you any County Court Judgements, Court Decrees, Bankruptcy, or Administration orders? Yes / No

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 Judgements, Bankruptcy Orders Etc.

3. CURRENT ADDRESS OF THE PROSPECTIVE TENANT This section should be completed by the TENANT

Address:

Postcode:

Period at address: Years Months

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4. PREVIOUS ADDRESS(ES) OF THE PROSPECTIVE TENANT This section should be completed by the TENANT

Where have you been living during the last 3 years?
Please provide previous address(es) and dates of residency (over 3 months), attaching a separate sheet if necessary

Address 2:

Postcode:

Period at address: Years Months

Address 3:

Postcode:

Period at address: Years Months

5. CURRENT ESTATE AGENT/LANDLORD/MANAGING AGENT This section should be completed by the TENANT

Name of Estate Agent / Landlord / Managing Agent (delete as appropriate):

Postcode:

Telephone (day): Telephone (evening)

Fax: Email

6. TENANT'S EMPLOYMENT STATUS This section should be completed by the TENANT

Employed / Self –**Employed / Unemployed / Student / Retired / Independent** Means (Delete as applicable)
Self Employed - Please provide Accountant's details, or 3 years of SA302s or CIS Vouchers Student – Please provide proof.
Unemployed – we will only be able to provide accommodation if payment is made direct to us from the council.

Details of current Employer / Pension Administrator / Accountant (Delete as appropriate)

Company Name: Contact Name:

Telephone :

Gross Salary / Pension / Drawings: (£ per annum)

Position Held: Start Date:

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Employer Address :

Postcode:

Telephone:

Email:

Is this position permanent? Yes / No (Delete as applicable)

Will your employment change before the proposed tenancy starts? Yes / No (Delete as applicable)

If YES, please detail on a separate sheet

7. USEFUL INFORMATION This section should be completed by the TENANT

Marital Status: Single / Married / Divorced or Separated / Other (Delete as applicable)

Are you a smoker? Yes No (Delete as applicable) **Do you have any pets?** Yes / No (Delete as applicable) If Yes, please Detail:

Disabilities: Do you have any disabilities that may affect the suitability of the property for normal use, or which may require the property to be modified for you?

Yes / No (Delete as applicable)

N.B. This information is kept securely, and will not be passed on to 3rd parties, except government agencies, as required.

Next of Kin (in case of emergency - this should not be anyone who will be living with you):

Address:

Postcode:

Telephone

Relationship to you

On completion of this form, you will be required to pay a holding deposit, to secure the property.
Tenant Fees
Holding Deposit – refundable, and no more than the equivalent of one week's rent. If you enter into an agreement to rent a property, and the property is 'held' for you, the landlord may retain your holding deposit under certain terms, if you subsequently decide not to take the property. Terms of retention:
The landlord may retain a reasonable amount of the Holding Deposit to cover loss of rent, until a new tenant can be found. If the landlord has provided changes to the property, or its contents, on your request, the landlord may retain some or all of your holding deposit, to mitigate his/her losses.

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8. ADDITIONAL INFORMATION This section should be completed by the TENANT

Use this space to provide any additional information we may have requested. If you run out of space, please use a separate sheet.

10. DECLARATION This section should be completed by the TENANT

Please read the declaration and sign and date below.
WE CANNOT PROCEED WITH THIS APPLICATION IF YOU DO NOT SIGN.
I hereby confirm that the information provided by me is to the best of my knowledge true. I consent to this information being verified by contacting a third party referencing agency. I understand that the results of the findings may be forwarded to the landlord and may be accessed again should I default on my rental payment or apply for a new tenancy agreement in the future. I agree that the appointed tenant referencing company may search the files of a Credit Reference Agency and IDS Ltd, the insurance industry's data collection agency, which will keep a record of that search. I understand that I may request the name and address of the Credit Reference Agency to whom I may then apply for a copy of the information provided.
I also understand that in the event of my defaulting on the rental payment, that any such default may be recorded with the Credit Referencing Agency and IDS Ltd, who may supply the information to other credit companies or insurers in the quest for the responsible granting of tenancies, insurance and credit.
I understand that in the event of any default by me in respect of the covenants in my tenancy agreement with my landlord, the information contained herein may be disclosed to the appointed tenant referencing company and/or one or more tracing companies and/or debt collection agencies in order to recover any monies due or to trace my whereabouts. I understand that the information provided by me may be transferred to a country outside of the EU for the purposes only of processing this referencing application, notwithstanding such transfer, the appointed tenant referencing company will remain the Data Controller for the purposes of this application.
The information provided in this form by me is information as described in Ground 17 of the Housing Act 1996 and I understand that if any information within this application is found to be untrue, it is grounds for termination of the tenancy. I also understand that any default in the payment of rent may affect any future application for tenancies, credit or insurance and that the assessment of this application presumes that at some time during the tenancy agreement, I may be granted or allowed some form of deferred payment.

Signed :

Name:

Date: