



YOU MUST READ THE FOLLOWING INFORMATION **BEFORE** COMPLETING THIS APPLICATION
MISSING OR INCOMPLETE INFORMATION **WILL** DELAY YOUR APPLICATION

Please use black ink and CAPITAL LETTERS throughout the form.

What you must do to ensure that we can process your application quickly and efficiently:

Tick After ☒
Completed & Checked

- Detail all requested telephone numbers **including full dialling codes**
- Detail all requested addresses fully **including full postcodes**
- If you are **NOT on the electoral roll** or think you may have been entered onto **the EDITED version of the electoral roll** provide **one proof of residency (not more than 4 months old)** from the following:
 - Utility Bill
 - Council Tax Bill
 - Mobile / Telephone Bill
 - Credit Card Statement
- Contact all referees to advise that we will be contacting them and, if requested, supply them written authority

If any of the items on the left are unavailable please supply at least 2 from the following:
Bank statement, Official letter (from council or government department) or driving license.
Each must be from a separate source and one must be less than 4 months old.
Passports are not acceptable as proof of residency

Only by providing complete information can we ensure that your application is dealt with promptly.

- Where you see this symbol your application cannot be processed if this information is missing.

SECTION 1 – TO BE COMPLETED BY YOUR LETTING AGENT. (To clarify for which property you are applying, you may insert the address.)

☒ **One box only.** Credit Check ☐ Full Reference ☐ Assure ☐ Advance 6 ☐ Advance 12 ☐ Apex ☐

Property Address: Postcode: Address:

Will this be the applicant's principal residence? Yes ☐ No ☐ Will the property be let on an AST? Yes ☐ No ☐

Total monthly Rent: £ . 0 0 Term (Months): Start Date:

Number of tenants sharing: This applicant's share: £ . Please list the other applicant's name(s) below:

1. 2.

3. 4.

SECTION 2 – PERSONAL DETAILS. Couples where only one partner is working need only complete one form. Please include details of thenon-working partner in Section 10.

Title: FULL Name:

Previous Name: (Inc maiden name)

Date of Birth:

Married ☐ Single ☐ Separated ☐ Divorced ☐ Widowed ☐

Current Address: Postcode: Address:

Period at address: y m Tel: Mobile:

Email (use capitals):

Owner ☐ Council Tenant ☐ Private Tenant ☐ With Family/Friends ☐ Occupational Residence ☐

Reason for departure:

Are you aware of any adverse credit history e.g. have you had any CCJ's, bankruptcies, etc? Yes ☐ No ☐

If yes, please detail below giving dates, amounts and any explanations. Continue on a separate sheet if required.

SECTION 3 – PREVIOUS ADDRESSES ☞ – please give all addresses for the last three years, on a separate sheet if required.
If you have been resident outside the UK for the last 3 years please supply your last UK address.

Previous Address: Postcode:		Address:	
Date Moved in:	Date Left:		
Owner ☐ Council Tenant ☐ Private Tenant ☐ With Family/Friends ☐ Occupational Residence ☐			
If Private Tenant please supply Landlord/Agent Name:		Telephone Number:	
Previous Address: Postcode:		Address:	
Date Moved in:	Date Left:		
Owner ☐ Council Tenant ☐ Private Tenant ☐ With Family/Friends ☐ Occupational Residence ☐			
If Private Tenant please supply Landlord/Agent Name:		Telephone Number:	

SECTION 4 – INCOME DETAILS. If you are due to start new employment and you have given notice to your current employer please give your new employer's details here and state your current employer's details in Section 5.

☞ Employed ☐ Self-employed ☐ On Contract ☐ Temporary ☐ Retired ☐ Private Means ☐ Unemployed ☐ Student ☐			
Company/Agency Name: ☞			
Contact Name:		Address:	
		Postcode:	
Tel: ☞	Fax:	<i>Mobile phone numbers are unacceptable</i>	
Please include regular commissions/bonuses in the Commission Income box; we will count 50% of this figure towards your total income. If you earn commission only, state the actual amount earned over the last 12 months; we will count 80% of this figure towards your total income. In the Additional Income box include only regular benefits that you are likely to be still receiving in 12 months time. We may consider up to 50% of this figure towards your total income. Self-employed applicants should state their Taxable Income for the previous year.			
Gross Basic Salary/Pension per Annum: ☞ £ .		Commission Income per Annum: £ .	
Additional Income (benefits etc): £ .		Position Held:	
If you have a guarantor who is making a contribution towards your rent please enter the monthly amount here £ .			
Start Date:	Payroll, Service or Pension number:		
Is this position permanent? (YES/NO): Full time: ☐ Part time: ☐			
Will your employment change in the near future? (YES/NO): If YES please provide details:			

SECTION 5 – PREVIOUS EMPLOYMENT DETAILS – if you have worked for your current employer for less than 12 months please provide details of your previous employer here. Please tick if not applicable ☐.

Company name:			
Address:			
		Postcode:	
Tel:	Fax:		
Commencement Date:	Departure Date:		

SECTION 6 – LANDLORD / LETTING AGENT DETAILS – if no current landlord, please include here details of any previous landlord during the last 12 months. Please tick if not applicable ☐.

Company or Landlord name: ☞			
Address:			
		Postcode:	
Tel: ☞	Tel(Eve):	Fax:	

SECTION 7 – ACCOUNTANT DETAILS – only required for self-employed applicants. Please authorise your accountant/auditor to provide us with a reference when we request it. Please tick if you do not have an accountant. ☐

We may need to see copies of your tax returns. Please tick if not applicable ☐.

Practice name:			
Address:			
		Postcode:	
Tel:		Fax:	
Contact:			

SECTION 8 – BANK DETAILS – Current Account only. Please tick if you do not have a Current Account ☐.

Bank/Building Society name:			
Address:			
		Postcode:	
Tel:		Sort Code:	
Account name:		Account No:	

SECTION 9 – NEXT OF KIN – excluding spouse. To be completed in all cases.

Name:			
Address:			
		Postcode:	
Tel:		Relationship:	

SECTION 10 – ADDITIONAL OCCUPANTS – please list the names of ALL prospective occupants over 18 not being referenced separately.

Name & relationship:		D.O.B:			
Name & relationship:		D.O.B:			
Name & relationship:		D.O.B:			
Name & relationship:		D.O.B:			

SECTION 11 – ADDITIONAL INFORMATION

Nationality:		Smokers (YES/NO):		Ages of Children:					
Have you been continuously resident in the UK for the last 9 months? Yes ☐ No ☐									
List any pets:									

SECTION 12 – DECLARATION

I/We hereby confirm that the information provided by me/us is, to the best of my/our knowledge, true and may be accessed again should I/we apply for a tenancy agreement in the future. I/we agree that Zone Letting Limited may search the files of a credit reference agency which will keep a record of that search. I/We also agree that any search will be made on an 'opt in' basis. I/We also understand that no details of the search will be given to me/us by the letting agent and/or the landlord but I/we may request the name and address of the credit reference agency to whom I/we may apply for a copy of any information provided. I/We also confirm that, in the event of my/our defaulting on the rental agreement, any such default may be recorded with the credit reference agency and may affect any future application for credit I/we may make.

 **Applicant's Signature:**

Date:

It is common practice for employers, previous landlords and other referees to request written authorisation from you before they will release information to us. The following page is an authorisation letter which we ask you to complete by inserting your name, full address and signature. We will use this letter only when requested by your referees.



To: Whom it May Concern

Ref: Tenancy Agreement References Requested from Zone Letting Ltd

Dear Sir,

I _____ hereby authorise you to release to Zone Letting Limited information relating to my employment, income or previous tenancies.

Please respond promptly to facilitate processing of my current application for rented accommodation.

Thank you.

Yours faithfully,

Signed: _____

Print Name: _____

Date: _____