

# TENANCY APPLICATION FORM



High Street, St Ives, Cornwall, TR26 1RS

Tel 01736 798841 mail@Lanhams.co.uk  
 Fax 01736 794840 www.Lanhams.co.uk

PERSONAL DETAILS	NEXT OF KIN
<p><b>Title:</b> Mr / Mrs / Ms / Miss</p> <p><b>First Name:</b></p> <p><b>Middle Names:</b></p> <p><b>Surname:</b></p> <p><b>Home Telephone:</b></p> <p><b>Mobile:</b></p> <p><b>Work Telephone:</b></p> <p><b>Email:</b></p>	<p><b>Title:</b> Mr / Mrs / Ms / Miss</p> <p><b>First Name(s):</b></p> <p><b>Surname:</b></p> <p><b>Address:</b></p> <p><b>Relationship:</b></p> <p><b>Telephone:</b></p> <p><b>Email:</b></p>
CURRENT ADDRESS DETAILS	PREVIOUS ADDRESS DETAILS
<p><b>Address:</b></p> <p><b>Length of time at present address:</b>      yrs      months</p> <p><b>Status:</b> Owner / Rented / Other.....</p> <p><b>If rented please provide name and address of landlord / agent:</b></p> <p><b>Landlord / Agent Address:</b></p> <p><b>Telephone:</b></p>	<p>If less than 3 years at present address:  <b>Previous Address:</b></p> <p><b>Length of time at previous address:</b>      yrs      months</p> <p><b>Status:</b> Owner / Rented / Other.....</p> <p><b>If rented please provide name and address of landlord / agent:</b></p> <p><b>Landlord / Agent Address:</b></p> <p><b>Telephone:</b></p>
IDENTIFICATION (See page 3 for acceptable documents)	EMPLOYMENT DETAILS
<p><b>Date of Birth:</b></p> <p><b>National Insurance Number:</b></p> <p><b>Nationality:</b></p> <p><b>Passport No:</b></p> <p><b>Drivers Licence No:</b></p> <p><b>Other Documents (please specify):</b></p> <p><b>Document No:</b></p>	<p><b>Employer's Name:</b></p> <p><b>Employer's Address:</b></p> <p><b>Telephone:</b></p> <p><b>Position:</b></p> <p><b>Contact Name (for reference):</b></p> <p><b>Net Monthly Salary:</b></p> <p><b>Time with employer:</b>      yrs      months</p>

**JUDGMENTS / CONVICTIONS**

Have you ever had any County Court Judgments against yourself? Yes / No If yes please give details:

Do you have any unspent convictions? (N.B the landlord may be required to inform his insurers) Yes / No  
If yes please give details:

**DEPOSIT PROTECTION**

Who will be the lead tenant? .....

Alternative address (can be a friend or family member):

**CHARACTER REFERENCE**

Name:

Address:

Telephone:

Relationship:

Occupation:

Time known:            yrs            months

**GUARANTOR (where applicable)**

Name:

Address:

Telephone:

Occupation:

**OCCUPIERS**

Number of other occupiers at the property: .....

Name of occupiers over the age of 18:

Name: .....

Name: .....

Name and ages of occupiers under the age of 18:

Name: ..... Age: .....

Name: ..... Age: .....

Name: ..... Age: .....

Name: ..... Age: .....

**TENANCY REQUIREMENTS**

Property applying for:

Proposed move in date:

Maximum monthly rent: £

Notice on current property:

No. of bedrooms required:

Property type: House / Flat / Bungalow

Preferences / Requirements: Garage / Driveway / Garden / Other (please specify):.....

Smoker? Yes / No

Pets? (please specify)

## IMMIGRATION DOCUMENTS REQUIREMENTS

It is a Government requirement that all tenants must provide proof of identification and residency status. Please provide either ONE document from LIST A or TWO documents from LIST B. These must be the original documents, a copy of which will be taken and returned to you.

### LIST A - One document

- UK passport - which may have expired.
- Passport or National Identity Card of an European Economic Area State or Switzerland - which must be in date.
- Passport or travel document from other countries - which must be in date and endorsed to show the holder is allowed to stay in the UK for a limited time (this is only accepted if it is realistic to assume a full tenancy).
- Various other documents, registration certificates, biometric immigration documents or residence cards as specified in the list.

### LIST B - Two documents

- A full birth certificate or adoption certificate issued in the UK, Channel Islands, the Isle of Man or Ireland.
- UK driving licence - which must be a photo card issued on or after July 1998.
- Various letters or documents issued by a government department, police force, Her Majesty's Prison Service.
- Various letters or documents confirming the holder's name, provided by a British passport holder, government department, local authority or employer as specified in the list.

**A full list of acceptable documents is available from the office.**

## IMPORTANT INFORMATION - Read the following information carefully before signing below

**The application fee for an application is £100 which is payable on return of this application form. This money is NON-REFUNDABLE.** Payment of the administration fee does not guarantee a property being offered.

I declare the details given as true and correct and can be shared with the landlord and third parties for credit checking purposes on the understanding that this will only be used for the purposes of this application. I also give Lanhams Property Management permission to request from any referee, landlord or employer any information they require to assess my suitability as a prospective tenant.

I also give consent for Lanhams Property Management to request and divulge information or discuss personal details and situation with Cornwall Council Council Local Housing/Benefits/Housing Advice departments or any other official agency or government department. I understand that in the event any false or misleading information supplied may be divulged for the use of any resulting prosecution.

The details provided will be the basis of any contract between me and Lanhams Property Management but does not represent any offer between Lanhams Property Management and the prospective tenant. Completion of this form does not create a tenancy between the landlord and the applicant.

Signed: .....

Dated:.....

