



The Letting Company
35 Oxford Street
Pontycymer
Bridgend
Mid Glamorgan
CF32 8DD

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www.thelettingcompany.net

**35 Oxford Street
Pontycymer
Bridgend
CF32 8DD**

Tel: 0330 999 1010

Application for Tenancy

This form must be completed and signed before any application for tenancy can be formally considered. Applicants are reminded that in addition to the reference information requested herein, they **must** also provide proof of identification.

We charge an 'Application Fee'. This fee is to cover the costs of processing your tenancy request and once paid is non-refundable should any of the information provided prove to be false. Each individual tenant must complete an 'Application For Tenancy' and pay the application fee as appropriate. NB: Where a guarantor is required, this may attract an additional charge.

If your application is successful you will have to pay advance rent and a security deposit before the commencement of a tenancy. This deposit will be held by us as stakeholders. The deposit will not be returned until your tenancy is ended, and only then, provided the obligations of your tenancy have been met in full, the final household bills are paid (we may require proof) and the property is returned in a satisfactory condition. NB: Before the deposit is refunded we will also have to consult with the landlord.

Housing Benefit Tenant: You must obtain a housing benefit claim form, which you must bring with you when you sign the tenancy agreement, should your application prove successful. If your rent is to be paid by housing benefit you will require a guarantor. This must be someone who has a full time job, a bank account and is in a position to cover your rent should the council reject your claim or not pay the rent in full.

Before you complete the details below, may we first ask you to confirm where you heard of us and why you have now contacted us:

Property

Property you wish to apply for:

About You

Title:	Mr / Miss / Ms / Mrs	Other (please specify)
Forename:	Surname:	
Current Address:		
Postcode:		
Years at address: (If you have lived at this address for less than 3 years, please complete the 'Previous Addresses' section below).		
Home Tel:	Work Tel:	
Mobile:	Email:	
DOB:	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
NI No:		
Tax Code:		

Current Occupancy Status:

Owner Private Tenant
 Living with relatives Council Tenant

Current Marital Status:

Married Separated
 Divorced Widowed
 Single

Current Employment:

Employed Self Employed
 On Contract Unemployed
 Retired Independent Means
 Student

If Employed:

Is your current post a permanent one? Yes / No
 Is your employment to change in the near future? Yes / No

Please state the reasons why you are moving:	Please give details of any adverse credit history:

Previous Addresses

	1	2	3
Address:			
Postcode:			
Years:			

Children

Please list anyone under the age of 18 who will be living with you

Forename	Surname	Date of Birth	Relationship

References	Please give as many references as possible		
	Current Landlord	Personal Reference	Next Of Kin
Name:			
Address:			
Postcode:			
Tel No:			
Fax No:			
	Current Employer	Previous Employer (1)	
Name:		Position:	Name
Address:			Address
		Gross Salary	
Postcode:		Start Date:	Postcode
Tel No:			Dates
Fax No:			
	Previous Employer (2)	Previous Employer (3)	Previous Employer (4)
Name:			
Address:			
Postcode:			
Tel No:			
Fax No:			
Dates:			

Declaration. All applicants are advised to read the following very carefully before signing.

I/we hereby confirm that the information provided by me/us is, to the best of my/our knowledge, true and I/we have no objections to the information being verified by whatever means deemed necessary. I/we understand that the results of the findings will be forwarded to an appointed credit referencing agency and to the appointed agent and/or the landlord and may be accessed again should I/we apply for a tenancy agreement in the future. I/we agree that <<Agent Name>> or their agents, may search the files of a credit reference agency which will keep a record of that search. I/We also understand that no details of the search will be given to me/us by the letting agent, but that 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 make. I/We hereby authorise the above named bank or building society to respond to status enquiries made in respect of this application. I/we hereby acknowledge that the information, provided above, will be used to assess an application for tenancy. I/We agree to the information provided being stored on computer. I/we confirm that we are in a position to proceed with the tenancy should this application prove successful.

Signature: _____

Date:

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Please note that a separate document must be used for the address verification and identification. Any bills submitted must be in the applicant's name.

Identification

Document	Additional Information
Driving License	Full UK or UK photocard (UK residence only)
Valid full passport	None
HM Revenue and Customs Tax Notification	Original document dated within the last four months (UK residence only)
Identity Card	Official National Identity Card

Address Verification

Document	Additional Information
Driving License	Full UK or full UK photocard
Bank, Building society or credit union statement or passbook	Containing current address and showing activity within the last four months
House Insurance Schedule	Current Schedule
Local authority, council tax or water bill	Valid for current year
Motor Insurance Certificate and/or Schedule	Current certificate and/or schedule
Utility Bill	Dated with the last four months, or a certificate from a supplier of utilities e.g. Gas, Electric confirming arrangement to pay for the services on pre-payment terms. Mobile phone bills are not acceptable.