

## Comprehensive Application Form

**SECTION 1 – APPLICATION DETAILS (to be completed by the letting agent)**

Full Address:.....  
 .....Postcode: .....

Property Rent (per month): £ ..... Applicants share of the rent (per month): £ .....

Rental Period (in months): ..... Tenancy Start Date:.....

If Insurance is required for this property please insert the name and contact details of the Landlord

Name:.....  
 Phone:.....Email:.....

**SECTION 2 – CONTACT, LIFESTYLE AND ADDRESS INFORMATION (to be completed by the tenant)**

Title: ..... First Name: ..... Initial(s): ..... Surname: .....

Maiden Name (if applicable) : ..... Number of Children Under 18yrs: .....

Date of Birth: ..... NI Number: ..... Marital Status: .....

Nationality: ..... Do you require a visa to live in the UK: Yes / No

**Applicant Contact Details**

Telephone: ..... Mobile: .....

Email: .....

Do you or any joint tenants smoke?	Yes / No
Do you or any joint tenants have pets?	Yes / No
Have you had any rent arrears in the last 5 years?	Yes / No
Do you have any adverse credit (CCJ'S, IVA, Bankruptcy Orders) in the last 5 years? (If so please provide details in section 7)	Yes / No

**SECTION 3 – ADDRESS INFORMATION**

Please enter the address that you currently live at below. If you've lived at this address for less than three years you will then be asked to enter all of the addresses that you've lived at over the past three years, please attach an additional sheet of paper if required. **Please be aware that it is essential that you provide the owner's name of each property that you have lived at in the last 3 years. Checks may be made with the Land Registry to formally verify ownership of each property and that all deliberate attempts to provide false or misleading information will be reported to the appropriate authorities.**

Current Address: .....

..... Postcode: .....

Time at Address: ..... Years ..... months

Accommodation Status: private rented | council tenant | owner | living with family and friends - (Please Circle)

Please provide the name(s) of the registered owner(s) of this property if known

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**Previous Address (If Applicable)**

Current Address: .....

..... Postcode: .....

Time at Address: ..... Years ..... months

Accommodation Status: Private Rented | Council Tenant | Home Owner | Living with Family & Friends  
 (Please Circle)

Please provide the name(s) of the registered owner(s) of this property if known

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**SECTION 4– Landlord / Agent Contact Details**

Landlords / Agent Name: .....

Address: .....

..... Postcode: .....

Contact Name if using a Letting Agent: .....

Telephone Number (Landline): ..... Mobile: .....

Contact Email: ..... Tenancy Start Date: .....

**Please provide your current Landlord any notice, signed authority or payment they may require to complete your reference.**

**SECTION 5 – EMPLOYMENT DETAILS**

Please provide below details of your employer. If you are shortly to change your employment, please provide the details of the employer you are moving to. If you are a director of the below company, or are employed by a family member, please can you provide proof of income in the form of a payslip or p60.

Company Name: .....

Company Address: .....

.....Postcode: .....

Your Job Title: ..... Start Date: .....

Referees Name: ..... Position: .....

Email Address: ..... Telephone Number: .....

Salary: £..... [ ] Annual [ ] Monthly [ ] Weekly [ ] Per / Hour

If your salary is hourly; how many hours a week do you usually work? .....

Employment Duration: [ ] Permanent [ ] Fixed Term Contract [ ] Temporary Work

If employed on a fixed term contract or a temporary basis please specify the duration: .....

**Please can you provide to your employer as soon as possible any signed authority they may require to complete your reference.**

**SECTION 6 – SELF-EMPLOYMENT**

Please note that references are only accepted from registered chartered accountants. If you do not have an accountant, then please forward to us proof of your income in the form of your most recently submitted Tax Return.

Accountant Company Name: .....

Accountant Address: .....

.....Postcode.....

Telephone:.....Email:.....

Self-Employed Start Date: ..... Self-Employed Business Type: .....

Business Name: ..... Business Address: .....

..... Postcode: .....

Are you: [ ] Sole Trader [ ] Partner [ ] Director [ ] Share Holder [ ] LTD Company [ ] PLC Company

Earnings: £ ..... [ ] Annual [ ] Monthly

**Please can you provide to your accountant as soon as possible any signed authority they may require to complete your reference.**

Retired Details

Pension Type: [ ] State [ ] Private Total Monthly Pension Amount: £.....

**SECTION 7 – ADDITIONAL INFORMATION**

Please enter any additional information that you think may be of importance when processing your application (i.e. details of any adverse credit or addresses not disclosed in section 3 where you may still be registered):

**SECTION 8 - APPLICANT AUTHORISATION AGREEMENT**

The details supplied by you will be checked against those held on credit reference agency databases for the purposes of assessing your suitability to enter into a tenancy agreement. The checks carried out are nondetrimental and will not adversely affect your credit file. If required, references will also be requested from other relevant parties including (but not limited to) current or former employers, accountants and landlords. All information is processed in confidence within the guidelines of The General Data Protection Regulation (EU) 2016/679 and other relevant privacy laws. I have read and understood the statement above and I authorise Vorensys Ltd. to conduct the checks and reference requests described and make all other relevant enquiries necessary to assess my suitability to enter into a tenancy agreement.

Applicants Signature: ..... Print Name: .....

Date: .....

## Right to Rent

**You must answer and provide originals of the following:**

1. Do you have a right to live in the UK? Yes/No
2. Please provide your passport or visa expiry date.
3. Will this be your only/UK home? Yes/No

**Tenants within the EEA or Switzerland must provide the original of either:**

*One of the following (tick box of document provided):*

- British /EEA passport (current or expired) [ ]
- Valid biometric immigration document [ ]
- Certificate of naturalisation as a British citizen [ ]

or

*Two of the following (tick box of document provided):*

- Birth certificate [ ]
- Letter dated within the last three months from an employer [ ]
- Letter from UK educational institution [ ]
- Full or provisional driving licence (with counterpart) [ ]

**Tenants from other countries must provide the original of:**

The following documentation must be endorsed to indicate that the named person may stay in the UK for a time-limited period *(tick box of document provided):*

- Valid passport/travel document [ ]
- Biometric immigration document [ ]
- Residence card [ ]
- Immigration status document issued by the home office [ ]
- A 'yes' response from the Landlords Checking Service [ ]

Signature \_\_\_\_\_

Date \_\_\_\_\_