

## Application Form for tenancy (including guarantor section)

Please complete ALL sections  
All properties are carpeted but otherwise unfurnished.

### Property you wish to apply for:

ADDRESS.....post code .....

Type of property you want.....

Size of property you require (e.g. bedrooms).....

Number of people that will be living with you.....

Are any of the people living with you disabled? If yes, please give details.

.....

About You	About you (joint tenant details)
Last name: .....	Last name: .....
First name(s) .....	First name(s) .....
Date of birth _ / _ / ____	Date of birth _ / _ / ____
National Insurance no _ _ - - - - -	National Insurance no _ _ - - - - -
Current address .....	Current address .....
.....	.....
.....	.....
Post code .....	Post code .....
Do you rent/own/live with family? (delete as appropriate)	Do you rent/own/live with family? (delete as appropriate)
Contact Information	Contact Information
Telephone no .....	Telephone no .....
Mobile no. ....	Mobile no. ....
Email address .....	Email address .....

If you are renting your current property, please provide the following information.

<b>About you</b>	<b>About you (joint tenant)</b>
<p>Landlord name and address:                      .....                      .....</p> <p>Contact tel. no. ....</p> <p>Website/email address .....                      .....</p> <p>How long have you lived at the above address?                      Note; If less than 3 years, please provide your                      addresses in the last 3 years on a separate sheet                      of paper.                      .....</p>	<p>Landlord name and address:                      .....                      .....</p> <p>Contact tel. no. ....</p> <p>Website/email address .....                      .....</p> <p>How long have you lived at the above address?                      Note; If less than 3 years, please provide your                      addresses in the last 3 years on a separate sheet of                      paper.                      .....</p>

<b>Your occupation</b>	<b>Your occupation (joint tenant)</b>
<p>Employer's Name and address                      .....                      .....</p> <p>Contact details &amp; tel.no. ....                      .....</p> <p>Your payroll/employee reference no.                      .....</p> <p>Date employment commenced - - / - - / - - - -</p> <p>Take home pay £..... per wk/mth</p>	<p>Employer's Name and address                      .....                      .....</p> <p>Contact details &amp; tel.no. ....                      .....</p> <p>Your payroll/employee reference no.                      .....</p> <p>Date employment commenced - - / - - / - - - -</p> <p>Take home pay £..... per wk/mth</p>

<b>If claiming benefits</b>	<b>If claiming benefits (joint tenant)</b>
<p>Please lists which benefits you are claiming:                      .....                      .....</p> <p>Total weekly benefits received: £.....</p> <p>Under LHA rules, how many bedrooms does your                      entitlement allow? .....</p>	<p>Please lists which benefits you are claiming:                      .....                      .....</p> <p>Total weekly benefits received: £.....</p> <p>Under LHA rules, how many bedrooms does your                      entitlement allow? .....</p>

<b>Credit History</b>	<b>Credit History (joint tenant)</b>
Have you ever been bankrupt or made arrangements with your creditors? YES/NO	Have you ever been bankrupt or made arrangements with your creditors? YES/NO
Have you ever had a County Court judgement registered against you? YES/NO	Have you ever had a County Court judgement registered against you? YES/NO
If you are currently renting a property, are you in arrears with rent? YES/NO	If you are currently renting a property, are you in arrears with rent? YES/NO
* delete as necessary	* delete as necessary

**Guarantor Section**

Do you know anyone who is prepared to act as guarantor? YES/NO  
 If yes, please answer the following questions:

Name of guarantor  
 .....

Relationship of guarantor to you (e.g. parent, aunt etc.)  
 .....Is the guarantor employed? YES/NO

Is the guarantor a house owner? YES/NO

**Other information**

How many people will be living with you? .....  
 Anyone under the age of 18 who will be living at the property:

Surname..... Surname .....

Forename(s) ..... Forename(s) .....

Relationship to you ..... Relationship to you .....

Date of birth ..... Date of birth .....

Do you or anyone listed above smoke? YES/NO

Will you have any pets living with you? YES/NO

Declaration (please read this careful before signing in the space provided).  
 I understand that the information on this form will be used to assess an application for tenancy.

I/we confirm that the information above is correct and understand that providing false information will jeopardise any tenancy I/we may gain as a result of this application. I/we agree that EBM Properties Ltd (along with any agent appointed by them) may take references (including full credit check) and verify all details given. I/we agree that all information supplied can be stored on computer.

Please note: All information will be treated as confidential and will not be disclosed to third parties other than in connection with this application.

Signed : .....(lead tenant) Date: .....

Signed : ..... (Joint tenant) Date: .....

**Please also complete sheet 4** regarding references and Next of Kin and return the whole application form to EBM Properties Ltd at the PO Box address given at the bottom of the front sheet.

**References:**

We require at least 2 references from professional, independent people such as previous landlord, employer or solicitor.

Reference 1 relevant to (name of applicant) .....

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

.....

Tel no: .....

Occupation: .....

Reference 2 relevant to (name of applicant) .....

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

.....

Tel no: .....

Occupation: .....

Next of Kin (lead tenant)	Next of Kin (Joint tenant)
This can be mother, father, sister, brother, son or daughter over the age of 18  Name..... Relationship to you .....	This can be mother, father, sister, brother, son or daughter over the age of 18  Name..... Relationship to you .....
Address..... .....	Address..... .....
Telephone no. .... Email .....	Telephone no. .... Email .....

**Damage deposits.** A damage deposit is required on signing the tenancy agreement. The amount needed is equal to **one month's rent**. The damage deposit will be refunded the end of the tenancy on the proviso that the rent has been paid, the keys have been surrendered and there is no damage to the property.