

One form to be completed for  
each applicant

## Tenant Assessment Application Form

Please complete all parts of this application in BLOCK CAPITALS. Failure to fully and accurately complete any part of this form will result in a delay in processing.

Please note that in order to process this application, two separate forms of identification will be required.

### To be completed by Key2Let

|                  |   |
|------------------|---|
| 07506 326212     |   |
| Negotiator       | Liz Tyrie Key2let, Hurstvale, Off Grange Road, Biddulph, S-O-T, ST8 7RZ |
| Telephone Number | 07506 326212  |

### Property Details

|                    |  |   |  |
|--------------------|--|---|--|
| Number / Name      |  | Street                                  |  |
| District           |  | Town                                    |  |
| County             |  | Postcode                                |  |
| Total Rent         |  | per week / month (delete as applicable) |  |
| Tenancy Start Date |  | Period                                  |  |
| Eurolink Reference |  |   |  |

### Proposed Tenant(s)

|                                       |            |                |         |               |
|---------------------------------------|------------|----------------|---------|---------------|
| How many adult tenants will there be? |            |                |         |               |
|                                       | First Name | Middle name(s) | Surname | Share of rent |
| Tenant 1                              |            |                |         |               |
| Tenant 2                              |            |                |         |               |
| Tenant 3                              |            |                |         |               |
| Tenant 4                              |            |                |         |               |
| Tenant 5                              |            |                |         |               |
| Tenant 6                              |            |                |         |               |

### Means of Identification (Key2Let to attach copies of Original Documents)

|                    |                 |     |
|--------------------|-----------------|-----|
| Passport           | Yes / No        | No: |
| Driving Licence    | Yes / No        | No: |
| Proof of Residence | Utility Bill 1: |     |
|                    | Utility Bill 1: |     |

#### Confidentiality Note

The information contained within this application is being transmitted to and is intended only for the use of Key2Let. If the reader of this message is not the intended recipient, you are hereby advised that any dissemination, distribution or copy of this application is strictly prohibited. If you receive this application in error, please immediately notify us by calling 07506326212.

## Personal Details

|       |            |                |         |
|-------|------------|----------------|---------|
| Title | First name | Middle name(s) | Surname |
|       |            |                |         |

|                            |  |     |               |
|----------------------------|--|-----|---------------|
| Date of birth (dd/mm/yyyy) |  | Sex | Male / Female |
|----------------------------|--|-----|---------------|

|                |  |             |  |
|----------------|--|-------------|--|
| Marital status |  | Maiden name |  |
|----------------|--|-------------|--|

|               |  |               |  |
|---------------|--|---------------|--|
| Tel (daytime) |  | Tel (evening) |  |
|---------------|--|---------------|--|

|              |  |  |  |
|--------------|--|--|--|
| Tel (mobile) |  |  |  |
|--------------|--|--|--|

|       |  |  |  |
|-------|--|--|--|
| Email |  |  |  |
|-------|--|--|--|

|                       |  |
|-----------------------|--|
| Do you have any pets? | Yes / No (if 'yes', please give details) |
|-----------------------|--|

|                   |          |
|-------------------|----------|
| Are you a smoker? | Yes / No |
|-------------------|----------|

### Number of Children (Please supply names & dates of birth)

|     |     |
|-----|-----|
| (1) | (2) |
|-----|-----|

|     |     |
|-----|-----|
| (3) | (4) |
|-----|-----|

|  |  |
|--|--|
| Are you aware of any CCJ/CD or Bankruptcy? | Yes / No (if 'yes', please give details) |
|--|--|

|                                       |          |
|---------------------------------------|----------|
| Will you be claiming Housing Benefit? | Yes / No |
|---------------------------------------|----------|

### Current Address

|               |  |        |  |
|---------------|--|--------|--|
| Number / Name |  | Street |  |
|---------------|--|--------|--|

|          |  |      |  |
|----------|--|------|--|
| District |  | Town |  |
|----------|--|------|--|

|        |  |          |  |
|--------|--|----------|--|
| County |  | Postcode |  |
|--------|--|----------|--|

|                     |   |
|---------------------|---|
| Status (circle one) | owner / rented / living with parents / council tenant / other |
|---------------------|---|

|                        |  |
|------------------------|--|
| Period at this address |  |
|------------------------|--|

### Previous Address - Please provide all addresses for the previous 3 years - if you require more space, please continue on an additional sheet

|               |  |        |  |
|---------------|--|--------|--|
| Number / name |  | Street |  |
|---------------|--|--------|--|

|          |  |      |  |
|----------|--|------|--|
| District |  | Town |  |
|----------|--|------|--|

|        |  |          |  |
|--------|--|----------|--|
| County |  | Postcode |  |
|--------|--|----------|--|

|                     |   |
|---------------------|---|
| Status (circle one) | owner / rented / living with parents / council tenant / other |
|---------------------|---|

|                        |  |
|------------------------|--|
| Period at this address |  |
|------------------------|--|

|               |  |        |  |
|---------------|--|--------|--|
| Number / name |  | Street |  |
|---------------|--|--------|--|

|          |  |      |  |
|----------|--|------|--|
| District |  | Town |  |
|----------|--|------|--|

|        |  |          |  |
|--------|--|----------|--|
| County |  | Postcode |  |
|--------|--|----------|--|

|                     |   |
|---------------------|---|
| Status (circle one) | owner / rented / living with parents / council tenant / other |
|---------------------|---|

|                        |  |
|------------------------|--|
| Period at this address |  |
|------------------------|--|

|               |  |        |  |
|---------------|--|--------|--|
| Number / name |  | Street |  |
|---------------|--|--------|--|

|          |  |      |  |
|----------|--|------|--|
| District |  | Town |  |
|----------|--|------|--|

|        |  |          |  |
|--------|--|----------|--|
| County |  | Postcode |  |
|--------|--|----------|--|

|                     |   |
|---------------------|---|
| Status (circle one) | owner / rented / living with parents / council tenant / other |
|---------------------|---|

|                        |  |
|------------------------|--|
| Period at this address |  |
|------------------------|--|

### Bank/Building Society Details

|                        |  |                            |  |
|------------------------|--|----------------------------|--|
| Sort Code              |  | Account number             |  |
| Account in the name of |  | How long with this branch? |  |
| Bank Address           |  |                            |  |
|                        |  |                            |  |

### Next of Kin

|                     |  |          |  |
|---------------------|--|----------|--|
| Name:               |  |          |  |
| House Number / Name |  | Street   |  |
| District            |  | Town     |  |
| County              |  | Postcode |  |
| Relationship to you |  |          |  |

### Employment Details

|                   |  |  |  |
|-------------------|--|--|--|
| Employment status | Employed / Self-Employed / Unemployed / Student /Retired / Housewife |  |  |
|-------------------|--|--|--|

*If you are unable to provide any employment details a guarantor may be required. To avoid delay please arrange for the proposed guarantor to complete the Guarantor Assessment Application Form.*

|  |           |                       |  |
|--|-----------|-----------------------|--|
| Job title  |           |                       |  |
| Annual salary (gross)  |           | Employment start date |  |
| Payroll / Pension Number   |           | NI Number             |  |
| If your job is likely to change in the near future please give further details |           |                       |  |
| If you have additional income, please advise how much and give further details | per annum |                       |  |

### Character Reference

*Only Complete this section if you indicated that are not or have not lived in rented accommodation.*

|               |  |              |  |
|---------------|--|--------------|--|
| Name          |  |              |  |
| Number / name |  | Street       |  |
| District      |  | Town         |  |
| County        |  | Postcode     |  |
| Tel (daytime) |  | Tel (mobile) |  |
| E-mail        |  | Fax          |  |

## Landlord Details

Complete this section if you indicated that you are or have previously lived in rented accommodation

|                     |  |              |  |
|---------------------|--|--------------|--|
| Landlord/Agent Name |  |              |  |
| Number / name       |  | Street       |  |
| District            |  | Town         |  |
| County              |  | Postcode     |  |
| Tel (daytime)       |  | Tel (mobile) |  |
| E-mail              |  | Fax          |  |

## Employer Details

If you are employed/ self-employed or retired, give details of your employer/ accountant or pension provider (alternatively you may provide proof of pension) below, and authorise them to reply to the enquiries which will be made to verify this information.

|                             |  |               |  |
|-----------------------------|--|---------------|--|
| Employer/Accountant/Pension |  |               |  |
| Number / Name               |  | Street        |  |
| District                    |  | Town          |  |
| County                      |  | Postcode      |  |
| Contact name                |  |               |  |
| Contact job title           |  |               |  |
| Tel (daytime)               |  | Tel (evening) |  |
| Email                       |  | Fax           |  |

## Applicant's Consent

**Data Protection Act** In connection with this application a search will be carried out by Key2Let to check all or any of the application details, which have been submitted I consent to this information being shared with other organisations for the purposes of assessing tenant applications and services.

I also expressly consent to passing a copy of this application form and the results of any such search or assessment to my prospective landlord(s) for the purpose of assessing this application.

Key2Let may use your information to keep you informed by post, telephone, email or other means of its products and services, which may be of interest to you. If you do not wish your information to be used for these marketing purposes, please tick here

I also hereby authorise the above named Employer, Accountant, Pension Provider, Landlord Referee and Character Referee to respond to status enquires made by Key2Let in respect of this application.

Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Please print your name then sign and date the form)