|  |  |
| --- | --- |
| **New Tenant****Application Form** |  |
|  |
| Date |  |  |
|  |
| Property Address |  |
|  |
| **YOUR DETAILS** |
|  |
| Title |  | First Name |  |
|  |
| Surname |  |
|  |
| Date of Birth |  | National Insurance no. |  |
|  |
| Telephone Number(s) |  |
|  |
| Email Address |  |
|  |
| **YOUR CURRENT RESIDENTIAL STATUS** |
|  |
|[ ]  Property Owner |[ ]  Council Tenant |
|[ ]  Private Tenant |[ ]  Living with friends/family |
|  |
| **YOUR ADDRESS HISTORY** |
| Please enter your address history for the last three years. |
|  |
| **Current Address** | **Previous Address 1** |
|  |  |
|  |  |
|  |  |
| Postcode |  | Postcode |  |
| Date From |  | Date From |  |
| Date Until |  | Date Until |  |
|  |
| **Previous Address 2** | **Previous Address 3** |
|  |  |
|  |  |
|  |  |
| Postcode |  | Postcode |  |
| Date From |  | Date From |  |
| Date Until |  | Date Until |  |

|  |
| --- |
| **YOUR CURRENT AGENT/LANDLORD** |
| If you have one, please enter their details below. |
|  |
| Name |  |
| Address |  |
| Telephone |  |
| Email Address |  |
|  |
| **YOUR EMPLOYMENT DETAILS** |
|  |
|[ ]  Employed (Full-Time) |[ ]  Employed (Part-Time) |
|[ ]  Self-Employed |[ ]  Unemployed |
|[ ]  Student |[ ]  Independent Means |
|  |
| If applicable, please provide your current employer details below. |
| Name |  |
| Address |  |
| Telephone Number |  |
| Email Address |  |
| Contract Type |[ ]  Permanent |[ ]  Temporary |
| Length of Service |  | Years |  | Months |  |
|  |
| **REFERENCES** |
|  |
| **Agent/Landlord Reference**If living with family/friends, please provide their details. | **Employer/Financial Reference**If not employed or self-employed, please provide details of someone who can vouch for your financial status. |
| Name |  | Name |  |
| Mobile |  | Mobile |  |
| Email |  | Email |  |
| How long have you known this person? |  | How long have you known this person? |  |
| What is their relation to you? |  | What is their relation to you? |  |
|  |
| **YOUR PAYMENT HISTORY** |
|  |  |  |  |  |  |  |  |
| Do you currently have any County Court Judgements, Court Decrees, Bankruptcy or Administration Orders?If yes, please give details below: |
|  |
| Do you have any unresolved debts to previous landlords, agents or utility companies?If yes, please give details below: |
|  |

|  |
| --- |
| **FINAL DETAILS AND DECLARATION** |
|  |
| Please provide details of anything else you would like to tell us in relation to your application: |
|  |
|  |
| I, |  | [insert your name], the proposed |
| tenant, consent to Octopus Residential Ltd storing the above information, and contacting the above-named people for the sole purpose of obtaining a reference. I also consent to being the subject of a credit scoring agency check. |
| Signature |  |
|  |  |
| Print |  |
|  |  |  |
| Date |  |  |
|  |
| Please return to our office: Octopus Residential, 227 Chapeltown Road, Leeds, LS7 3DX or email to info@octopus-res.co.uk |