|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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 | | | |