



Tenancy Application Form

PLEASE COMPLETE IN BLOCK CAPITALS TO REDUCE ERRORS

Advanced Priority International

NB: A processing fee is payable on submission of this application form

User ID:	Date:
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1. Property Details (Address to be let)

Property address

Tenancy period	Tenancy start date	No of applicants	Total rent	rent for this applicant
Months			£ Per	£ Per

2. Primary applicant Details (All fields marked ** MUST be completed)

Title**	First name**	Initials	Surname**
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Date of birth**	NI Number (or overseas equivalent)	Gross annual salary/income
<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>	£ <input type="text"/>

Current address**

Current address (cont)	Postcode**	Time at address	Occupation**
<input type="text"/>	<input type="text"/>	Year's months	<input type="text"/>

Contact number**	Mobile telephone number	Marital status (e.g. single/married)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Address status: Owned/mortgaged Rented (provide landlord details at Section 5) Family/friends

Names of additional tenants entering this agreement **	Age (if under 18)	Share of rent
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Do you have any pets? Yes* No

Have you had any County Court Judgements or rent arrears in the past 6 years? Yes* No

* Details of any Judgments, arrears and/or pets should be included within section (12).

3. Previous Address (If at current less than 6 years*)

Previous address

Previous address

Postcode

Time at address

Year's months

Previous address

Previous address

Postcode

Time at address

Year's months

4. Employment / Occupation details (Employed/Self employed)

Employment status (e.g. permanent) Name of organisation

Employment dates

From To

Position held

Contact name

Contact position

Address

Contact telephone number

Contact fax number

Contact E-mail address

5. Current landlord or agent

Landlord/Agency name

Contact number

Fax number or E-mail address

Address of landlord/agent

6. Character Referee (Non relative known for 3 years+)

Referee name

Relationship (e.g. previous employer)

Time known

Years

Address

Contact number

Fax number or E-mail address

A CONTACT TELEPHONE/FAX NUMBER OR E-MAIL ADDRESS MUST BE INCLUDED FOR EACH REFEREE

7. Guarantor

OPTIONAL

Title	First name	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address		Postcode
<input type="text"/>		<input type="text"/>
Contact no	Income status (e.g. self/employed, retired)	
<input type="text"/>	<input type="text"/>	
Employment (e.g. self/emp, retired)	Employer's contact name^	Employer's contact no^
<input type="text"/>	<input type="text"/>	<input type="text"/>

We will contact the proposed Guarantor to obtain further information or to verify their consent to act in this capacity.
Please leave blank if unknown or inapplicable. An accountant or solicitor may be entered if self employed.
A fee of £25.00 is required for the guarantor credit check.

8. Banker's Details

Account holder name	Account number	Sort code
<input type="text"/>	<input type="text"/>	<input type="text"/>
Banker's address		
<input type="text"/>		

9. Identification Validation (UK Passport, Driver's Licence, Utility Bill)

ID Type (e.g. passport)	Reference / Account number	Issuer (Utility only e.g. BT)
<input type="text"/>	<input type="text"/>	<input type="text"/>

10. Authorisation

The details supplied by you are checked against those held on credit reference agency databases for the purposes of pre-tenancy/lease selection.

A record is kept of this search; however it will not affect your ability to obtain credit or other services in any way. Information is processed in confidence and within the guidelines of The Data Protection Act (1998) & the appropriate International privacy laws.

I confirm that the information provided on this application is accurate & true.

I authorise Rentchecks to conduct these searches and to make any employer or financial enquiries necessary to assess my suitability for this agreement.

Signed	Date
<input type="text"/>	<input type="text"/>
	Name
	<input type="text"/>

11 Credit Union Details for DSS and LHA applicants

Title	First name	Surname
<input type="text"/>	<input type="text"/>	<input type="text"/>
Credit Union Account Number		Office Use Only
<input type="text"/>		<input type="text"/>
Date Account opened	Checked by	Authorised by Office use only
<input type="text"/>	<input type="text"/>	<input type="text"/>

12. Additional Notes & Comments

Use this section to add any additional general information that you feel is relevant to this application.

Guidelines

- Section 2 must be completed. This is the minimum amount of information required to assess an application.
- Married couples should add the highest earner as the primary applicant.
- Validating postcodes before submitting this form will speed up processing times (try postcode anywhere.com).
- Please ensure that all names, addresses & numbers are clearly legible.
- Please double check all fields prior to submission. Once a report is queued for processing, it cannot be cancelled.
- Unemployed & student applicants should include a Guarantor unless proof of alternative funding can be provided.
- Applicants with low incomes may be required to provide details of a suitable Guarantor.
- The Guarantor provided must be a homeowner and agree to act in this capacity. An affordability assessment & credit check will be performed during processing. A fee of £25.00 is required for the guarantor credit check.
- The applicant's signed or verbal permission & identification **must** be obtained prior to submission of this application.
- Please ensure that you include a current and accurate telephone or fax number for all referees. Failure to do so will delay this application.
- You should, where possible advise referees that we will be contacting them as this will reduce delays.
- National Insurance number, monthly rental value and referee sections are optional. Please consult the website to establish whether you wish to include this information for processing.
- An Admin Fee of £139.00 is payable with this application. This can be paid two parts,
a) £25.00 for the credit check on submission of the form. b) then £114.00 prior to moving in.
Please note Admin Fees is non refundable

I have read and understand this application and agree all this information is correct.

Name/ s: _____ **Signed:** _____ **Date** _____

Please return this form completed along with :

- Photographic ID (current Driving licence, Passport.)
- Confirmation of residency (utility bill no older than 3 months)
- If applicable: Benefits book, statement of credit union account and account nos..

To Orchard Group
Customer Service Centre
35 Barnsley Road
Goldthorpe
South Yorkshire

S63 9L T

If you need help filling in this form? Call **0845 519 5438**