



## Tenants Application and Personal Details

### 1. Personal Details

Surname or family name \_\_\_\_\_

Other names \_\_\_\_\_

Any previous names used \_\_\_\_\_

Telephone no. (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Email Address (You must provide an email address for your Tenant Module):  
\_\_\_\_\_

Status: (please circle one of the following) Single/Married/Divorced/Separated

Date of birth \_\_\_\_\_ National Insurance no \_\_\_\_\_

Please note: for Right to Rent purposes we will evidence of I.D. (see page 7 for documents to submit checklist)

### Residential History ( 6 Years address history required )

#### **Current Address:**

City: \_\_\_\_\_

County: \_\_\_\_\_

Postcode: \_\_\_\_\_ How long at this address? Yrs \_\_\_\_\_ Mths \_\_\_\_\_

Landlord /Agent/Lessee: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

Landlord /Agent/Lessee: Email Address ( Required for reference purposes ):  
\_\_\_\_\_

**Reason for moving** \_\_\_\_\_



**Previous Address 1:**

\_\_\_\_\_  
City: \_\_\_\_\_  
County: \_\_\_\_\_  
Postcode: \_\_\_\_\_ How long at this address? Yrs \_\_\_\_\_ Mths \_\_\_\_\_  
Landlord /Agent/Lessee: \_\_\_\_\_ Phone: (\_\_\_\_\_) \_\_\_\_\_

**Reason for moving** \_\_\_\_\_

**(Please circle one of the following)**

Are you currently a House Owner/ Private Tenant/ Council Tenant/ Living with Parents?

Have you ever had any adverse credit history? Yes/No

Please list details \_\_\_\_\_

Have you ever had any convictions other than a motoring offence? Yes/No

Please supply details \_\_\_\_\_

Have you ever been served an Eviction Notice or Repossession Order? Yes/No  
Details \_\_\_\_\_

**Name(s) of Dependents(s):**

**Date(s) of Birth:**

_____ Gender _____	_____
_____ Gender _____	_____
_____ Gender _____	_____
_____ Gender _____	_____



## 2. Employment Details

(Please circle one of the following)

Are you currently: Employed/Unemployed/Employed /Retired/Student.

please list details of current previous employers, or list periods of unemployment for the last 2 years.

### a/ **Current Employer:**

Employers Name \_\_\_\_\_ Nature of Business \_\_\_\_\_

Employers Address \_\_\_\_\_

\_\_\_\_\_ Post code \_\_\_\_\_

Employers Telephone no \_\_\_\_\_ **Salary:** \_\_\_\_\_

Position Held \_\_\_\_\_ Start Date: \_\_\_\_\_

Length of time with current employer \_\_\_\_\_

(If time with current employer is less than 2 years, please supply employment status details for the past 2 years)

### **Unemployed**

**Dates from** \_\_\_/\_\_\_/\_\_\_ **To** \_\_\_/\_\_\_/\_\_\_ **Reason** \_\_\_\_\_

### b/ **Previous Employer**

Employers Name \_\_\_\_\_ Nature of Business \_\_\_\_\_

Employers Address \_\_\_\_\_

\_\_\_\_\_ Post code \_\_\_\_\_

Employers Telephone no \_\_\_\_\_ **Salary:** \_\_\_\_\_

Position Held \_\_\_\_\_ Start Date: \_\_\_\_\_



## Unemployed

Dates from \_\_\_/\_\_\_/\_\_\_ To \_\_\_/\_\_\_/\_\_\_ Reason \_\_\_\_\_

### **c/ Affordability and other Sources of Income**

Do you receive income from any of the following sources? Yes / No

Student Loans \_\_\_\_\_ Benefits /ESA/JSA/IS/DLA/UC \_\_\_\_\_ TAX

CREDITS \_\_\_\_\_ Other e.g Child Benefits \_\_\_\_\_

Please note: for affordability purposes we will evidence of all income (see page 7 for documents to submit checklist)

### **3. Accounting details (where self –employed proof of last 2 years accounts required )**

Position Held \_\_\_\_\_ Dates from: \_\_\_/\_\_\_/\_\_\_/ To \_\_\_/\_\_\_/\_\_\_

Trading Name: \_\_\_\_\_ Company Name \_\_\_\_\_

Name of Accountants \_\_\_\_\_

Address \_\_\_\_\_

Post code \_\_\_\_\_ Contact name \_\_\_\_\_ Telephone no \_\_\_\_\_

### **4. Current Landlord details**

#### **a/ Current Landlord/Agent/Lessee**

Name \_\_\_\_\_ Address \_\_\_\_\_

Post Code \_\_\_\_\_

Telephone no \_\_\_\_\_ Length of time with Landlord \_\_\_\_\_

Email Address (Required for reference purposes):  
\_\_\_\_\_



**b/ Previous Landlord/Agent/Lessee**

Name \_\_\_\_\_ Address \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Telephone no \_\_\_\_\_ Length of time with Landlord \_\_\_\_\_

Email Address (Required for reference purposes):

\_\_\_\_\_

**5. Bank/Building Society details (current account)**

Bank/Building Society name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Post code \_\_\_\_\_

Account name \_\_\_\_\_

Account No \_\_\_\_\_ Sort code \_\_\_\_/\_\_\_\_/\_\_\_\_

**6. Other relevant details**

**Are you registered disabled? Yes/no**

Do you have any special requirements or needs? \_\_\_\_\_

**Are you a smoker/ non-smoker?** \_\_\_\_\_

**Animals:**

Do you have a pet? Yes /No \_\_\_\_\_ If more than one, how many? \_\_\_\_\_

Please describe type(s) of pet(s):

e.g. Dog/Cat, Breed \_\_\_\_\_ Other \_\_\_\_\_

Where will your pet be housed? \_\_\_\_\_



**Vehicle Information**

Make / Model: \_\_\_\_\_ Year: \_\_\_\_\_  
License Number Plate: \_\_\_\_\_ Driver's License Number: \_\_\_\_\_

Parking required? Yes / No Additional parking required? Yes / No (Subject to availability)

**7. Property information**

Which property are you applying for? \_\_\_\_\_  
\_\_\_\_\_

How much notice do you have to give on your current property?  
\_\_\_\_\_

When would you like your tenancy to begin?  
\_\_\_\_\_

Have you rented or applied for a tenancy with Orchard Group in the past 12 months?  
Yes/No Please supply details of previous tenancies.

Address \_\_\_\_\_

Post Code \_\_\_\_\_ Term \_\_\_\_\_

Reason for leaving \_\_\_\_\_

**Personal Reference ( not a member of your own family)**

Referee 1/

Name: \_\_\_\_\_ What capacity do they know you? \_\_\_\_\_

Address: \_\_\_\_\_ Post code: \_\_\_\_\_

Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Referee: Email Address ( Required for reference purposes ):  
\_\_\_\_\_



**Emergency Contact**

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_ Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

**Declaration**

I, the undersigned, declare that the information given above is true, to the best of my knowledge and belief. I understand that the information I have provided will be treated in the strictest confidence and hereby authorise you to obtain any relevant information from any of the above sources.

I confirm that no part of the property (as detailed above) will be used for illegal purposes, including the use of or dealings involving banned substances.

**I.D. National Insurance no & Photographic I.D. (compulsory)**

**Driving Licence or Passport, National Insurance Card, Benefit letter.**

**Evidence of Income:** Please enclose 2 of the following, (compulsory)

**Pay Slip, Tax Return, Bank or Building Society Statement, Benefits Letter.  
(Dated within 3 months)**

**Evidence of current address:** Please enclose 2 of the following, (compulsory)

**Utility bills, Mortgage Statement, Bank or Building Society Statement, Benefits Letter. (Dated within 3 months)**

Signed \_\_\_\_\_ Name \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Please note: a non-refundable £25.00 charge is applicable for each applicant's tenancy application including a Right to Rent check.**

Completed forms can be sent or submitted to reception with your documents and a receipt for payment can be given at our Head Office address below, please contact us on 07804 921444 to make an appointment for submission.

For further help or information please visit our website [www.orchardlettings.co.uk](http://www.orchardlettings.co.uk)