



Tenancy Application Form

PLEASE COMPLETE IN BLOCK CAPITALS TO REDUCE ERRORS

Please scan / e-mail to info@tmcestateagents.com

User ID: TMCESTATEAGENTS	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)	Marital Status (e.g single)	
<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>	<input type="text"/>	
Current address**			
<input type="text"/>			
Postcode**	Time at address	Occupation**	Gross Income (inc benefits)
<input type="text"/>	years months	<input type="text"/>	£ <input type="text"/>
Phone number**	Email Address**		
<input type="text"/>	<input type="text"/>		
Address status:	Owned/mortgaged	Rented (provide landlord details at Section 5)	Family/friends
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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"/>
Are you or any of the above named a smoker? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Do you have any pets? Yes* <input type="checkbox"/> No <input type="checkbox"/>			
Have you had any County Court Judgements or rent arrears in the past 6 years? Yes* <input type="checkbox"/> No <input type="checkbox"/>			

* Details of any Judgments, arrears or pets should be included within section (11).

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

Previous address

Previous address (cont)

Postcode

Time at address

years

months

3.1 Previous Address (If at current & previous less than 6 years*)

Previous address

Previous address (cont)

Postcode

Time at address

years

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 (Professional acquaintance, 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

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.

8. Applicants Bank 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. Additional Notes & Benefit Details

Guidance & Information

TMC Application Form Guidance Notes

General Process:

Please complete the attached application form (section 2 onwards) and return to the office with the relevant application fee and photographic ID. Please be aware of the following information for each section:

1. Section 2 - Any additional tenants, who will be jointly responsible for the tenancy MUST be noted on the primary application, complete a full application and pay the application fee.
If 'Yes' is ticked in regards to Pets or CCJ's, full details must be provided in section 11. Failure to provide correct information could result in the application being declined.
2. Section 3 - Please provide any previous addresses within the last 6 years.
3. Section 4 - Full employment details should be completed including details of your line manager/HR person to verify this. Self Employed applicants should provide details of their accountant in section 11. Unemployed applicants should provide FULL details of any benefit entitlement in section 11 to show affordability.
4. Section 5 - If you are not currently renting but have rented previously please provide details of the Landlord or Agency.
5. Section 6 - Suitable character referees include previous Landlords, previous employers, accountant or solicitor. Please ensure your Character Referee is not already named on your application for any other purpose.
6. Section 7 – TMC require a Guarantor for every application with few exceptions. If you are unable to provide a Guarantor please discuss this with us prior to submitting your application. Anyone willing to act as a Guarantor MUST be a UK homeowner and have a reliable source of income. They must also be available to come in to the office to complete relevant paperwork if required and have photographic ID.
7. Section 10 – Must be signed by the applicant.
8. Section 11 – Please provide all additional information as requested earlier in the application. If you require any changes to the fixtures and fittings, including changes to the current furniture provision, you MUST include it in writing with your application.

The Landlord will have the final decision in regard to ALL applications. If a Landlord decides not to proceed with your application BEFORE it is submitted for referencing, your application fee will be refunded to you. If the Landlord proceeds with your application it will be sent to an external referencing company 'Rent Checks' and their procedure will take approximately 2-3 days, depending on the availability of your referee's. We will then receive a final report from the external referencing company with a decision. If the report is unsatisfactory or you decide to withdraw your application once referencing has begun, the application fee will not be refunded.

PLEASE NOTE IF YOUR APPLICATION IS SUCCESSFUL YOUR SECURITY DEPOSIT WILL BE DUE IMMEDIATELY, PAYABLE IN CASH AT THE OFFICE OR BY DEBIT CARD. ANY DELAYS COULD RESULT IN THE REMARKETING OF THE PROPERTY. YOUR DEPOSIT CAN BE PAID AT THE SAME TIME OF THE APPLICATION HOWEVER THIS DOES NOT SECURE THE PROPERTY UNTIL THE APPLICATION PROCEDURE IS COMPLETED.

Please do not hesitate to ask if you require any help with completing the application form.