



## Application Form

To enable us to consider your application for tenancy, this form must be fully completed and signed.

An application referencing fee of £75.00 plus VAT is payable to cover the costs of processing your application. This should be returned with the completed application form and is non refundable.

If your application is successful you will be required to pay a deposit equal to one and a half months rent. The deposit will not be returned until your tenancy is ended and only then provided your rent is paid in full and the property is returned to our satisfaction and the tenancy has not been breached. On signing the Tenancy Agreement a fee of £125.00 plus VAT is payable.

Please return this form duly completed to 4U2LET, 5 Cavendish Avenue, Nottingham, NG4 4FZ.

### **Property**

**Property you wish to apply for:**

<b>Personal Details (Applicant One)</b>				
<b>Title:</b> Mr/Mrs/Miss/Ms/Other (Please Specify)				
<b>Surname:</b>				
<b>Forenames:</b>				
<b>Address:</b>				
<b>Postcode:</b>				
<b>Home Tel:</b>				
<b>Work Tel:</b>				
<b>Mobile:</b>				
<b>Email Address:</b>				
<b>Please provide previous address if less than 3 years</b>				
<b>Previous Address:</b>				
<b>Postcode:</b>				
<b>Period at Address:</b>				
<b>Date of Birth:</b>				
<b>Current Marital Status:</b> Married / Divorced / Single / Separated / Widowed				
<b>Current occupancy status:</b> Owner / Private Tenant / Living with Relatives/ Council Tenant				
<b>Existing/Previous Letting Agent/Landlord:</b>				
<b>Name:</b>				
<b>Address:</b>				
<b>Postcode:</b>				
<b>Daytime Tel No:</b>				
<b>Current Employment:</b> Employed / Self Employed / Student/Unemployed / Retired				
<b>If Employed:</b>	<b>Is your current post permanent? YES / NO</b> Contract length if temporary _____			
<b>Other occupiers</b>				
<b>Please list all other occupiers of the property who will be residing with you:</b>				
<b>Children</b>				
<b>Please list anyone under the age of 18 that will be living with you:</b>				
Name	Sex	Age	Date of Birth	Relationship
<b>Pets</b>				
<b>Please give details of any pets you have:</b>				

**DECLARATION**

I hereby confirm that the information provided by me is to the best of my knowledge and belief, true. I hereby authorise 4U2LET to make any enquiries considered necessary to substantiate information supplied on this application and who may retain a record for the purpose of this application. I give my permission to take up all the necessary references and these may be shown to a landlord/agent in order for a decision to be made.

**SIGNED** \_\_\_\_\_

**PRINT NAME** \_\_\_\_\_

**DATE** \_\_\_\_\_

Employment Reference	
<b>Employer</b>	
Contact Name:	
Address:	
Postcode:	
Telephone Number:	
Fax Number:	
Annual Income:	
Length of Service:	
Position Held:	
Payroll Number:	
N I Number:	

**Declaration**

I authorise you to disclose any information about me deemed necessary to support this application.

I hereby authorise 4U2LET to obtain: an employment reference.

Signed

Print Name

Date

Bank Reference																					
<b>Bank Name</b>																					
Address:																					
Postcode:																					
Telephone Number:																					
Account Name:																					
Account Number:	<table border="1"> <tr> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>																				
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I hereby authorise 4U2LET to obtain a credit or bank reference. I am aware that any charges for this enquiry made by my bankers are deducted from my account.

Signed

Print Name

Date

**THIS SECTION IS ONLY TO BE COMPLETED IF YOU ARE UNEMPLOYED OR IN RECEIPT OF HOUSING BENEFIT.**

<b>Guarantor Details</b>	
<b>Title:</b> Mr/Mrs/Miss/Ms/Other (Please Specify)	
<b>Surname:</b>	
<b>Forenames:</b>	
<b>Address:</b>	
<b>Postcode:</b>	
<b>Home Tel:</b>	
<b>Work Tel:</b>	
<b>Mobile:</b>	
<b>Email Address:</b>	
<b>Please provide previous address if less than 3 years</b>	
<b>Previous Address:</b>	
<b>Postcode:</b>	
<b>Period at Address:</b>	
<b>Date of Birth:</b>	
<b>Current Marital Status:</b> Married / Divorced / Single / Separated / Widowed	
<b>Current occupancy status:</b> Owner / Private Tenant / Living with Relatives/ Council Tenant	
<b>Existing/Previous Letting Agent/Landlord:</b>	
<b>Name:</b>	
<b>Address:</b>	
<b>Postcode:</b>	
<b>Daytime Tel No:</b>	
<b>Current Employment:</b> Employed / Self Employed / Student/Unemployed / Retired	
<b>If Employed:</b>	<b>Is your current post permanent? YES / NO</b> Contract length if temporary _____

**DECLARATION**

I hereby confirm that the information provided by me is to the best of my knowledge and belief, true.  
 I hereby authorise 4U2LET to make any enquiries considered necessary to substantiate information supplied on this application and who may retain a record for the purpose of this application.  
 I give my permission to take up all the necessary references and these may be shown to a landlord/agent in order for a decision to be made.  
 I understand that by being guarantor to the applicant I will be required to sign the tenancy and should the applicant fail to meet the rent payment required or cause damages to the property I will be held financially accountable.

**SIGNED** \_\_\_\_\_

**PRINT NAME** \_\_\_\_\_

**DATE** \_\_\_\_\_

<b>Guarantor Details</b>	
<b>Employment Reference</b>	
<b>Employer</b>	
Contact Name:	
Address:	
Postcode:	
Telephone Number:	
Fax Number:	
Annual Income:	
Length of Service:	
Position Held:	
Payroll Number:	
N I Number:	

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Signed

Print Name

Date

<b>Bank Reference</b>	
<b>Bank Name</b>	
Address:	
Postcode:	
Telephone Number:	
Account Name:	
Account Number:	
Bank Sort Code:	

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Print Name

Date