|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **APPLICANT’S PERSONAL DETAILS** | | | **PROPERTY ADDRESS** | | | | | | |  | | |
|  | |  | **DATE ADMIN FEE PAID** | | | | | | |  | | |
| TITLE | |  | | | | | | | | | | |
| FIRST AND MIDDLE NAME | | SURNAME | | | | | | | | | |  |
| PREVIOUS NAMES IN FULL | |  | | | | | | | | | | |
| HOME TELEPHONE | | MOBILE | | | | | | | | | |  |
| EMAIL | |  | | | | | | | | | | |
| DATE OF BIRTH | | NI NUMBER | | | | | | | | | |  |
| MARITAL STATUS | |  | | | | | | | | | | |
| **ADDRESSES** | | | | | | | | | | | | |
| CURRENT ADDRESS | |  | | | | | | | | | | |
| LIVED THERE FROM / TO | |  | | | | | | | | | | |
| LANDLORD / AGENT NAME | |  | | | | | | | | | | |
| HOME TELEPHONE | | MOBILE | | | | | | | | | |  |
| EMAIL | |  | | | | | | | | | | |
| **CONTACTS** | | | | | | | | | | | | |
| NEXT OF KIN NAME | |  | | | | | RELATIONSHIP TO APPLICANT | | | | |  |
| ADDRESS | |  | | | | | | | | | | |
| TELEPHONE DAYTIME | |  | | | | | | | | | | |
| TELEPHONE EVENING | |  | | | | | | | | | | |
| MOBILE | |  | | | | | | | | | | |
| EMAIL | |  | | | | | | | | | | |
| **EMPLOYMENT** | | | | | | | | | | | | |
| NAME OF EMPLOYER | |  | | | | | | | | | | |
| ADDRESS | |  | | | | | | | | | | |
| JOB TITLE | | MANAGER NAME | | | | | | | | | |  |
| TELEPHONE | |  | | | | | | | | | | |
| EMAIL | |  | | | | | | | | | | |
| EMPLOYED FROM / TO | |  | | | | | | | | | | |
| CONTRACTED WEEKLY HOURS | |  | | | SALARY | | | PER WEEK / MONTH / YEAR | | | | |
| **HOUSING BENEFIT** | | | | | | | | | | | | |
| DO YOU CURRENTLY CLAIM HOUSING BENEFIT | | YES / NO | | CURRENT HOUSING BENEFIT AWARD | | | | | PER WEEK / MONTH / YEAR | | | |
| **OTHER INFORMATION** | | | | | | | | | | | | |
| DO YOU HAVE PETS?  Please detail | |  | | | | | | SMOKER? | | | | YES / NO |
| DO YOU HAVE ANY COURT CONVICTIONS? | |  | | | | | | | | | | |
| DO YOU HAVE ANY CCJ’S | |  | | | | | | | | | | |
| **PLEASE DETAIL ANY INFORMATION** | | | | | | | | | | | | |
| **APPLICANT’S CONSENT**  I hereby expressly consent to my personal details including any forwarding address at the termination of any tenancy being passed to the Landlord and / or to the utility company and / or to the local authority. I understand that other than for reasons outlined above, all information will be treated as confidential.  **DECLARATION**  I am applying for a tenancy on the basis that the property or accommodation will be my main or only home.  I give permission for enquiries to be made based on the information I have provided to establish my status.  I also certify that I do not:   * Owe money to any housing benefit department or any local authority * Owe monies or dilapidation monies to any previous Landlord * Have substance or alcohol abuse problems   IF YOU KNOWINGLY SUPPLY FALSE INFORMATION IT MAY BE USED BY THE LANDLORD TO SEEK POSSESSION OF THE PROPERTY UNDER GROUND 17 OF SECTION 8 OF THE HOUSING ACT 1988 (AS AMENDED BY SECTION 102 OF THE HOUSING ACT 1996).  The information on this form is for the sole use of the Landlord only for the purposes of letting and credit checking. No information contained therein will be divulged to any third party, unless the Tenant defaults.  **CREDIT CHECKING AND ADMINSTRATION FEE**  Lets Manage North East Ltd acknowledge your recent application for tenancy of the above property. We will proceed to obtain references and credit checks and that any offer of accommodation will be conditional, not only upon satisfactory references, but also on your ability to pay the deposit and initial rent in advance. Our office will inform you of developments whilst your application is being processed.  An application fee of £ \_\_\_\_\_\_\_\_\_ is required to cover the cost of referencing and is non-refundable. Should it be necessary for further applications to be submitted on your behalf, further fees may become due.  Lets Manage North East Ltd may carry out enquiries concerning my character and conduct of any tenancies or occupations of any property in the past. I give permission and consent for Lets Manage North East Ltd to obtain any relevant information about me from all relevant agencies. I understand that relevant agencies may include, but are not limited to, any police force, landlords, probation service, social services and education departments or local authorities. I understand that this information will be used for the sole purpose of assisting my request for re-housing and will be held in the strictest confidence.  **APPLICATION IS SUBJECT TO CONTRACT AND ACCEPTABLE REFERENCES**  At this stage you should make no definite arrangements to move into the above property. We will contact you once your application has been processed.  Should your tenancy proceed as outlined, you will be responsible for your own moving costs and you must also insure your personal belongings. You must contact the local council and utility companies to notify them of the change in responsibility giving them your personal details and appropriate meter readings so they may set up accounts in your name. They will also be able to advise you if the supply is by prepayment meter and therefore ensure you have the necessary information before you move into the property. | | | | | | | | | | | | |
| SIGNED |  | | | | | DATE | | | | |  | |