**Tenancy Application Form**

|  |  |
| --- | --- |
| Please specify any particular Nuplace properties you are interested in | Click or tap here to enter text. |
| To help us find you a new home please tell us which area/s you would be looking to live in | Click or tap here to enter text. |

To avoid delays please provide full details – this form **MUST** be completed in full.  
We will carry out credit and reference checks before accepting you for a tenancy.

**Applicant 1**

**Your details**

|  |  |
| --- | --- |
| Title: Mr/Mrs/Ms/Dr/Revd | Click or tap here to enter text. |
| First name | Click or tap here to enter text. |
| Middle name(s) | Click or tap here to enter text. |
| Surname | Click or tap here to enter text. |
| Any previous names in full | Click or tap here to enter text. |
| Date of birth | Click or tap here to enter text. |
| National Insurance number | Click or tap here to enter text. |
| Tel. Home | Click or tap here to enter text. |
| Mobile | Click or tap here to enter text. |
| Work | Click or tap here to enter text. |
| Email address | Click or tap here to enter text. |
| Current Address | Click or tap here to enter text. |
| Post code | Click or tap here to enter text. |
| Time at this address | Years: Click or tap here to enter text.  Months: Click or tap here to enter text. |
| Address status (please tick) | Homeowner  Private tenant  Social housing tenant  Living with relatives or friends  Employment accommodation  Other (please state) Click or tap here to enter text. |
| Name of letting agent / landlord | Click or tap here to enter text. |
| Address of letting agent / landlord | Click or tap here to enter text. |
| Postcode | Click or tap here to enter text. |
| Phone number of letting agent / landlord | Click or tap here to enter text. |
| Email address of letting agent / landlord | Click or tap here to enter text. |

**Credit information**

**ADVERSE CREDIT** – **It is imperative that you declare adverse credit. If you have any County Court Judgement’s (CCJs)** **a certificate of satisfaction is required before we are able to proceed with your application**

In the last 6 years have you had any of the following:

|  |  |
| --- | --- |
| Individual Voluntary Agreement? | Yes  No  If yes please give details including amounts:Click or tap here to enter text. |
| CCJ? | Yes No  If yes please give details including amounts:  Click or tap here to enter text. |
| Bankruptcy? | Yes No  If yes please give details including amounts:  Click or tap here to enter text. |
| Debt management plans? | Yes  No  If yes please give details:  Click or tap here to enter text. |
| Have you previously rented a property? | Yes  No |
| Have you ever been in arrears with your rental payments? | Yes  No  If yes please give details:  Click or tap here to enter text. |
| Have you ever been named on a mortgage? | Yes No  Click or tap here to enter text. |
| Have you ever been in arrears with your mortgage payments? | Yes No  If yes please give details:  Click or tap here to enter text. |
| Have you had any criminal convictions? | Yes  No  If yes please give details:  Click or tap here to enter text. |
| Do you have or have you ever had council tax arrears? | Yes No  If yes please give details:  Click or tap here to enter text. |

**Employment and Income**

current employment status: (please tick)

Employed  Unemployed  Self Employed  Retired  Student

Employment status: (please tick)

Permanent  Temporary

|  |  |
| --- | --- |
| Employer | Click or tap here to enter text. |
| Line manager | Click or tap here to enter text. |
| Address | Click or tap here to enter text. |
| Postcode | Click or tap here to enter text. |
| Telephone number | Click or tap here to enter text. |
| Email address | Click or tap here to enter text. |
| Date this employment started | Click or tap here to enter text. |
| Position held | Click or tap here to enter text. |
| Do you plan on changing employment soon? | Click or tap here to enter text. |
| Gross annual income (before tax) | Click or tap here to enter text. |
| Any other income, please provide a breakdown  (including but not limited to Pension, Universal Credit, Housing Benefit, Child Maintenance, Student Loans) | Click or tap here to enter text. |

**Next of Kin Details**

|  |  |
| --- | --- |
| Name | Click or tap here to enter text. |
| Relationship to applicant 1 | Click or tap here to enter text. |
| Address | Click or tap here to enter text. |
| Postcode | Click or tap here to enter text. |
| Telephone number | Click or tap here to enter text. |
| Email address | Click or tap here to enter text. |

**Applicant 2**

**Your details**

|  |  |
| --- | --- |
| Title: Mr/Mrs/Ms/Dr/Revd | Click or tap here to enter text. |
| First name | Click or tap here to enter text. |
| Middle name(s) | Click or tap here to enter text. |
| Surname | Click or tap here to enter text. |
| Any previous names in full | Click or tap here to enter text. |
| Date of birth | Click or tap here to enter text. |
| National Insurance number | Click or tap here to enter text. |
| Tel. Home | Click or tap here to enter text. |
| Mobile | Click or tap here to enter text. |
| Work | Click or tap here to enter text. |
| Email address | Click or tap here to enter text. |
| Current Address | Click or tap here to enter text. |
| Post code | Click or tap here to enter text. |
| Time at this address | Years: Click or tap here to enter text.  Months: Click or tap here to enter text. |
| Address status (please tick) | Homeowner  Private tenant  Social housing tenant  Living with relatives or friends  Employment accommodation  Other (please state) Click or tap here to enter text. |
| Name of letting agent / landlord | Click or tap here to enter text. |
| Address of letting agent / landlord | Click or tap here to enter text. |
| Postcode | Click or tap here to enter text. |
| Phone number of letting agent / landlord | Click or tap here to enter text. |
| Email address of letting agent / landlord | Click or tap here to enter text. |

**Credit information**

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| Have you ever been in arrears with your rental payments? | Yes  No  If yes please give details:  Click or tap here to enter text. |
| Have you ever been named on a mortgage? | Yes  No  Click or tap here to enter text. |
| Have you ever been in arrears with your mortgage payments? | Yes  No  If yes please give details:  Click or tap here to enter text. |
| Have you had any criminal convictions? | Yes  No  If yes please give details:  Click or tap here to enter text. |
| Do you have or have you ever had council tax arrears? | Yes  No  If yes please give details:  Click or tap here to enter text. |

**Employment and Income**

current employment status: (please tick)

Employed  Unemployed  Self Employed  Retired  Student

Employment status: (please tick)

Permanent  Temporary

|  |  |
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| Employer | Click or tap here to enter text. |
| Line manager | Click or tap here to enter text. |
| Address | Click or tap here to enter text. |
| Postcode | Click or tap here to enter text. |
| Telephone number | Click or tap here to enter text. |
| Email address | Click or tap here to enter text. |
| Date this employment started | Click or tap here to enter text. |
| Position held | Click or tap here to enter text. |
| Do you plan on changing employment soon? | Click or tap here to enter text. |
| Gross annual income (before tax) | Click or tap here to enter text. |
| Any other income, please provide a breakdown  (including but not limited to Pension, Universal Credit, Housing Benefit, Child Maintenance, Student Loans) | Click or tap here to enter text. |

**Next of Kin Details**

|  |  |
| --- | --- |
| Name | Click or tap here to enter text. |
| Relationship to applicant 1 | Click or tap here to enter text. |
| Address | Click or tap here to enter text. |
| Postcode | Click or tap here to enter text. |
| Telephone number | Click or tap here to enter text. |
| Email address | Click or tap here to enter text. |

**Proposed household information**

**Please list everybody you propose to live in the property regardless of age**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Current Address | DOB | Relationship |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |
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| Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. | Click or tap here to enter text. |

**Does anybody that you propose to live in the household:**

|  |  |
| --- | --- |
| Own a pet? | Yes  No  If yes please state type/breed:  Click or tap here to enter text. |
| Have any disabilities that may need adaptations to help them remain independent at home? | Yes  No  If yes please give details:  Click or tap here to enter text. |

**How to proceed with your application**

**Step 1**

Complete and sign this application form and return it to us via email ([info@nuplace.co.uk](mailto:info@nuplace.co.uk))

**Step 2**

We will check your application and complete an affordability calculation. If this calculation is successful, you will be contacted to reserve a property for £110 dependant on you passing a credit check.   
You will then be sent a holding deposit agreement which you need to sign and return to us along with 3 months wage slips and 3 most recent bank statements for all applicants.

**Step 3**

Assuming you pass all checks a formal offer letter will be sent to you.

**Step 4**

We will agree a move in date with you and you will need to pay the following 2 weeks prior to your move in date:

* 1 months’ rent in advance
* 5 weeks rent for your deposit
* A shortfall in rent from your move in date to the 1st of the following month

**Your £110 holding deposit will be deducted from this payment**

**Conditions**

* In order to comply with the Immigration Act 2014, I understand that all persons over the age of 18 years living in the property will be able to demonstrate that they have the Right to Rent in the UK and that checks on my/their immigration status will need to be carried out. The government criteria for Right to Rent can be found by going on gov.uk/ and searching Right to Rent
* The property may continue to be marketed following the submission of my application
* Should my application be accepted, I agree to pay all outstanding balances before I start the tenancy I understand that false information may lead to my application being declined
* I understand that Nuplace have the right to decline my application at any time without reason

I understand that if I have not disclosed any information such as adverse credit my application will be immediately declined. If I have any CCJ’s these will be paid off before I move into a property and a certificate of satisfaction will be provided to Nuplace. If I have previous failed rent or mortgage payments, council tax debt or un-declared criminal conviction my application may be declined.

I believe the information provided here to be true and authorise Nuplace to:

* Carry out credit searches at any stage of my application
* Contact employers, banks, referees and guarantors as appropriate
* Use the information obtained with third parties to assess credit ratings, make insurance decisions for fraud prevention and tracing / debt collection
* Check council tax records
* Handle all information obtained in strictest confidence and in accordance with the principles of the Data Protection Act 2018

I can confirm that I have read and accept the above and agree to communication to be sent via the email address I have provided

|  |  |
| --- | --- |
| Signature of applicant 1 | Click or tap here to enter text. |
| Date | Click or tap here to enter text. |
| Full name printed in block capitals | Click or tap here to enter text. |

|  |  |
| --- | --- |
| Signature of applicant 2 | Click or tap here to enter text. |
| Date | Click or tap here to enter text. |
| Full name printed in block capitals | Click or tap here to enter text. |

|  |  |
| --- | --- |
| How did you hear about us? | Click or tap here to enter text. |