

Tenant Application Form

No admin fees apply

Please print clearly in capital letters throughout this document

Proposed move in date:
Proposed address:
Tenant(s) name:

01482 566057
gro-residential.co.uk

Tenant Details

Property address:	Agreed Rent:
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LEAD TENANT	First Name:	MR / MRS / DR / MISS / MS (other) Surname:
Date of Birth:	Status: Married/Divorced/Single/Partners/Separated	
Mobile Telephone Number:	Home Telephone Number:	
Email Address:	Work Telephone Number:	
Current Address:	Previous Address (if less than 3 years):	
Post code:	How long at address:	Post code:

Name of EMPLOYER:	Current AGENT OR LANDLORD:
Address:	Address:
Post code:	Post code:
Occupation:	Telephone Number of agent:
Length of time in employment:	Email Address:
Current wage (per annum): £	National insurance number:
Are you in receipt of benefit?	If yes which?

JOINT TENANT	First Name:	MR / MRS / DR / MISS / MS (other) Surname:
Date of Birth:	Status: Married/Divorced/Single/Partners/Separated	
Mobile Telephone Number:	Home Telephone Number:	
Email Address:	Work Telephone Number:	
Current Address:	Previous Address (if less than 3 years):	
Post code:	How long at address:	Post code:

Name of EMPLOYER:	Current AGENT OR LANDLORD:
Address:	Address:
Post code:	Post code:
Occupation:	Telephone Number of agent:
Length of time in employment:	Email Address:
Current wage (per annum): £	National insurance number:
Are you in receipt of benefit?	If yes which?

Other Occupants

DETAILS OF OTHER OCCUPANTS			
Full Name	Date of Birth	M/F	Relationship to lead tenant
Number of pets:	Details:		

LEAD TENANT BANK DETAILS		
Bank Name:	Branch Address:	
Account Name:	Account Number:	Sort Code:

LEAD TENANT NEXT OF KIN	
Full Name:	Date of birth:
Address:	Relationship to Lead Tenant:
	Home Telephone Number:
	Mobile Telephone Number:
Post code:	Email Address:

HOMEOWNER <input type="checkbox"/> OR WORKING GUARANTOR <input type="checkbox"/>	
Full Name:	Date of birth:
Address:	Home Telephone Number:
	Mobile Telephone Number:
	Email Address:
Post code:	
Name of EMPLOYER (if working guarantor):	
Length of employment:	Salary:

I am aware that Gro Residential will contact a Credit Referencing Agency to carry out a check on both the Voters Role and the Credit Register in my name and the name of the guarantor. A record of this check will be held by the Credit Referencing Agency.

Please tick if applicable I/We have CCJ(s) I/We are Bankrupt I/We have a Debt Relief Order **NB: the admin fee is non-refundable.**

I hereby confirm that the above information is correct at the date of signing and understand that any false information will result in legal action being taken:

DECLARATION

I/We _____ voluntarily declare, that I/We do not use or supply any Drugs, other than those prescribed by a Doctor, and understand that I/We would be required to vacate the property known as _____, should the use / involvement of none prescribed Drugs be discovered.

Lead Tenant Signed: _____ Dated: _____

Joint Tenant Signed: _____ Dated: _____

Guarantor Signed: _____ Dated: _____

Acceptable ID Guidelines

A guarantor will be required if:

- The lead applicant is 25 or under
- Current employment is 3 months or less
- No previous landlord reference can be supplied (within last 3 years)
- Current employment is temporary or through an agency
- Income is low (assessed at time of credit check)
- CCJ present or low credit score (assessed at time of credit check)

Each applicant who will be named on the tenancy agreement and any guarantor (if needed) must supply the following:

One document from each of the below 3 groups. (eg: Passport, Council tax statement, 3 months' payslips)

If no document can be provided from group 1:

Three documents must be submitted from group 2 and one document from group 3. (eg: Bank statement, P60, Utility bill, 3 months' payslips)

Group 1: Primary identity documents

- Passport - Any current and valid passport – (If outside of EU, valid visa is also required)
- Biometric residence permit UK
- Current driving licence photocard - (full or provisional) UK, Isle of Man, Channel Islands and EU
- Current driving licence (full or provisional) - paper version (if issued before 1998) UK, Isle of Man, Channel Islands and EU
- HM Forces ID card UK
- Firearms licence UK, Channel Islands and Isle of Man

Group 2: Proof of residence

- Bank or building society statement issued in the last 3 months (if a bank statement is NOT used as proof of income)
- Bank or building society account opening confirmation letter UK Issued in last 3 months
- Mortgage statement Issued in last 12 months
- Credit card statement UK or EEA Issued in last 3 months
- Financial statement, for example pension or endowment UK Issued in last 12 months
- P45 or P60 statement UK and Channel Islands Issued in last 12 months
- Council Tax statement UK and Channel Islands Issued in last 12 months
- Utility bill UK - including mobile telephone bill or contract Issued in last 3 months
- Benefit statement, for example Child Benefit, Pension UK Issued in last 3 months
- Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, HMRC - UK and Channel Islands Issued in last 3 months
- EU National ID card - Must still be valid

Group 3: Proof of income

- Payslips covering the most recently passed 3 months
- Bank or building society statements - covering the most recently passed 3 months (if a bank statement is NOT used as proof of residence)
- Letter of sponsorship from future employment provider Non-UK or non-EEA only - valid only for applicants residing outside of the UK at time of application Must still be valid

Group 4: Other

- Other Occupants – copy of birth certificate if under age of 16.

FORM OF CONSENT

I/We, the applicant(s) hereby instruct and authorise my former landlord _____ to release all information necessary to Gro Residential Management.

Signed (Applicant 1): _____

Signed (Applicant 2): _____

Print Name (Applicant 1): _____

Print Name (Applicant 2): _____