



APPLICATION FOR ACCOMMODATION FORM TENANT / GUARANTOR (please mark to indicate which)

In order for the application to be processed quickly, please complete in BLOCK CAPITALS & ensure the application is completed in full. **All sections marked with * are mandatory information.** Failure to complete the form in full may delay your application.

Property Details

Postcode*:	House number:
Flat number:	House name:
Street*:	District:
Town*:	County:

Rental Details

Name of Tenant*:			
Share of rent per month*:	£ + £ Deposit	Total rent per month:	£
	Or: £ no deposit		
Tenancy term (months)*:	12	Start Date*:	

Personal Details

Title*:	<input type="checkbox"/> Mr	<input type="checkbox"/> Miss	<input type="checkbox"/> Mrs	<input type="checkbox"/> Ms	<input type="checkbox"/> Other
First Name*:					Middle Name(s):
Surname*:					Date of birth*:
<input type="checkbox"/> I confirm this is my FULL LEGAL NAME					
Sex*:	<input type="checkbox"/> Male	<input type="checkbox"/> Female	No of dependants*:		
Marital Status*:	<input type="checkbox"/> Single	<input type="checkbox"/> Married	<input type="checkbox"/> Divorced	<input type="checkbox"/> Separated	<input type="checkbox"/> Widow(er)
Any previous surnames*:					Date of change in surname*:
Employment Type*:	<input type="checkbox"/> Full time employed <input type="checkbox"/> Part time employed <input type="checkbox"/> Temporary/Contract <input type="checkbox"/> Unemployed <input type="checkbox"/> Self-Employed <input type="checkbox"/> Retired <input type="checkbox"/> Student <input type="checkbox"/> Housewife/Home maker <input type="checkbox"/> Payment in advance				
Employment status*:	<input type="checkbox"/> Junior <input type="checkbox"/> Management <input type="checkbox"/> Unskilled <input type="checkbox"/> Supervisor <input type="checkbox"/> Semi-skilled <input type="checkbox"/> Skilled <input type="checkbox"/> Senior Management <input type="checkbox"/> Other <input type="checkbox"/> Not applicable				
Occupation*:					
Work phone number:					Home phone number* :
					Mobile phone number:
Email Address:					

Personal Details cont...../

NI Number: _____	Place of Birth: _____
Passport number: _____	Date of Issue: _____
Place of issue: _____	
Car Make/Model: _____	Car Registration No: _____
Driving Licence No: _____	

Affordability Details

Gross annual income*: £	Any additional sources of income?*: Yes <input type="checkbox"/> No <input type="checkbox"/>
Amount of additional income per annum?* £ etc and amount received)	Income from: (please list below source, eg JSA
1:	3:
2:	4:
Housing Benefit / Local Housing Allowance: Are you claiming HB/LHA Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide : Date of last claim: _____	
Name of local authority: _____	
If no, but you do intent to, what forms of identification verification do you intend to produce? _____	
Are you aware of any adverse credit data: Yes/ No: Please give details: _____	

Employer Details

Is your employment likely to change shortly*? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes please provide details of your future employer, otherwise give details of your current employer.	
Job Title:	Start date*: Month - Year -
Employers company name*:	
Payroll number:	
Contact name*:	Contact job title:
Postcode:	Building number:
Unit number:	Building Name:
Street:	District:
Town*:	County:
Daytime phone number*:	Mobile phone number:
Fax number*:	Email address*:
Please ensure you provide either a fax number or email address.	
Additional Information:	

Please supply addresses to cover your last 3 years of residency

Current Address – Please complete all address details where appropriate

Postcode*:	House number*:
Flat number:	House name*:
Street*:	District:
Town*:	County:
Is this a Foreign address?* Yes <input type="checkbox"/> No <input type="checkbox"/>	
Time at address From*: Month - Year- To: Month - Year -	
Living status*: <input type="checkbox"/> Furnished Tenant <input type="checkbox"/> Unfurnished Tenant <input type="checkbox"/> Own home <input type="checkbox"/> Living with parents <input type="checkbox"/> Other	
Landlord name*:	Landlords Tele Number*:
Landlords email*:	

Previous Address – Please complete all address details where appropriate

Postcode:	House number*:
Flat number:	House name*:
Street*:	District:
Town*:	County:
Is this a Foreign address?* Yes <input type="checkbox"/> No <input type="checkbox"/>	
Time at address From*: Month - Year- To: Month - Year -	
Living status*: <input type="checkbox"/> Furnished Tenant <input type="checkbox"/> Unfurnished Tenant <input type="checkbox"/> Own home <input type="checkbox"/> Living with parents <input type="checkbox"/> Other	
Landlord name*:	Landlords Tele Number*:
Landlords email*:	

2nd Previous Address – Please complete all address details where appropriate

Postcode:	House number*:
Flat number:	House name*:
Street*:	District:
Town*:	County:
Is this a Foreign address?* Yes <input type="checkbox"/> No <input type="checkbox"/>	
Time at address From*: Month - Year- To: Month - Year -	
Living status*: <input type="checkbox"/> Furnished Tenant <input type="checkbox"/> Unfurnished Tenant <input type="checkbox"/> Own home <input type="checkbox"/> Living with parents <input type="checkbox"/> Other	
Landlords name*:	Landlords Tele Number*:
Landlords email*:	

Emergency Contact Details – TENANT APPLICANTS ONLY TO COMPLETE THIS SECTION

Please provide details for someone, living at a different address, to contact in case of emergency.

Name:*	Relation to applicant:*			
Postcode:	House number*:			
Flat number:	House name*:			
Street*:	District:			
Town*:	County:			
Landline number:	Mobile:			
Time at address From*:	Month -	Year-	To: Month -	Year -
Living status*:	<input type="checkbox"/> Furnished Tenant <input type="checkbox"/> Unfurnished Tenant <input type="checkbox"/> Own home <input type="checkbox"/> Living with parents <input type="checkbox"/> Other			

Additional Information – TENANT APPLICANTS ONLY TO COMPLETE THIS SECTION

Will any of the tenants have pets?*	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will any of the tenants smoke?*	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will there be any children living at the property?*	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Names of children and dates of birth: 1. 2. 3. 4.		

Please ensure that you have completed all fields indicated '*' as failure to do this may result in a delay in producing your report.

Use of Personal Information Policy

Information given at the point of application is provided to credit reference agencies, this information which includes e-mail addresses, mobile phone numbers and landline telephone numbers, may be supplied to other organisations and used by them and Great Homes UK for:

- Preventing crime, fraud and money laundering by, for example when checking details provided on applications for credit and credit related facilities, insurance proposals and claims, applications for jobs or when checked as part of employment, plus other similar facilities.
- Verifying the applicant's identity should they apply for other facilities.
- Performing on-going checks when managing the applicants existing agreements.
- Tracing the applicant in order to recover debts that they owe.
- Undertaking statistical analysis and system testing.

If false or inaccurate information is provided and fraud is suspected or identified this will be recorded and may be passed to Fraud Prevention Agencies and other organisations involved in crime and fraud prevention.

Information provided as part of this application will be retained in accordance with current Government legislation.

In processing this information, Great Homes UK and Credit/Debt recovery agencies may use the services of third parties, possibly based outside the UK or European Economic Area.

Consent

I consent to the information provided by me being used by third parties to make decisions about my application. Agencies may supply to Great Homes UK public information and/or fraud prevention information.

I understand that a search "footprint" will be recorded on my credit report; this will not affect my ability to obtain credit in the future.

Information provided by me may be supplied to other organisations and used by them and Great Homes UK to:

- A. Verify my identity for this application.
- B. Check all or any of the application details which have been submitted.
- C. Assist organisations to make decisions on tenancy applications by me.
- D. Process my data in accordance with the Use of Personal Information given above.
- E. Contact my employer to verify the income details provided.
- F. In the recovery of any debts accrued.

By **confirming your agreement to proceed** you are accepting that we may use your information in this way.

***Guarantor** to tick to confirm that they have read a copy of the Guarantor Agreement which can be found at www.greathomesuk.com

Signed:

Date:

Great Homes UK is registered with the ICO (Z3387099)

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).

****Please note that if a Tenancy is offered we are required to carry out checks under the "tenants right to rent" legislation. All adults intending to live at the property will need to confirm that it will be their only or main home and provide proof that they are allowed to reside in the UK by way of passport, birth certificate, visa etc. The Landlords Agent will be required to take copies of the evidence which will be retained in accordance with the legislation.****