



**LIGHTHOUSE
LETTINGS**

TENANCY APPLICATION FORM

PROPERTY ADDRESS.....

For Office Use

Fee Paid.....

Date Paid.....

Move in Date.....

Identification.....

FIRST APPLICANT DETAILS

PROPERTY ADDRESS:.....

RENT PCM **DEPOSIT REQUIRED**.....

FULL NAME.....

MARITAL STATUS..... MAIDEN NAME:

NATIONAL INS NUMBER: D.O.B:

CURRENT ADDRESS:
.....

TEL NUMBERS: HOME: WORK:

MOBILE: E-MAIL:

OWNER COUNCIL PRIVATE LIVING WITH PARENTS (Please circle appropriate)

PERIOD AT ADDRESS REASON FOR LEAVING
.....

If less than 3 YEARS PLEASE STATE PREVIOUS ADDRESS:
.....

WHO WILL BE LIVING AT THE PROPERTY?

NAME..... AGE.....

NAME..... AGE.....

NAME..... AGE.....

BANK DETAILS: Name

Sort Code:

Account No:

SECOND APPLICANT DETAILS

FULL NAME

MARITAL STATUS MAIDEN NAME:

NATIONAL INS NUMBER: D.O.B:

CURRENT ADDRESS:
.....
.....

TEL NUMBERS: HOME: WORK:

MOBILE: EMAIL:

OWNER COUNCIL PRIVATE LIVING WITH PARENTS (Please circle appropriate)

PERIOD AT ADDRESS REASON FOR LEAVING

.....

If less than 3 YEARS PLEASE STATE PREVIOUS ADDRESS:

.....

BANK DETAILS: Name

Sort Code:

Account No:

CURRENT LANDLORD DETAILS:

NAME:

ADDRESS.....

.....

CONTACT DETAILS:

MINIMUM NOTICE REQUIRED.....

SMOKERS YES / NO ANY PETS? TYPE.....

EMPLOYMENT DETAILS IN PAST 3 YEARS

FIRST APPLICANT

SECOND APPLICANT

COMPANY NAME.....

COMPANY NAME.....

ADDRESS.....

ADDRESS.....

.....

.....

.....

.....

CONTACT NAME.....

CONTACT NAME.....

TEL:

TEL:

SALARY.....

SALARY.....

HOURS PER WEEK.....

HOURS PER WEEK.....

POSITION HELD.....

POSITION HELD.....

START DATE.....

START DATE.....

PERMANENT.....

PERMANENT.....

COUNTY COURT JUDGEMENTS (CCJ'S)

All applicants who have CCJ's are still considered however if we find a CCJ is not disclosed then we may decline your application.

Please give brief details (Company, date, and amount) of any CCJ's Bankruptcy Orders etc that we may find during any enquiries with a credit reference agency.

.....
.....

ADDITIONAL INFORMATION

All applicants are considered regardless of previous circumstances. This section should be used to make us aware of any information you feel may assist your application.

.....
.....

Identification is required:

PASSPORT.....DRIVING LICENCE.....
UTILITY BILL.....

PERSONAL REFERENCES - MINIMUM OF 2 REQUIRED - NOT A RELATIVE

NAME.....	NAME.....
ADDRESS.....	ADDRESS.....
.....
.....
TEL.....	TEL.....
RELATIONSHIP.....	RELATIONSHIP.....

GUARANTORS DETAILS MUST BE A HOME OWNER

FULL NAME.....

ADDRESS.....

POST CODE.....

TELEPHONE NUMBERS.....

EMAIL ADDRESS.....

EMPLOYMENT DETAILS.....

.....

As a guarantor, I am agreeing to abide by the terms of the tenancy agreement whereby I may be called upon for the payment of rent or any other costs incurred during the tenancy for the above applicant.

On signing of the tenancy agreement, I am agreeing that I shall be the guarantor for the entire tenancy period including running tenancies until the applicant vacates the property.

GUARANTORS SIGNATURE.....

PRINTED NAME.....

DATE.....

IDENTIFICATION IS REQUIRED for GUARANTOR

PASSPORT.....DRIVING LICENCE.....

UTILITY BILL.....

DECLARATION OF GUARANTOR

I / We the above-named guarantor(s) hereby agree to be a party to any tenancy agreement and stand guarantor for the applicant(s) mentioned herein, in respect of: - (1) any unpaid rent 7 days after it falls due, (2) liability or any loss or damage occasioned by the applicant(s), (3) any non-observance of any of the terms and conditions of the agreement.

I / We further agree to any checks being made by Lighthouse Lettings via any Credit Reference Agency and or HM Land Registry. I / We shall also be required to sign the tenancy agreement if the applicant(s) are granted a tenancy.

APPLICATION FEE & ADMINISTRATION COSTS.

All applicants are subject to a **non-refundable** processing fee of **£150.00** which should be paid when you return this completed form to Lighthouse Lettings with the necessary original identification that is required on this form.

APPLICATIONS DECLARATION

I / We the applicants confirm that the information contained herein is true and accurate to the best of my/our knowledge and belief.

I / We also note that if a tenancy is granted to me/us based on information I/we have supplied knowing this to be false or untrue, then I / We understand that such tenancy may be determined immediately under Ground 17 of the Housing Act 1996.

I / We understand that I / We may examine a draft copy of your standard Tenancy Agreement at any time and that completion of this form does not in any way imply that I / We have been granted any tenancy.

I / We also understand that Lighthouse Lettings may consult a Credit Reference Agency who may record the search and any references they require with regards to this application.

I / We authorise any third party to release in confidence any information about me / us for the purpose of verification and processing.

First Applicants Signature.....Date.....

Printed Name.....

Second Applicants Signature.....Date.....

Printed Name.....

ALL APPLICATIONS WILL BE PROCESSED AND SCORED BASED ON THE INFORMATION WE RECEIVE. IF YOU WISH TO MAKE US AWARE OF ANY CIRCUMSTANCES OR OTHER INFORMATION WHICH YOU MAY FEEL MAY HELP WITH YOUR APPLICATION THEN PLEASE MAKE NOTES BELOW.

.....
.....
.....

GUIDANCE NOTES

A **non-refundable** cash application fee of **£150.00** will be payable on completion of an application to obtain references

All applicants **MUST** be over 18 years of age.

All references are carried in confidence.

Upon signing a tenancy agreement, we will require the following:

1 month's rent in advance

Deposit to the equivalent to 1 month's rent

£50 to protect the deposit under the Tenancy Deposit Scheme

To avoid fraudulent applications we reserve the right to pass on any information about you to the Department of Social Security or Inland Revenue where appropriate.

An agreement does not come to an end until either party gives the appropriate notice, two clear months from the Landlord and one clear month from the tenant.

**Lighthouse Letting (NW) Limited
The Old School
188 Liscard Road
Wallasey
Wirral
CH44 5TN**

Phone: 0151 691 4928

Mobile: 07738 491 093