

Tenancy Application Form

Thank you for registering your interest in renting a property with Village Estates. We should be obliged if you would complete this Tenancy Application form in full with all the relevant information and return asap together with;

- 1. Original bank statements for the previous 3 months.*
- 2. Original proof of income, last 3 months Pay Slips.*
- 3. Proof of all Benefits received.*
- 4. Personal Identification, Passport and Driving License. We also require you're most recent Council Tax Bill, most recent utility bill and proof of residence/right to reside in the UK. Copies are not acceptable.*
- 5. An up to date copy of your credit file. This can be obtained on line from various credit agencies such as www.experian.co.uk or www.equifax.co.uk*

Upon receipt of the above, your application will be given our immediate consideration and we will contact you in due course. Completing this form does not commit the prospective tenant or landlord to a tenancy. A shared or single tenancy will not be created until all applicants have been qualified and have signed the tenancy agreement.



Section 1

Client 1

Client 2

Title		
Forenames		
Surname		
Date of Birth		
Home Telephone		
Mobile		
Business Telephone		
Email		
Present Address in full including postcode (If less than 5 years at current address, previous address's need to be completed see section 2)		
Date moved to this address		
Home Owner or tenant		
Name of Mortgage company		
Landlords Name Landlords Address in full including postcode		
Landlords Telephone Number		
Landlords E Mail Address		
How much Mortgage/Rent do you currently pay		
Do you have any current arrears		
Have you ever been in arrears		
Have you been served an eviction notice		
Reason For Leaving		

Section 2

Previous Address in full including postcode (5 Year History required, continue in section 3 if needed)		
Date moved to this Address		
Date moved from this Address		
Home Owner or tenant		
Name of Previous Landlord		
Landlords Address in full including postcode		
Landlords Telephone Number		
Landlords E Mail Address		

Section 3

Previous Address in full including postcode (5 Year History required, continue in notes section if needed)		
Date moved to this Address		
Date moved from this Address		
Home Owner or tenant		
Name of Previous Landlord		
Landlords Address in full including postcode		
Landlords Telephone Number		
Landlords E Mail Address		

Section 4

Status/Employment Details	Employed Y/N Self/Employed Y/N On Contract Y/N Retired Y/N Un-employed Y/N Student Y/N Carer Y/N	Employed Y/N Self/Employed Y/N On Contract Y/N Retired Y/N Un-employed Y/N Student Y/N Carer Y/N
Employers Name		
Employment Address in full including postcode		
Employment Tel No		
Employers Email		
Date Employment Commenced		
Position Held		
Gross Annual Earnings		
Permanent/Temporary		
Do you intend to change Employer		
Previous Occupation: If less than three years		
Previous Employers Name		
Previous Employment Address in full including postcode		
Employment Tel No.		
Employers Email		
Date Employment Commenced		

Section 5

Full Names, Dates of birth of all your children.	Name	D.O.B	Male/Female
	1.		
	2.		
	3.		
	4.		
	5.		
	6.		
Do you smoke?			
Are you in good health?			
Do you have any pets? If yes state what type of pets including Breed? (Continue In Notes Section if required)	Type. (Cat/Dog/Hamster)	Breed	
	1.		
	2.		
	3.		

Section 6

Have you any County Court Judgements (CCJs)?		
Have you ever been made Bankrupt?		
Have you had a home repossessed		
National Insurance Number		
Driving License Number		
Passport Number		

Section 7

Reference Details (This must be a person of standing)
Full Name:
Occupation:
Address:
Post Code:
Telephone No:
Email:

Section 8

Next of Kin – Required in case of emergency and for our insurance purposes.
Full Name:
Occupation:
Relationship to applicant:
Address:
Post Code:
Telephone No:
Email:

Section 9

Notes Section.
Please use this section to declare any other information that may help us with your application or to explain in detail any of your answers to the above questions.

Notes Section (Continued)

I/We have applied for a **Housing Tenancy** with Village Estates (Chesterfield) ltd.

For a period of: 6 Months/12 Months/24 Months

I/We confirm that I/We have authorised the Letting Agent (**Village Estates**) to apply for references from any referees named in this application to enable me/us to successfully apply to let the aforementioned property. I/We confirm that I/We give full permission for you to share and discuss our personal data with the Letting Agent (**Village Estates**).

SIGNATURE OF APPLICANTS:

Name	Name
Signature:	Signature:
Date:	Date:

I/We have applied for a **Housing Tenancy** with Village Estates (Chesterfield) ltd

I/We confirm that I/We give full permission for the local council to share and discuss all aspects of my/our housing benefit claim with the Letting Agent (**Village Estates**).

SIGNATURE OF APPLICANTS:

Name	Name
Signature:	Signature:
Date:	Date:

I/We believe the information provided here to be true and authorise the landlord or agent to:

- Carry out credit searches and reference checks if applicable and to contact employers, banks, referees, guarantors and credit reference agencies.
- Use the information obtained from third parties to assess credit ratings, make insurance decisions, for fraud prevention and tracing/debt collection.

Data Protection Privacy Notice

The General Data Protection Regulation (GDPR) regulates personal data. Village Estates will be the data controller of your personal information its staff and client software database systems are the data processors.

What we use your data for: We need to know your personal data in order to give you best advice in relation to the renting of a property with Village Estates and their Landlords and to be able to fulfil all our legal obligations such as Money Laundering and Right to Rent Checks.

Who is my data shared with: Some of your data will be shared with the prospective landlord. We will share your personal data to carry out credit searches and reference checks and to contact employers, banks, referees, guarantors and credit reference agencies.

Your data is not transferred outside of the EU/EEA.

How long do we keep your data: We will store use your data for up to 3 months after your application has been processed, after which time it will be securely destroyed. If your application is successful we will store your data up to 6 years after the end of your tenancy. You may also have the right to object to us processing your data, if you would no longer like us to process your data at any time please contact us at, info@villageestateagency.co.uk

What are your rights: You have the right to object to the processing of your data. You also have the right to request access to your data at any time. You have the right to rectification and/or erasure of personal data or restricting of processing. If you wish to raise a concern related to how we have handled your personal data, you can contact us to have the matter investigated. If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law you can complain to the Information Commissioner's Office: <https://ico.org.uk>

We respect your right to privacy and to have data kept securely. We will never exchange or sell your data to any other organisation. If you have any queries about our Privacy Policy please contact us either by email, telephone, or in writing using these contact details:

Village Estates Data Protection 26 Mill Street Clowne Chesterfield S43 4JN 01246 810519

info@villageestateagency.co.uk

I/We understand that I/We can request the details of any credit reference agencies used so that I can verify with them the information provided.

Completing this form does not commit the prospective tenant or landlord to a tenancy.

I/We can confirm that I/We have read the above and have raised any concerns with the landlord or agent. Prospective tenants should be aware that any false statement made could result in early termination of the tenancy under rule 17 of the Housing Act 1996.

SIGNATURE OF APPLICANTS:

Name:

Signature:

Date:

Name:

Signature:

Date: