



Tenancy Application Form

PLEASE COMPLETE ALL SECTIONS IN BLOCK CAPITALS TO REDUCE ERRORS
ONCE COMPLETED, PLEASE RETURN TO OUR JESMOND OFFICE EITHER BY MAIL,
FAX OR BY HAND (See notes at end of form)

Comprehensive Advanced Express International

User ID:

Date Submitted:

1. Property Details (Address to be let)
Property Address

Tenancy Period	Tenancy Start Date	No Applicants	Total Rent	Rent for this Applicant
<input type="text"/>	<input type="text"/>	<input type="text"/>	£ <input type="text"/>	£ <input type="text"/> pcm

2. Applicants Details (All fields must be fully completed)

**Title: <input type="text"/>	**First Name: <input type="text"/>	**Surname: <input type="text"/>
Date of Birth: <input type="text"/>	Gross Annual Salary/Income: £ <input type="text"/>	
**Current Address <input type="text"/>		
**Post Code <input type="text"/>	Time at Address: <input type="text"/> Years <input type="text"/> Months	**Home Telephone Number <input type="text"/>
Work Contact Number: <input type="text"/>	**Mobile Number: <input type="text"/>	E-mail Address: <input type="text"/>

3. Previous Address (If at current less than 6 years)
****Previous Address:**

** Address cont. <input type="text"/>	**Post Code: <input type="text"/>	Time at Address: <input type="text"/> Years <input type="text"/> Months
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4. Previous Address (If at current & previous less than 6 years)
****Previous Address:**

** Address cont. <input type="text"/>	**Post Code: <input type="text"/>	Time at Address: <input type="text"/> Years <input type="text"/> Months
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*COMPREHENSIVE REPORTS – INCLUDE ADDRESS HISTORY FOR THE LAST 3 YEARS
*EXPRESS REPORTS – COMPLETE SECTIONS 1-3 OF THIS APPLICATION ONLY

4. Employment / Occupation Details

**Employment Status:	**Name of Organisation:	Employment Dates:
<input type="text"/>	<input type="text"/>	From <input type="text"/> To <input type="text"/>
**Position Held:	**Contact Name:	**Contact Position:
<input type="text"/>	<input type="text"/>	<input type="text"/>
**Address:		
<input type="text"/>		
**Contact Telephone Number:	Contact Fax:	**Contact Email:
<input type="text"/>	<input type="text"/>	<input type="text"/>

5. Previous/Current Landlord or Agent

**Landlord/Agency Name:	**Contact Number:	Fax Number or E-mail Address:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address of Landlord or Agency:		
<input type="text"/>		

6. Character Referee (Not a relative)

**Referee Name:	Relation to Applicant:	Time Known:
<input type="text"/>	<input type="text"/>	Years <input type="text"/> Months <input type="text"/>
**Daytime Contact Number:	Fax Number:	E-mail Address:
<input type="text"/>	<input type="text"/>	<input type="text"/>

7. Guarantor (Advanced applications only)

**Guarantor's Name:	**Relation to Applicant:	**Contact Number:
<input type="text"/>	<input type="text"/>	<input type="text"/>
**Address:		
<input type="text"/>		

8. Authorisation

The details supplied by you are checked against those held on credit reference agency database for the purpose of pre-tenancy/lease selection.

A record is kept of this search; however it will not affect your ability to obtain credit or other services in any way. Information is processed in confidence and within the guidelines of The Data Protection Act (1998) & any applicable International privacy laws.

I authorise Rentchecks to conduct these searches and to make any employer or financial enquiries necessary to assess my suitability for this agreement.

**Signed:	**Date:
<input type="text"/>	<input type="text"/>
	**Name:
	<input type="text"/>

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Additional Notes & Comments

(Use this section to add any additional information that relates to this applicant, i.e. periods overseas or referee notes)

GUIDANCE & INFORMATION:

1. Section 2 **must** be completed. This is the minimum amount of information required to assess an application.
2. Please ensure that all fields indicated in **bold** with “***” **must** be fully completed (where applicable).
3. Validating postcodes before submitting this form with speed up processing times (postcodeanywhere.com).
4. Please ensure that all names, addresses & numbers are clearly legible.
5. Please double check all fields prior to submission. Once a report is queued for processing, it cannot be cancelled.
6. The applicant's verbal or signed permission must be obtained prior to submission.
7. Please ensure that you include a current and accurate telephone or fax number for all referees. Failure to do so will delay this application.
8. We may need to request a banker's written reference if required. Please be aware that we cannot guarantee that the bank will respond. Some bank may charge a fee. You will be advised in advance if this is applicable.

PLEASE RETURN THIS FORM VIA:

FAX – 0191 2815234
E-MAIL – Jesmond@bowsonlettings.co.uk
POST – Bowson Lettings
117 St Georges Terrace
Jesmond
Newcastle upon Tyne
NE2 2DN

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