



5 Brunel Business Court,
Bury St Edmunds,
Suffolk IP32 7AJ
Tel: 01284 761616 Email:
property@templebury.co.uk

TENANCY APPLICATION FORM – Please use this form if you are applying for tenancy or acting as a Guarantor for a tenancy. All information will be treated as confidential

**PLEASE ENSURE THAT ALL QUESTIONS ARE ANSWERED FULLY.
ANY OMISSIONS MAY RESULT IN DELAY IN PROCESSING YOUR APPLICATION.**

SUPPORTING DOCUMENTATION (SEE PAGE 4)

This tenancy application is not a tenancy agreement or contract, nor can it be constituted as consent to occupy. Several applications may be considered for the same property and Temples and the Landlord reserve the right to choose any or none of the applicants. Due to the confidential nature of the information required Temples regret that no explanation will be given if a tenancy is not recommended. Should any information provided by the applicant be false resulting in references proving unsatisfactory or if for any reason the applicant withdraws from the process any fees or charges paid will not be refunded. This application will be subject to the terms of Grounds 17 of the Housing Act 1996.

A deposit may be payable on signing the Tenancy Agreement. The Landlord will retain the deposit in compliance with the Housing Act 2004, in line with a Deposit Protection Scheme, for the duration of the tenancy. **No interest will be paid.**

Tenancy Details:

Rental Property Address:	
Rent per Calendar Month:	
Proposed Start Date:	

Applicant Details:

Title:	
First Names:	
Surname:	
Date of Birth:	
Marital Status:	
Daytime Phone Number:	
Email Address:	

Smoker:	YES/NO
Any Criminal Convictions:	YES/NO (If yes please provide details on separate sheet)
Any Pets:	YES/NO (If yes please request separate pet application form)
Name and Contact Details of Next of Kin:	
Name and Contact Details of Person to contact in an emergency	

Details of Current and Previous Residence:

Address:	
Dates of Occupation:	
Is this Property:	OWNED/RENTED/OTHER
Name and contact details of Landlord or Mortgage Company:	
Previous Address if in current residence for less than one year:	
Have you rented property at any time in the past five years?	YES/NO (If yes please answer the two following questions)
Has all previous rent been paid on time and in full?	YES/NO
Have you always had your deposit returned in full?	YES/NO (If no please give details)

Financial Details:

Bank Name:	
Bank Address:	
Sort Code:	
Bank Account Number:	
Any adverse credit history:	YES/NO (If yes please provide details on separate sheet)
Outstanding credit card balances:	YES/NO (If yes please state amount outstanding)
Current Rent/Mortgage Payment:	
Details of other Regular Financial Commitments:	

Employment Details:

Name of Employer:	
Address of Employer:	
Contact number of Employer:	
Job Title:	
Annual Salary:	
Commencement Date:	
Previous Employer Details if in current employment for less than three months:	

Character Reference:

Name and contact details:	
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Additional Information: (Please give the reasons for your move and any further information you wish to be taken into consideration)

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Additional Occupants: (Separate application required for all occupants aged 18 years or over)

Names	Date of Birth

IMPORTANT NOTES:

All properties are classed as non smoking.

Unless otherwise negotiated our standard tenancy agreement will have an initial term of six months.

If accepted as a tenant of this property the initial funds covering deposit and first month's rent will be required as cleared funds prior to the commencement of the tenancy.

Supporting documentation required:

- Photographic ID**
- Proof of Residency (Utility Bill etc)**
- Last three month's Bank Statements**
- Last three month's Wage Slips (or Offer of Employment if starting new job)**
- Proof of 'Right to Rent' (please ask for further details)**

DECLARATION AND CONSENT

I confirm that the information supplied is to the best of my knowledge and belief, true. I have no objection to this information being verified by whatever means deemed necessary. The results of Temples findings will be held on file and may be accessed again should I apply for a tenancy in the future. I agree that Temples may search the files of a credit reference agency, which will keep a copy of that search. Details of how I conduct the account may also be disclosed to the agency. This information may be used by other lenders in assessing applications from me and other members of my household and for occasional debt tracing and fraud prevention.

I authorise Temples to utilise, release or obtain upon request any information gained during the process of my application and continued relationship to any interested/related party including Local Authority and Utility Companies.

I have read and agreed Temples Terms and Conditions of application for Tenancy and discussed with a member of staff any point I do not understand.

Application form, supporting documentation as requested above to be forwarded to –

**Temples
5 Brunel Business Court
Bury St Edmunds
Suffolk
IP32 7AJ**

**Website: www.templebury.co.uk
Email: property@templebury.co.uk
Tel: 01284 761616**

***Signed:* _____ *Print Name:* _____ *Date:* _____**