



**Please complete application form fully and return to the appropriate Burns & Co office along with the following:**

**1. Two forms of ID:**

- i. Photographic: e.g. passport or driving licence
- ii. Proof of address: e.g. utility bill or rates bill  
(*Note: this must be dated within last 3 months*).

**2. Two written formal character references (these **MUST** be provided on letter headed paper with relevant contact details).**

- a. If currently renting then a landlord's reference is required.
- b. If in employment then an employer's reference is required.

**PLEASE NOTE: IF THE ABOVE INFORMATION IS NOT PROVIDED IN FULL YOUR APPLICATION CANNOT BE CONSIDERED.**

**PLEASE ALSO NOTE: BURNS & CO DO NOT CONDUCT VIEWINGS UNLESS YOUR FULL APPLICATION IS RECEIVED.**

# TENANCY APPLICATION

## 1) TENANCY DETAILS

PROPERTY ADDRESS YOU ARE INTERESTED IN:

\_\_\_\_\_

RENTAL PERIOD:

\_\_\_\_\_

PROPOSED START DATE:

\_\_\_\_\_

## 2) PERSONAL DETAILS: Proof of identity provided and copied

TITLE	FIRST NAME	SURNAME	DATE OF BIRTH DD/MM/YY	SEX M / F

**MARITAL STATUS:** Single  Married  Divorced  Cohabiting  Widowed  Separated

**CURRENT ADDRESS:** Proof of address provided and copied

Current Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone: (H) \_\_\_\_\_ (W) \_\_\_\_\_

(M) \_\_\_\_\_

Email Address: \_\_\_\_\_

\*If less than 3 years at present address please provide address details below: -

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are You: Owner  Council Tenant  Private Tenant  Living with Parent/Relatives

Current Rent Payable: \_\_\_\_\_

Reason for leaving: \_\_\_\_\_

\_\_\_\_\_

### 3) CURRENT LANDLORD AND ADDRESS (If a Private Tenant)

Current Address: \_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone: (H) \_\_\_\_\_ (W) \_\_\_\_\_

(M) \_\_\_\_\_

Email Address: \_\_\_\_\_

### PREVIOUS ADDRESSES IN LAST FIVE YEARS (If a Private Tenant)

Address	Name of Landlord	From	To

### WHO WILL BE MOVING WITH YOU?

TITLE	FIRST NAME	SURNAME	DATE OF BIRTH DD/MM/YY	SEX M/F	RELATIONSHIP TO YOU

ARE YOU A SMOKER? Yes  No

DO YOU HAVE ANY PETS? Yes  No  If Yes, Please State \_\_\_\_\_

**IS THERE ANYTHING ELSE YOU CONSIDER RELEVANT TO THIS APPLICATION?**

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**4) EMPLOYMENT DETAILS:**

**Current Employer**

Employer's Name: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone: (H) \_\_\_\_\_ (W) \_\_\_\_\_ (M) \_\_\_\_\_

Email Address \_\_\_\_\_

Full Time  Part Time  Temporary  Contract  Self Employed

Date Employment started: \_\_\_\_\_

Position Held: \_\_\_\_\_ Contact Name: \_\_\_\_\_

Salary Range: £7000-£10,000  £10,000-£20,000  £20,000-£30,000  £30,000 +

National Insurance Number: \_\_\_\_\_

If less than 3 years with current employer, please provide previous employers details.

**Previous Employer**

Employer's Name: \_\_\_\_\_

Employer's Address: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_

Full Time  Part Time  Length of Employment: \_\_\_\_\_

## 5) OTHER INCOME

Are you in receipt of any of the following: (Tick all that applies)

- Housing Benefit
- Income Support
- Unemployment Benefit
- Sickness Benefit
- Retirement/ Pension
- Disability Allowance

## 6) REFERENCES:

Please provide the details of two people from whom you are obtaining references from.

Name: _____	Name: _____
Occupation: _____	Occupation: _____
Address: _____ _____	Address: _____ _____
Telephone: _____	Telephone: _____

## 7) GUARANTOR DETAILS: (If required)

Name: _____ Occupation: _____
Current Address: _____ _____
Postcode: _____
Telephone: (H) _____ (W) _____
(M) _____
Email Address: _____

**Declaration**

I hereby confirm that I am over 18 years of age and the information I have provided is to the best of my knowledge true and accurate at the time of completion. I hereby agree that the landlord named at the beginning of this application form may take whatever enquiries He/She deems necessary in connection with my application for this tenancy. I authorise my Employer, Bank/Building Society, Personal Referee/ Guarantor, to provide information about me, any prior tenancy history, and any employment/ financial affairs as appropriate to the landlord enquiries. I acknowledge that my application may be refused if the landlord is unable to obtain satisfactory references. I accept that due to the confidential nature of this application, I will not be permitted any explanation should my references prove unsatisfactory. Under the Data Protection Act 1998, your information will be held confidentially and will not be kept for longer than is necessary for that purpose.

Should a Credit Reference check be required, a fee of £25.00 will be incurred. This is to be paid by prospective tenant before a reference is taken up. You should be aware that no refund is available should this credit check/ reference prove unsatisfactory. Burns & Co are not permitted under the Data Protection Act to disclose any information they receive but will refer the applicant to the appropriate Credit Reference Agency.

**SIGNED:** \_\_\_\_\_

**DATE:** \_\_\_\_\_